

February 7, 2017

Re: Spring 2017 Steward Training

Greetings,

Please find enclosed an information and registration package regarding the upcoming Spring 2017 stewards training session.

You will also find a copy of your "training transcript" which lists the courses that you have completed to date. The legend at the bottom of the page outlines the levels of training and their corresponding codes. To ensure you are getting credited for all courses you have completed please review your transcript carefully. Should you feel there are any discrepancies, (specifically if you feel you have completed a course and were not credited for it please email training@ufcw1006A.ca with the course name and date you feel you completed it.

Please review the registration package carefully prior to making course selections, so as to understand which courses are available for you to register for. You must complete **all** required courses in each level before you can move on to the next level, as outlined in the "Stewards Labour Studies Program". Every attempt will be made to enroll you in the course you requested; however, instances may arise where your selections may become unavailable.

Arrangements for your time off from work to attend training will be made by the union office. Selections must be made from the "**course schedule**" closest to your home city.

The maximum number of participants for each course is 16. Registration forms will be accepted on a first come first serve basis, so register early. Please note, courses run from 9:00 a.m. to 4:30 p.m. You are expected to attend the full day of instruction to receive credit for completion. **If you are unable to attend the full day of instruction for a given course, please select a different course where you are able to attend.** You will receive a letter of confirmation once the courses are filled.

In order to meet reservation and contract requirements, we must receive your completed registration form no later than **Monday March 6, 2017**. There will be no exceptions.

Please fax or email your completed registration form to "*Education Department*" at (905) 850-0839 training@ufcw1006A.ca.

In solidarity,

A handwritten signature in black ink, appearing to read "WE Hanley".

Wayne E. Hanley
President, UFCW Local 1006A
International Vice President

WEH/lm

cope343

Stewards Labour Studies Program (Spring 2017)

UFCW Canada Local 1006A has a four level stewards training program as outlined below;

1. Introductory
2. Basic Certification
3. Advanced Certification
4. Masters Certification

Within each level there are required courses to be completed prior to moving on to the next level.

Below is a detailed outline of what courses are offered and requirements for each level of certification.

Introductory Level

Prior to registering for courses in the “Basic Certification” level, new stewards or stewards with no previous training must first complete the two courses listed below.

The Steward Course: An Introduction

This course is an introduction to UFCW Canada Local 1006A, the expectations and role of the steward, grievances and the grievance process and dealing with management.

Understanding Human Rights

This course focuses on understanding diversity and respecting and appreciating differences in our society and our workplace.

Basic Certification

To complete “Basic Certification”, stewards will be required to complete the 7 noted courses below.

Investigations
Note Taking
Being Confident in Meetings
Problem Solving: All in a Day's Work
Public Speaking and Presentations

Handling Tough Issues: Part 1
Handling Tough Issues: Part 2
Grievance Filing ***NEW***

Advanced Certification

After completing the “Basic Certification”, stewards will be able to register for courses offered at this level.

To complete “Advanced Certification”, stewards will be required to complete 5 core courses and 2 elective courses.

Core Courses

Introduction to Collective Bargaining
Organizing the Unorganized
Customer Rage: Service Under Pressure

Stress Management
Personal Skills Appraisal

Elective Courses (must complete 2)

Generation Y and Millennial: Who's Next in Line?
Interviewing Skills
What's Your Leadership Style

Organizing and Planning
Social Media ***NEW***

Masters Certification

After completing the “Advanced Certification”, stewards will be able to register for courses offered at this level.

To complete “Masters Certification”, stewards will be required to complete 5 core courses and 3 elective courses.

Core Courses

Health & Safety Level 1: Part 1 (3 days)

Health & Safety Level 1: Part 2 (2 days)

Introduction to Arbitration

Working with Emotional Intelligence

Elective Courses (must complete 3)

What's Your Leadership Style

Work Skills Appraisal

(Any “elective” course from “Advanced Certification” not taken)

General Information & Guidelines

Location

Unless otherwise stated on the registration form, the training will take place at;

UFCW Local 1006A Training Centre
70 Creditview Road
Woodbridge, Ontario
Phone: (905) 850-0096
Toll Free: 1-800-637.5936
Fax: (905) 850-0839

You will be notified of the London and Ottawa training locations in your confirmation letters. Please register for courses from the "course schedule" nearest to your home.

