



PSAC
Ontario

TORONTO RO EDUCATION SCHEDULE WINTER/SPRING 2020

Updated January 21, 2020

| WEEKEND BASIC COURSES | | | | |
|---|---|-----------------------|--|---------------|
| DATE(S) | TIME | REGISTRATION DEADLINE | Course Title | LOCATION |
| Saturday, February 22, 2020 | 9 am – 12pm or 1pm to 4pm | Friday, Feb 7, 2020 | Strike Prep | Barrie |
| Saturday, February 29, 2020 | 9 am – 12pm or 1pm to 4pm | Friday, Feb 14, 2020 | Strike Prep | Hamilton |
| Saturday, February 29- Sunday, March 1, 2020 | 9 am to 5pm | Friday, Feb 14, 2020 | Talking Union Basics | Barrie |
| Saturday, March 7- Sunday, March 8, 2020 | 10 am to 5 pm | Friday, Feb 21, 2020 | Talking Union Basics | Toronto |
| Saturday, March 21, 2020 | 9 am – 12pm or 1pm to 4pm | Friday, Mar 6, 2020 | Strike Prep | Toronto |
| Saturday, March 28- Sunday, March 29, 2020 | 9 am to 5pm | Friday, Mar 13, 2020 | Grievance Handling | Barrie |
| Saturday, March 28- Sunday, March 29, 2020 | 9 am to 5pm | Friday, Mar 13, 2020 | Introduction to Local Officers | Hamilton |
| Saturday, April 4, 2020 | 9 am – 12pm or 1pm to 4pm | Friday, Mar 20, 2020 | Strike Prep | Niagara Falls |
| Saturday, April 18- Sunday, April 19, 2020 | Saturday 9 am to 5pm AND Sunday 10 am to 5 pm | Friday, Apr 3, 2020 | Representing and Advocating Against Workplace Racism | Toronto |
| Saturday, May 9, 2020 | 9 am to 5pm | Friday, Apr 24, 2020 | Convention Prep | Toronto |

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|---|-------------|-----------------------------|--------------------------|-----------------|
| Saturday, May 23, 2020 | 9 am to 5pm | <i>Friday, May 8, 2020</i> | Convention Prep | Hamilton |
| Saturday, June 6, 2020 | 9 am to 5pm | <i>Friday, May 22, 2020</i> | Lobbying (1 day version) | Barrie |
| Saturday, June 13, 2020 | 9 am to 5pm | <i>Friday, May 29, 2020</i> | Lobbying (1 day version) | Hamilton |
| Saturday, June 13, 2020 | 9 am to 5pm | <i>Friday, May 29, 2020</i> | Lobbying (1 day version) | Toronto |
| <p>To register for courses, complete the BASIC registration form attached or Register online at http://ontario.pvac.com/sites/ontario/files/toronto_ro_basic_education_registration_form_0_1.pdf</p> | | | | |

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

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.

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.
http://psacunion.ca/sites/psac/files/attachments/pdfs/family_care_policy_and_form-2019-en.pdf

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.

COURSE DESCRIPTIONS

Strike Prep

By the end of this course, participants will:

- Know the roles of strike participants
- Be prepared to picket effectively
- Anticipate and be able to respond to personal problems they may face
- Be able to conduct an effective strike action
- Be empowered to motivate others

Open to: All members

Introduction to Local Officers

By the end of this course participants will:

- know what a Local is and how it fits into the union
- know how an effective Local functions
- understand the roles and responsibilities of the Local executive
- know how to work effectively as a team
- be able to engage members in the Local
- be able to put democracy into action
- know how to deal effectively with management

Open to: All members

Grievance Handling Course

Gives new shop stewards essential knowledge for handling Level I Grievances. Participants gain a better understanding of how to work with members at the initial stages of the grievance procedure and how to mobilize members around workplace problems.

Open to: All members, of particular interest to Shop Stewards and Local Executive Members.

Prerequisite: The Talking Union Basics (TUB) or its equivalent.

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 and Advocating Against Workplace Racism

At the end of this course, members will know more about racism/racial discrimination and options of addressing racial discrimination.

- Be able to support racialized members who are victims of racism, carry out their responsibilities in ensuring our members' workplaces are free of racism
- Identify appropriate means of resolving workplace racial discrimination situations
- Able to advocate and represent on race discrimination grievances and identify appropriate means of resolving workplace racial discrimination situations

Open to: Stewards, Local Officers, Anti-Racism Advocates and Human Rights Activists. Graduates of the Advanced Representation Training for Stewards course (ARTS) and the Advanced Human Rights Activism (AHRA) course are encouraged to apply.

Prerequisite: Grievance Handling course or its equivalent

Convention Prep

This learning event provides participants an overview of the function of convention and takes a look at the various proceedings and Rules of Order used. This workshop prepares those attending convention to be able to participate effectively in the convention process.

Open to: All members

Lobbying (1 day version)

Learn and practice the skills necessary to meet with elected officials and deliver your message to them. Face to face meetings with MPs, MPPs, and city counsellors are the most effective way of creating change.

By the end of this one-day course, participants will:

- Develop an understanding of the importance of lobbying as a means of influencing the political system;
- Practice lobbying skills through group roleplay.

Open to: All members