



TORONTO RO EDUCATION SCHEDULE SPRING SUMMER 2019

Updated March 27, 2019

WEEKEND BASIC COURSES				
DATE(S)	TIME	REGISTRATION DEADLINE	Course Title	LOCATION
Feb. 16-17, 2019	9am-5pm	Feb. 4, 2019	Talking Union Basics	PSAC Toronto Regional Office Large Boardroom, 6th Floor 90 Eglinton Ave East, Toronto, ON M4P
Mar. 2, 2019	9am-5pm	Feb. 18, 2019	Representing Members with Mental Health Disabilities	PSAC Toronto Regional Office Large Boardroom, 6th Floor 90 Eglinton Ave East, Toronto, ON M4P 2Y3
Apr. 27-28, 2019	9am-5pm	Apr. 15, 2019	WSIB Level 2 Toronto	PSAC Toronto Regional Office Large Boardroom, 6th Floor 90 Eglinton Ave East, Toronto, ON M4P 2Y3
May 4-5, 2019	9am-5pm	April 22, 2019	Talking Union Basics Vaughan	Hilton Garden Inn 3201 Hwy 7, Concord, ON L4K 5Z7
June 1-2, 2019	9am-5pm	May 20, 2019	Respectful Workplace/Anti Harassment TBD	TBD
Jun. 22, 2019	9am-5pm	Jun. 10, 2019	Representing Members with Mental Health Disabilities TBD	TBD

Course locations will be decided once the registration course date is officially closed.

Participants will be advised of the location at that time.

THERE ARE A MAXIMUM OF 25 APPLICANTS PER COURSE. REGISTRATIONS RECEIVED AFTER THE 25 MAXIMUM WILL PLACED ON A WAITING LIST.

To register for courses, complete the BASIC registration form attached or Register online at <http://ontario.psa.com/toronto-basic-course-online-registration-form-winterspring-2018>

STATEMENT ON HARASSMENT:

Alliance Education courses are harassment-free. We will neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SCENT-FREE:

To assist members with environmental sensitivities, all courses will be scent-free events

COURSE DESCRIPTIONS

Talking Union Basics (TUB)

Introduces members to the PSAC and prepares them for more advanced union education. It provides an historical and structural overview of the union, introduces participants to the collective agreement and gives them a chance for hands-on practice in problem-solving.

Open to: All members

Representing Members with Mental Health Disabilities

This one day course will provide stewards with information and tools to effectively represent members with mental illness.

Course Objectives:

- Introduction to mental health in the workplace
- Improve our language and open our minds to the evolving respectful language
- Understand your role and responsibilities in representing members with mental health issue
- Understand the employer's responsibilities related to mental health accommodation in the workplace
- Build on resource file of websites, employee assistance programs and community support to educate ourselves and assist our members

Open to: All members

WSIB Level 2

Drawing on lessons from past successes, Level 2 Law participants learn how workers won health and safety rights and what needs to be done in the workplace to enforce these rights.

Participants take an in-depth look at how health & safety laws and regulations have been interpreted and used to safeguard worker health and safety.

Prerequisite: Participants must have already completed WSIB Level 1.

Respectful Workplace/Anti-Harassment Training

On day one, participants will; look at power relationships and how they affect the workplace, identify ways of effectively working across diversity, identify elements that make up a respectful workplace, discuss what is needed in order to establish and maintain a more respectful workplace, and identify and practice skills and methods for dealing effectively with workplace conflict.

On day two, participants will; define harassment and bullying and the impact they have at work, look at policies, processes and the legal framework that governs harassment in the workplace, identify measures for preventing workplace harassment as well as formal and informal recourse routes, outline the roles and responsibilities of the parties in dealing with workplace harassment, be able to identify when harassment occurs and work through some effective strategies for dealing with workplace harassment when it occurs.

Open to: All members

BASIC COURSE DETAILS

MEMBERS IN GOOD STANDING WHO COMPLETE BASIC WEEK-END COURSES ARE ENTITLED TO THE FOLLOWING:

\$50.00 per day upon successful completion.

Family care expenses of up to \$80 per day for the first dependent and up to \$55 per day for every additional dependent. Original receipt and Family Care Allowance Form are required. What is not covered are family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work.

Shift workers who are scheduled to work on the day(s) of a PSAC course is held will be paid actual loss of salary (including shift and weekend premium) provided they complete an online Member Expense Portal Claim Form and submit a copy of their shift schedules.

Courses are being offered throughout the region, and we encourage members to attend courses that do not require them to be on travel status, which is not reimbursed by the PSAC.

PSAC Ontario Regional Office (RO) Education Travel and Expense Entitlement Policy is available online –http://ontario.pvac.com/sites/ontario.pvacadmin.ca/files/user-uploads/education_basic_travel_policy.pdf

Members who attend a course which they have already completed within the previous two years are not eligible to receive this per diem.