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**Local Union Presidents
Financial & Recording Secretaries**

Cc: Education and Unit Chairpersons
CAW Education Committees

Spring 2011 Port Elgin Education Programs

Greetings Sisters and Brothers,

I am pleased to announce our **Spring 2011 Course schedule**. We've got an excellent line-up of courses and some exciting new changes.

CAW education programs equip our leaders and members with the skills, confidence and know-how to build our union, better represent workers, and become part of the movement for social justice. I hope you will make the most of the programs we have available.

We look forward to receiving your application forms. *Before* sending in the applications, please see the exciting changes to funding attached. Deadlines for courses are indicated on the program schedule. Cancellations must be made 24 hours in advance of the start of a program – otherwise your local unit fund will be billed for one night's accommodation.

We will send out confirmation letters to each participant once the deadline dates have been reached. The local union will be copied in by fax. If we are unable to accept applicants, locals will be notified at the same time.

Participation in our education programs should reflect the diversity of our membership. We ask that you pay extra attention to ensuring that participants from your local include women, workers of colour, workers with disabilities, and lesbian, gay, bisexual and transgender (LGBT) members

Please take the time to read through this Course package. **Many of the forms and descriptions are new.**

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We recognize that it is difficult for members with young families (particularly women) to be away from home, and yet it is critical that our programs be open to all. Please let your members know that expenses over and above their normal child care costs can be covered. The child care subsidy form will be enclosed with the participant's acceptance letter.

- Please note: The Aboriginal & Workers of Colour Program and the Women's Activist and Women in Leadership programs are offered through separate call letters that are included in this package. **They also include their own application form.**

We look forward to meeting members from your locals in Port Elgin. We are confident that they will return to you with new energy and new skills for building our Union. If you have any questions about our programs, schedules, or the process, please contact me in Port Elgin at 1-800-265-3735 (extension 3209) or carla.bryden@caw.ca

In solidarity,



Carla Bryden, National Representative
CAW Education Department

Cc: K. Lewenza, P. Kennedy, Assistants, National Representatives, Education Department, Accounting

cb/racope343

CAW PORT ELGIN EDUCATION SCHEDULE

| COURSE NAME | COURSE DATE | COURSE DEADLINE | SUPPORT STAFF |
|---|------------------|--------------------|---------------|
| CORE 4 WEEK PROGRAM | | | |
| Opening Weekend Note: deadline | March 4 – 6 | January 28 | " |
| Week 1 for the core program is | April 3 - 8 | " | " |
| Week 2 approaching quickly | May 1 - 6 | " | " |
| Week 3 January 28th !! | June 12 - 17 | " | " |
| Week 4 | Sept 11 - 16 | " | " |
| 1 & 2 WEEK PROGRAMS | | | |
| Introduction to Ergonomics | Feb 27 – Mar 4 | January 21 | Jo-Anne |
| Collective Bargaining | Feb 27 – Mar 4 | January 21 | Mardi |
| Grievance Handling & Workplace Leadership | Feb 27 – Mar 4 | January 21 | Mardi |
| Health & Safety | Feb 27 – Mar 4 | January 21 | Mardi |
| Environment - Workplace | Feb 27 – Mar 4 | January 21 | Mardi |
| Women Activist ON SITE CHILD CARE | March 13 - 18 | February 4 | Mardi |
| Women in Leadership OFFERED THIS | March 13 - 18 | February 4 | Mardi |
| Women in Collective Bargaining WEEK | March 13 - 18 | February 4 | Mardi |
| Health & Safety Women see note re: | March 13 - 18 | February 4 | Mardi |
| Building Workplace Power registration | March 13 - 18 | February 4 | Mardi |
| Stress: The Workplace Hazard | March 13 - 18 | February 4 | Jo-Anne |
| Building Strong Local Unions | March 20 - 25 | February 11 | Mardi |
| WHSC Level #1 Canadian | March 27 – Apr 1 | February 18 | Jo-Anne |
| WSIB I&II (Ontario only) | March 27 – Apr 1 | February 18 | Jo-Anne |
| Grievance Handling & Workplace Leadership | March 27 – Apr 1 | February 18 | Mardi |
| Collective Bargaining | March 27 – Apr 1 | February 18 | Mardi |
| Health & Safety | March 27 – Apr 1 | February 18 | Mardi |
| Conflict Resolution | April 3 – 8 | February 25 | Roxy |
| Environment - Community | April 3 – 8 | February 25 | Mardi |
| Aboriginal & Workers of Colour–Week 1 | April 10 – 15 | March 4 | Roxy |
| Human Rights | April 10 – 15 | March 4 | Roxy |
| Union Communications with New Technologies **New** | April 10 – 15 | March 4 | Mardi |