Participation Requirements

A minimum of 12 participants with a maximum of 18 is preferred for each course. Please register early to avoid any disappointment. Participants must choose a course where they can attend a full day of instruction from 9:00 a.m. to 4:30 p.m.

Registration Deadline

In order to meet contract requirements, your registration must be received by your union office no later than **Monday March 6, 2017.**

Students

If you are a student and are unable to attend one of the scheduled sessions due to schooling conflicts and would attend training during the summer months, please contact the Education department at training@ufcw1006A.ca or 1.800.637.5936

Wages

The union office will arrange for you to be paid in the regular manner, 8 hours will be paid for each day(s) that you attend training.

Mileage

Mileage will be paid as per the local union's mileage reimbursement policy. Reimbursement will be forty (40) cents per kilometre when the Ontario monthly average is below \$1.25/litre or fifty (50) cents per kilometre when the Ontario monthly average is above \$1.25/litre.

Per Diem (Meal Allowance)

A per diem will be provided by the union office, for each day of the course(s) as per the local union's policy.

You must be in attendance for a full day of instruction to be eligible for the per diem and mileage payments.

Accommodations

For two days of training in order to qualify for accommodations you must have to travel more than 160 kilometres round trip. For those travelling more than 120 kilometres (one way), a request for accommodations for the night prior may be made. Rooms are based on **double** occupancy with another member. When checking in guests may be required to leave cash or a credit card for any incidentals. Room taxes and parking will be covered by the local union.

Allergy Alert

For many stewards attending courses being exposed to perfumes, colognes and other strong scents can pose a health risk. We ask that you refrain from the use of scented products while in attendance.

UFCW Local 1006A Stewards Training **Spring 2017 Registration - Toronto Area**

*(Please **Print Clearly** and **Complete ALL Fields**)*

Fax or Email completed form to the Union Office
(905) 850-0839 or training@ufcw1006A.ca

Name: _____ Email: _____

Home Address: _____
Street Address
City
Postal Code

Home Phone: _____ Cell Phone: _____

Workplace Name: _____ Workplace Phone#: _____

Store #: _____ Full-time: _____ Part-time: _____ Night Shift: _____

Union Representative Name: _____ Accommodations Required? Yes: _____ No: _____

Stewards are eligible for one course only

Please mark your first choice with the number "1" and your second choice with a number "2" in the event your first choice is unavailable. New Stewards, please choose the Steward Course AND Understanding Human Rights.

Toronto Course Schedule

Date	Location	Level	Session	1 or 2
Tuesday April 4, 2017	Toronto	Introductory	The Stewards Course	
Wed April 5 & Thurs 6, 2017	Toronto	Introductory	Understanding Human Rights	
Tuesday June 13 th , 2017	Toronto	Introductory	The Stewards Course	
Wed June 14 & Thurs June 15 2017	Toronto	Introductory	Understanding Human Rights	
Friday April 7, 2017	Toronto	Basic	Being Confident In Meetings	
Tues April 25 & Wed April 26, 2017	Toronto	Basic	Handling Tough Issues Part 1 & 2	
Thursday April 27, 2017	Toronto	Basic	Investigations	
Friday April 28, 2017	Toronto	Basic	Note Taking	
Tues May 2 & Wed May 3, 2017	Toronto	Basic	Public Speaking and Presentation	
Thursday May 4, 2017	Toronto	Basic	Problem Solving	
Monday June 5, 2017	Toronto	Basic	*Grievances*	
Friday May 5, 2017	Toronto	Advanced	Workplace Rage	
Monday May 8, 2017	Toronto	Advanced	Interviewing Skills	
Tues May 9 & Wed May 10, 2017	Toronto	Advanced	Introduction to Collective Bargaining	
Thursday May 11, 2017	Toronto	Advanced	Social Media	
Friday May 12, 2017	Toronto	Advanced	Personal Skills Appraisal	
Tues May 30 & Wed May 31, 2017	Toronto	Advanced	Organizing the Unorganized	
Thursday June 1, 2017	Toronto	Advanced	Stress Management	
Friday June 2, 2017	Toronto	Advanced	Organizing and Planning	
Tuesday June 6, 2017	Toronto	Advanced	Generation Y and Millenials	
Friday June 9, 2017	Toronto	Masters	What's Your Leadership Style	
Monday June 12, 2017	Toronto	Masters	Introduction to Arbitration	

