

### **INTRODUCTION TO YOUR UNION – Asynchronous (At your own pace)**

What does the union do for me, and what is my responsibility to my union? This course will provide you with a basic overview of how the labour movement was integral to lobbying for the legislated rights and working conditions that we enjoy today. You will review AUPE's structure and democratic process. This course will begin your learning journey with AUPE and help offer opportunities to be active within your union.

*Prerequisites: None.*

### **INTRODUCTION TO OHS – Asynchronous (At your own pace)**

This introductory course provides an overview of health and safety in the workplace, with a special focus on the safety rights of workers. We review some history of health and safety issues, laws, the internal responsibility system, hazard identification and AUPE support. You will learn about assessment tools and gain confidence in contributing towards a culture of safety in the workplace. You will also leave the course with access to valuable resources to continue learning about OHS.

*Prerequisites: Introduction to Your Union*

### **BASIC CONFLICT MANAGEMENT – Asynchronous (At your own pace)**

In this course, you'll focus on basic conflict management skills. You'll look at effective communication as a strategy for preventing negative conflicts and how prevention strategies can be used to address a conflict before it gets destructive. You'll assess your own conflict management styles (strengths and challenges) and learn the range of options available to you in managing your own conflicts when they arise. *Note:* While this course will provide tools for conflict management, we will not be focused on your individual conflict scenario during the course.

*Prerequisites: Introduction to Your Union*

### **CONTRACT INTERPRETATION – Asynchronous (At your own pace)**

Your collective agreement can be a powerful tool. You have fought for what is contained in your collective agreement and it is important to enforce your rights within your agreement. In this course, you will learn seven steps to reading a collective agreement, examining contract language, and applying an approach to determine contract violations. *Note:* This course is not a forum for discussion on individual workplace issues.

*Prerequisites: Introduction to Your Union*

### **DIRECT ACTION – Live online course**

When you've challenged your boss, has someone told you, "That's not in the contract! There's nothing we can do about it!" Ever gotten frustrated with the "official channels" blocking solutions on the worksite? Is your employer driving you crazy by taking years to resolve that one pesky grievance? Then this course is for you! Direct Action will give you the skills you need to take collective action to change working conditions and improve life for you and your coworkers!

*Prerequisites: None*

### **FOUNDATIONS FOR UNION STEWARDS – Live online course**

As a Union Steward you will be a champion for your worksite, a grievance handler, and help your fellow workers resolve worksite issues through alternate avenues. In this course, we will cover: Roles and Responsibilities of a Steward, Interviewing Members, Collective Action, Investigations, Disciplinary and Non-Disciplinary Grievances, Legislation, the Grievance Handling Process from start to finish, including Grievance Writing and Presentation. The program will include duty to accommodate situations and exposure to many other workplace scenarios. You will be expected to attend to complete the pre-reading online module, all three days of training, and complete a homework assignment within a specific time period to continue on to the mentoring component of the program. *Note:* This course is not for people who avoid conflict. *Prerequisites: Basic Conflict Management, Intro to OHS, Contract Interpretation, and must be a Nominated Steward*

### **OHS FOR UNION ACTIVISTS – Blended – Asynchronous (at your own pace) with live meetings**

To join an OHS committee or fulfill the duties of a worksite OHS representative, you're going to need the knowledge, skills and values that make a culture of safety possible. But the challenge is growing – many employers put safety at the bottom of their to-do list. And what's worse, Alberta's UCP government has run our OHS legislation through the paper shredder. It's time to rise up and fight! In OHS for Union Activists, you'll discover the basics of joint committees, and go beyond. We'll explore why you need to file safety grievances, bargain for safety, and organize collective action for power in your workplace. It's all about defending the most vulnerable workers and making sure everyone goes home healthy and safe at the end of their shift.

