

CLC Winter School Course Descriptions

Parliamentary Procedure and Public Speaking

This is a two-part course. Parliamentary Procedure covers how to run a meeting effectively, the duties of a chairperson and secretary, and how rules of order can provide a democratic and fair process to get the business of the union accomplished. Public Speaking covers how to speak persuasively to various groups and how different formats are used to speak at convention, debates, and impromptu gatherings.

Facing Management

You will learn to analyze Management's hard-line and soft-line approaches, various workplace strategies for reorganization, team concepts, and employee involvement schemes to determine the impact on union members and the collective agreement. This course is designed to teach a critical awareness of the latest management tactics so that the union can protect and advance its agenda.

Collective Bargaining 1

This course develops a solid understanding of the bargaining process and the factors that affect collective bargaining. The course provides opportunities to practice preparing for and negotiating parts of a collective agreement. The course covers a working knowledge of the laws and rules that structure the bargaining process. This course will be of interest to new bargaining committee members and local union officers. You may want to bring a calculator for this course.

Collective Bargaining 2

Bring a copy of your collective agreement and a calculator as we work with different strategies and tactics for effectively facing today's challenges at the bargaining table. How do we deal with workplace change – restructuring, automation, or new technology? What language best protects workers against unfairness in drug & alcohol testing or electronic monitoring? How do we prepare our membership and the union to deal with concession demands in pension and health benefits? This is a course for students who have taken Basic Collective Bargaining and have some experience on a bargaining committee.

Campaign Organizing

The labour movement has always been at the forefront of political change and political action. Our movement has forced governments to legislate important rights for workers like workplace health and safety laws, employment standards, and social programs that make a Canadian society that is more fair and equal for all citizens. We can be more effective in engaging union members in the political process at the municipal, provincial, and federal levels of politics. This course will discuss the basic campaign fundamentals, messaging and communications, campaign tactics, media relations, and the process of creating a campaign plan. These skills can be applied to internal union campaigns, issue-based campaigns, and election campaigns.

Human Rights, Issues, & Advocacy

This course will help participants recognize discrimination in ourselves, our unions, workplaces and society. Our goal is to promote union remedies for the advancement of human rights through changes in collective agreements, internal policies, education, lobbying and social change. Participants will learn practical skills to recognize human rights issues, understand their impacts and respond appropriately as a local union activist.

Media Training & Presentation Skills

Labour's message is delivered in many ways and to many different audiences. We use the media as one of our primary conduits to speak to our members and the general public. This course will discuss what makes the news, how news stories are framed, and what news values are. We will explore traditional media such as print, radio, and television. In addition, we will work with new media like Facebook, Twitter, and blogs.

This will be a hands-on course that enables participants to negotiate and practice media interviews, deal with reporters, and get your message out. Each participant will have an opportunity to develop news releases, advisories, and press conferences, skills that can be taken back to your workplace and your union.

Organizing Think Tank – Strategies & Best Practices

Organizing increases union density and expands the role of the unionized sector within our economy. This course covers current organizing strategies used in the public, private and construction sectors. Specific topics include methods and best practices used to: organize temporary foreign workers, increase market share using programs like Code of Excellence, organizing-servicing hybrid models and the merits of both top down and traditional organizing models

This course brings experienced organizers together in a constructive think tank format to learn about and analyze current union strategies, models and structures that are being implemented in both Canada and the United States. Participants will be challenged to see how different models work in other sectors while examining their own structures and practices.

Women in Leadership 1

This course offers union women an opportunity to develop and enhance their leadership skills and knowledge in a variety of current and emerging labour issues. A major component of the course will cover communication and motivational skills that are important for women activists.

Young Workers in Action

This course is designed to give young union activists the skills they need to be effective in their workplace. The course will cover public speaking, how meetings are run, how to read your contract, grievance handling, and basic collective bargaining process. Participants are requested to bring a copy of their collective agreement.

Unions in the Community

Unions are known for mobilizing around workplace issues such as basic working conditions, wages, and benefit levels, but not always for their work on community and social justice issues. An active union movement coordinates its efforts to strengthen the community and promotes member involvement in that process. The course is designed to help labour councils and unions understand, organize around, and participate in community social service issues. Tools provided will help strengthen Labour's community presence and develop new activists.

Union Counsellors are encouraged to attend as this information is key in helping them to develop community outreach strategies for their union's Union Counselling Committee.

Prerequisite: Union Counselling 1 or equivalent and/or be a labour council/local union community activist.

Critical Incident Stress

Our experience is that people in a variety of jobs can, at one time or another, be exposed to critical incident stress (CIS), not just emergency responders. The course will cover a detailed explanation of stress and stressors, policies and guidelines, communication skills, the recovery process from CIS and practical sessions. The end result is to provide awareness of what CIS is, how to recognize it, and how to best deal with those exposed to it.

