



TORONTO REGIONAL OFFICE (R.O.) BASIC EDUCATION 2012 WINTER/SPRING SCHEDULE

December 21, 2011

PSAC BASIC COURSES			
Dates & Times	App Deadline	Course	Location
Saturday, January 28 9am – 5pm	Friday, Jan. 13	Human Rights	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Boardroom Toronto, Ontario M4P 2Y3
Saturday, February 25 and Sunday, February 26 9am – 5pm	Friday, Feb. 10	Talking Union Basics	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Boardroom Toronto, Ontario M4P 2Y3
Saturday, April 14 and Sunday, April 15 9am – 5pm	Friday, March 30	Introduction to Local Officers	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Boardroom Toronto, Ontario M4P 2Y3
Saturday, July 21 and Sunday, July 22 9am – 5pm	Friday, July 6	Facing Management	Mississauga TBD
The Talking Union Basics (TUB) course is a prerequisite to all Advanced programs. Grievance Handling and TUB are both prerequisites for the Advanced Stewards Course.			

SMOKE FREE: All PSAC events, including this course, are smoke free.

SCENT FREE: To assist members with environmental sensitivities, all courses will be scent free events.

STATEMENT ON HARASSMENT: Alliance Education courses are harassment free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SPECIAL NEEDS – ACCESS REQUIREMENTS: The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs on the application form and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.

EXPENSES COVERED PER PSAC EDUCATION POLICY: WEEKEND COURSES

- \$25.00 per day per diem upon successful completion of the course.
- Compensation for actual loss of wages. You are encouraged to request Salary Replacement from your Employer.
- Family Care Expenses **up to** \$50 per day for the first dependant and **up to** \$25 per day for every additional dependant. Family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work are not covered. Please see the reverse of the Family Care Policy form for further details.

BASIC COURSE DESCRIPTIONS

HUMAN RIGHTS

The course is designed for union members interested in discovering more around the issues of Human Rights. This one day will provide a brief introduction to the legislative requirements and related introductory information. Participants will identify appropriate union and community resources to respond to discrimination, harassment and inequities in the workplace and in the union. You will explore the meaning of power as it relates to issues of human rights.

Open to: All members and new members are encouraged to apply.

TALKING UNION BASICS (TUB) (2 Days)

This is the Union's key introductory course. If you have wondered what it means to be a Union member, how the PSAC works, and what happens to your dues dollars, then Talking Union Basics provides answers to these questions. The course also introduces the collective agreements, your employee rights and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the Union and ways you can make a contribution to building strong locals in the Ontario region. It is recommended that members take this course first, as it provides the basic knowledge you need to get the most from other PSAC courses. The Talking Union Basics (TUB) course is a prerequisite for Local Officers' Training, Grievance Handling, Duty to Accommodate and all Advanced Education Programs.

Open to: All members and new members are encouraged to apply.

INTRO TO LOCAL OFFICER TRAINING (2 Days)

This course will be of interest to members who are interested in building and/or maintaining a strong local. Whether you are a member, a local executive member or steward, this course will offer information and strategies for increasing; the participation of the members in local, regional activities, members' interest in protecting their rights, members' willingness to organize and participate in workplace and other actions to deal with collective problems, and participation in Union training

Prerequisite: Talking Union Basics (TUB), Building Union Solidarity (BUS) or its equivalent.

FACING MANAGEMENT

Do you often wonder if your Local Union could be more effective and assertive at the workplace? Local union representatives meet with management representatives as equals for various reasons - grievance hearing,

union management consultations and sometimes for collective agreement negotiations. This course will give you the skills and confidence to 'Face Management' in a number of different environments. Together we will examine the collective agreement legal framework, protocol and practice of union/management consultation. We will also explore the appropriate use of interest based workplace negotiations as well as introduce some hands-on techniques. And last but definitely not least, when formal and informal union/management consultation fails we can always rely on the power of the collective to make our voices heard. Learn how to organize and carry out strategic and effective workplace actions and campaigns.

Open to: All members

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
 90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,
 Phone: 416-485-3558, Fax: 416-485-8607, email: psac_toronto_mail@psac.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

NAME			
COMPONENT/LOCAL/DCL			
LOCAL UNION POSITION TITLE			
HOME ADDRESS CITY, PROVINCE POSTAL CODE			
WORK TELEPHONE			
HOME TELEPHONE			
PERSONAL EMAIL ADDRESS			
WORK EMAIL ADDRESS			
PSAC ID #			
DATE COMPLETED TALKING UNION BASICS (TUB) COURSE			
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
WOULD YOU LIKE TO BE INCLUDED ON OUR CONTACT LIST:	YES	NO	Contact By (Please Circle): Personal Email - Work Email - Mail - Phone

SMOKE-FREE: All PSAC events, including this course, are smoke-free.

SCENT-FREE: To assist members with environmental sensitivities, all courses will be scent-free events.

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

SPECIAL NEEDS – ACCESS REQUIREMENTS: The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs above and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.

***This document can be made available in various electronic formats (i.e. rich text format, PDF), on disc, and in Braille. Please contact your PSAC Regional Office for more information.*