*Prerequisites: Introduction to OHS*

### **PICKET CAPTAIN TRAINING – Live online course**

Strike? Lockout? Essential Services? Scab? What do all these things mean? Picket Captain Training is your one stop shop to equip you with the tools you need to be a leader at your worksite in the event of a strike or lockout. Workers have the power to make the world come to a standstill, yet it's our wealthy and powerful bosses who have almost all the power over our lives. Strikes and other forms of job action have always been our tools to shift power away from the bosses and into our hands. This one-day course will go over everything from the steps that lead up to a strike and what to expect on a picket line, to what you need to do to win.

*Prerequisites: None.*



# EDUCATION SCHEDULE

FALL 2022  
IN PERSON & ONLINE

The AUPE Education Program is responsible for developing and delivering education courses to members and officers in support of the role they perform in their union.

## THE ONLINE REGISTRATION SYSTEM...

Enables you to register yourself in AUPE courses through the AUPE website

Walks you through registering for courses and ensuring appropriate prerequisites

Counts down the number of spaces left in a course

Keeps track of your course registrations

Allows for automatic wait-lists

Notifies you of new courses in your area

Contains your education history

Stores copies of all AUPE Education certificates

## ONLINE REGISTRATION AT A GLANCE

Sign in to the online registration system available at [aupe.org/training](https://aupe.org/training) using your member number

Select course and date (the system will ensure you meet the necessary prerequisites)

Receive acceptance email a few weeks prior to the course

## PLEASE NOTE:

Member ID is required to register (if you require your Member ID please contact **1-800-232-7284**)

When registering for courses, members must register themselves and ensure all course prerequisites are met

For more details regarding courses AUPE has to offer, please refer to the AUPE website at [aupe.org/training](https://aupe.org/training)

REGISTER ONLINE AT

**AUPE.ORG/TRAINING**

**AUPEducation**

COURSE	EDMONTON	LETHBRIDGE	CALGARY
<b>INTRODUCTION TO YOUR UNION</b>	SEPTEMBER 20 NOVEMBER 15	SEPTEMBER 20 NOVEMBER 15	SEPTEMBER 22 NOVEMBER 16
<b>INTRODUCTION TO OH&amp;S</b>	OCTOBER 11 & 12 DECEMBER 1 & 2	OCTOBER 11 & 12 NOVEMBER 8 & 9	OCTOBER 20 & 21 NOVEMBER 29 & 30
<b>DIRECT ACTION</b>	OCTOBER 18 & 19 DECEMBER 13 & 14	DECEMBER 1 & 2	NOVEMBER 3 & 4 DECEMBER 8 & 9
<b>FOUNDATIONS FOR UNION STEWARDS</b>	DECEMBER 6, 7, & 8	DECEMBER 6, 7, & 8	DECEMBER 13, 14, & 15

PLEASE NOTE : Courses run from 8:30 am to 4:30 pm. If you have other commitments that conflict with our class times (e.g. childcare, doctor's appointments, etc.), please make arrangements so that you are able to attend the registered course for the entire day(s). We request that members do not register for a course on days you are unable to attend for the entirety.

## ONLINE EDUCATION SCHEDULE

**INTRODUCTION TO YOUR UNION**

SEPTEMBER 19 — OCTOBER 3 / OCTOBER 31 — NOVEMBER 14

**INTRODUCTION TO OHS**

OCTOBER 17 — 31

**BASIC CONFLICT MANAGEMENT**

OCT 3 — 17 / OCT 24 — NOV 7 / NOV 28 — DEC 12

**CONTRACT INTERPRETATION**

OCTOBER 31 — NOVEMBER 14 / DECEMBER 9 - 23

**OHS FOR UNION ACTIVISTS**

NOVEMBER 28 — DECEMBER 16

**PICKET CAPTAIN TRAINING**

SEPTEMBER 20 / NOVEMBER 1 / DECEMBER 6

PLEASE NOTE: For online at-your-own pace courses, you will have between the dates posted to work through the course material and complete any requirements. For online live courses, these courses run from 8:30 am to 4:30 pm. If you have other commitments that conflict with our class times (e.g. childcare, doctor's appointments, etc.), please make arrangements so that you are able to attend the registered course for the entire day(s). We request you do not register for a course on days you are unable to attend for the entirety.

Dates may change or be added. The online registration system dates are the most accurate. Version July 28, 2022