Prerequisite: Union Counselling 1

Union Counselling 1

This course is for trade union members interested in becoming union counsellors. Participants will be equipped to refer union members to services and agencies in the community, develop communication skills, discuss stress as it relates to the workplace, and deal with myths and realities relating to chemical dependency with a focus on alcoholism. In this course we also discuss what involvement, if any, unions should have with Employee Assistance Programs and Work & Wellness Programs.

Union Counselling 2

This is the next course for graduates of Union Counselling 1. Participants will be focusing on ways to implement the Union Counselling Program in their union and their workplace. The course will focus on Implementing Union Counselling Committees by helping new union counsellors to form a committee and giving unions with committees, the tools to help them to strengthen these committees.

Prerequisite: Union Counselling 1

Arbitration: To Go or Not To Go?

One of the most difficult issues facing unions is whether to advance grievances to arbitration. It can be a legal mine field when high emotions/expectations intersect with the union's limited resources. Taught by both counsel and arbitrators, this course will focus on providing the legal knowledge required for unions to make informed decisions as to the progress of grievances. Learn the law with respect to representational obligations as well as the standard arbitral law tests in relation to discipline, contract interpretation, job selections, and evidence. Significant experience in the arbitral referral process, as well as a week-long Basic Arbitration course are prerequisites, with Advanced Arbitration strongly recommended.

Duty to Accommodate

Recent human rights decisions from the Supreme Court of Canada have expanded the duty of employers and unions to accommodate workers on the basis of gender, race, disability, and religious beliefs with both positive and negative implications for unions. It can be difficult to understand the extent of the duty and the point at which accommodation becomes an undue hardship. Participants will gain an understanding of human rights law and skills in identifying appropriate accommodations and implementing strategies to reduce the potential for negative impact on the bargaining unit.

Federal Labour Law

This course presents an overview of the federal labour legislation and its impact on the strategies and actions of unions. Among the topics to be explored are: certification and dispute settlement procedures; unfair labour practices; the duty to bargain in good faith; strikes, lockouts, and picketing; the duty of fair representation; management and union rights; and grievance arbitration law. Students who take this course will attain a good understanding of the basic principles underlying Canadian labour law and the specifics of labour legislation in the federal jurisdiction. Anyone taking this course may receive credit toward a Labour College of Canada certificate. Please contact the Winter School Director for details.

Provincial Labour Law

This course presents an overview of provincial labour legislation and its impact on the strategies and actions of unions. Among topics to be explored are: certification and dispute settlement procedures; unfair labour practices; the duty to bargain in good faith; strikes, lockouts, and picketing; the duty of fair representation; management and union rights; and grievance arbitration law. Students who take this course will attain a good understanding of the basic principles underlying Canadian labour law and the specifics of labour legislation in BC. Anyone taking this course may receive credit toward a Labour College of Canada certificate. Please contact the Winter School Director for details.

Labour Arbitration Basic

This course is designed to introduce participants to the practical skills required to prepare and present a case at an arbitration hearing. Special emphasis is placed on evidence, examination and cross-examination, the opening statement and final argument, and you will discuss current trends and cases dealing with the arbitration process. This course would be useful for grievance committee members or chairpersons, or union staff or officers who have not yet had extensive experience with the arbitration process.

Pensions – a Union Perspective

Pensions are an important part of worker wages and benefit packages. Their future importance may increase as government commitments to social programs continue to decline. This course will assist you in evaluating your own pension arrangement, give you ideas to improve an existing plan, or give you enough information to know what needs to be done to establish a plan. The course will address pension issues from a private and public pension perspective. The course will enable workers to make more valuable contributions to their union's pension policy or pension committees. Participants should bring any information pertaining to their current pension plan to the course.

Pension Investment & Governance 1

The basic-level course is geared for newly appointed or soon-to-be appointed trustees, pension advisory committee members, union executives, and staff with responsibility for union matters. This course will explore the basics of pension investment and governance, giving participants an understanding of key concepts, the overall structure of the Canadian retirement system, the fundamentals of pension investment strategies, and how to understand actuarial valuations. SHARE's courses are interactive and hands-on, providing you with the practical knowledge and skills you need to serve plan members' best interests.

There is a \$500 surcharge to attend this course.

Pension Investment & Governance 2

Pension trustees, plan administrators, and pension advisory committee members will develop their skills further in order to actively oversee pension investment and plan governance. By the end of this 4-day course, participants will have more confidence and be more capable and effective in fulfilling their duties. Key areas covered in the intermediate course include: responsible investing, plan governance and communication, and service provider accountability.

Prerequisites: Participants should have previous trustee training courses or at least 3 years experience as a pension trustee to benefit fully from this in-depth course.

There is a \$500 surcharge to attend this course.