| COURSE NAME | COURSE DATE | COURSE DEADLINE | SUPPORT STAFF |
|---|------------------|-----------------|---------------|
| Making the Shift: Transitioning from Work to Retirement – A Program for our 40+ year old Members **New** (starts Monday) | April 18 – 22 | March 11 | Mardi |
| Conflict Resolution | May 1 – 6 | March 25 | Roxy |
| WSIB III (Ontario only) | May 15 – 20 | April 8 | Jo-Anne |
| Stress: The workplace Hazard | May 15 – 20 | April 8 | Jo-Anne |
| WSIB – Return to Work (Ontario only) | May 29 – June 3 | April 22 | Jo-Anne |
| Health & Safety | May 29 – June 3 | April 22 | Mardi |
| Building Strong Local Unions | May 29 – June 3 | April 22 | Mardi |
| Grievance Handling & Workplace Leadership | May 29 – June 3 | April 22 | Mardi |
| Collective Bargaining | May 29 – June 3 | April 22 | Mardi |
| Arbitration for Leadership | May 29 – June 3 | April 22 | Mardi |
| Time Study – Auto | May 29 – June 3 | April 22 | Roxy |
| Health & Safety | June 12 – 17 | May 6 | Mardi |
| Introduction to Ergonomics | June 12 – 17 | May 6 | Jo-Anne |
| Stress: The Workplace Hazard | June 12 – 17 | May 6 | Jo-Anne |
| Grievance Handling & Workplace Leadership | June 19 – 24 | May 13 | Mardi |
| Collective Bargaining | June 19 – 24 | May 13 | Mardi |
| WSIB Medical Orientation (Ont. only) | June 19 – 24 | May 13 | Jo-Anne |
| Toxic Substances in the Workplace | June 19 – 24 | May 13 | Jo-Anne |
| Aboriginal & Workers of Colour–Week 2 | June 19 – 24 | May 13 | Roxy |
| Human Rights | June 19 – 24 | May 13 | Roxy |
| Executive Board Training **New** (50 people) | June 26 – July 1 | May 20 | Mardi |

IMPORTANT: WHEN ON-SITE CHILDCARE IS OFFERED, YOU MUST REGISTER IN ADVANCE 3 WEEKS PRIOR TO THE START DATE OF YOUR COURSE. PLEASE CONTACT THE CAW CHILD CARE CENTRE FOR THE ON-SITE CHILD CARE REGISTRATION FORMS AT 1-800-265-3735 EXT. 3233 OR EMAIL cawchild@caw.ca

IF YOU HAVE ANY QUESTIONS REGARDING THE PEL SCHEDULE PLEASE CONTACT THE APPROPRIATE SUPPORT STAFF:

| | | |
|--------------------|--------------------------|--|
| ROXY ANGEL | 1-800-265-3735 EXT. 3215 | EMAIL roxy@caw.ca |
| MARDI VAUGHAN | 1-800-265-3735 EXT. 3217 | EMAIL cawpel2@caw.ca |
| JO-ANNE STEPHENSON | 1-800-265-3735 EXT. 3268 | EMAIL cawpel3@caw.ca |

WHAT'S NEW?

You will note on the schedule the new timeline for Core 4-Week Program has participants in Port Elgin for Opening Weekend in March and the program wraps up with Week 4 in September. (Check schedule for dates and NOTE the deadline for applications is January 28th)

This spring, we have a number of new courses available to supplement our ever popular "tools programs." The following programs are already in the attached schedule:

- Executive Board Training
- Union Communications with new Technologies
- Making the Shift: Transitioning from Work to Retirement – a program for our 40+ year old members

Launched this past fall and back by popular demand!

- Arbitration for Leadership (offered by CAW Legal Dept.)
- Conflict Resolution
- Building Workplace Power

Questions?

Contact me: Rick Rose, Director, CAW Education Department,
1-800-268-5763 ext. 3790, rickrose@caw.ca



MORE WAYS TO GET TO PORT ELGIN, MORE COURSES TO TAKE!

If your local hasn't negotiated PEL, you can now use local union funds to send members to Port Elgin.

That's right – and it gets better: the CAW National Union will *split the cost* of sending your members to any CAW course in Port Elgin*.

If you already have PEL in your contract, but have insufficient funds, you can still access the 50/50 cost-share agreement if you want to send additional members to Port Elgin*.

That's right – you can send members two ways – by using your PEL funds, or by using local union funds.

*All costs associated with sending a member to a program in Port Elgin, utilizing local union funds would be “**paid up front**” by the local and then submitted to the National Union for a 50% reimbursement for lost-time, travel and expenses (consistent with amounts paid under Program Bylaws)