

***The PSAC is pleased to offer an advanced course for Union representatives...***

## **ADVANCED REPRESENTATION TRAINING FOR STEWARDS (ARTS)**

**Dates: Thurs – Sun, Nov. 3 – 6, 2016**

**Location: Doubletree by Hilton, 300 King St.,  
London, Ontario N6B 1S2**

Course hours (approximately): 9:00 a.m. – 5:00 p.m. plus evening work

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***This course is for PSAC union representatives (stewards, local officers, etc.) who have:***

- ⇒ training on and experience with representing members generally; and
- ⇒ training on and experience with presenting a complaint/grievance during a hearing/meeting with the employer.

### ***Pre-Requisites:***

Applicants must be PSAC members in good standing who have:

- ✓ completed a Talking Union Basics (TUB) or National Aboriginal People's Circle (NAPC) course or equivalent;
- ✓ completed a Grievance Handling (GH) course or equivalent;
- ✓ completed the Tier One Steward Series courses (available online via your Regional Education Officer), and
- ✓ experience representing members in the workplace with management.

### ***Course Overview:***

The *Advanced Representation Training for Stewards (ARTS)* course is an advanced four-day course with a focus on representation. You will look at various routes for engaging members in helping them to resolve workplace issues. You will deepen your knowledge of the processes and legal

framework of grievance handling and what is needed from you to support the PSAC's representation of members at all levels of the grievance process, up to arbitration/adjudication.

Using case studies based on grievances that have been to arbitration/adjudication, you will practice steps in the grievance process including:

- ⇒ interviewing a member
- ⇒ fact-finding
- ⇒ meeting with management for initial problem solving
- ⇒ drafting a grievance
- ⇒ preparing for a grievance hearing, and
- ⇒ representing a member at a grievance hearing

### ***The Details:***

The PSAC will provide travel, accommodation, meal and incidental allowances, loss of salary, and reimbursement of family care costs, in accordance with the PSAC Travel and Family Care policies. Please note that this is an advanced **in-residence** course so hotel accommodation will be provided for all participants who live more than 40 kms from the hotel in London.

PSAC representatives interested in this course are asked to apply online by:

### ***Any questions: Please contact:***

Lynn Meston, [mestonl@psac.com](mailto:mestonl@psac.com)

519-659-1124 Ext. 223

or

519-872-5303 - cell

**All applicants will be contacted by not later than Oct. 7, 2016 to advise if they have been accepted as a participant on the course.**

Details about travel, accommodation, expenses, etc. will be sent to union representatives selected as course participants by **not later than Oct. 14, 2016.**