UFCW Local 1006A Stewards Training **Spring 2017 Registration – Ottawa Area**

*(Please **Print** Clearly and **Complete** **ALL** Fields)*

Fax or Email completed form to the Union Office
(905) 850-0839 or training@ufcw1006A.ca

Name: _____ Email: _____

Home Address: _____
Street Address City Postal Code

Home Phone: _____ Cell Phone: _____

Workplace Name: _____ Workplace Phone#: _____

Unit #: _____ Full-time: _____ Part-time: _____ Night Shift: _____

Union Representative Name: _____ Accommodations Required? Yes: _____ No: _____

In the event there is no course available in your area to take and you are willing to travel to Toronto, please use the Toronto options for stewards training registration. Are you willing to carpool? Yes: _____ No: _____

Stewards are eligible for **one course only**

Please mark your first choice with the number "**1**" and your second choice with the number "**2**" in the event your first choice is unavailable. New Stewards, please choose the Steward Course **AND** Understanding Human Rights.

Ottawa Course Schedule

Date	Location	Level	Session	1 or 2
Wednesday April 26, 2017	Ottawa	Introductory	The Stewards Course	
Thurs April 27 & Fri April 28, 2017	Ottawa	Introductory	Understanding Human Rights	
Tuesday May 2, 2017	Ottawa	Basic	Investigations	
Wednesday May 3, 2017	Ottawa	Basic	Being Confident In Meetings	
Thursday May 4, 2017	Ottawa	Basic	Note Taking	
Tues May 9 & Wed May 10, 2017	Ottawa	Basic	Handling Tough Issues Part 1 & 2	
Thursday May 11, 2017	Ottawa	Basic	Problem Solving	
Tues May 30 & Wed May 31, 2017	Ottawa	Basic	Public Speaking and Presentation	
Thursday June 1, 2017	Ottawa	Advanced	Stress Management	
Friday June 2, 2017	Ottawa	Advanced	Organizing and Planning	

UFCW Local 1006A Stewards Training **Spring 2017 Registration – London Area**

*(Please **Print** Clearly and **Complete ALL** Fields)*

***Fax or email completed form to the Union Office
(905) 850-0839 or training@ufcw1006A.ca***

Name: _____ Email: _____

Home Address: _____
Street Address City Postal Code

Home Phone: _____ Cell Phone: _____

Workplace Name: _____ Workplace Phone#: _____

Unit #: _____ Full-time: ____ Part-time: ____ Night Shift: ____

Union Representative Name: _____ Accommodations Required? Yes: ____ No: ____

In the event there is no course available in your area to take and you are willing to travel to Toronto, please use the Toronto options for stewards training registration. Are you willing to carpool? Yes: ____ No: ____

Stewards are eligible for one course only

Please mark your first choice with the number “1” and your second choice with the number “2” in the event your first choice is unavailable. New Stewards, please choose the Steward Course AND Understanding Human Rights

London Course Schedule

Date	Location	Level	Session	1 or 2
Tuesday June 13, 2017	London	Introductory	The Stewards Course	
Wed June 14 & Thurs June 15, 2017	London	Introductory	Understanding Human Rights	
Tuesday April 4, 2017	London	Basic	Note Taking	
Wednesday April 5, 2017	London	Basic	Problem Solving	
Tues April 25 & Wed April 26, 2017	London	Basic	Handling Tough Issues Part 1 & 2	
Tues May 9 & Wed May 10, 2017	London	Basic	Public Speaking and Presentation	
Thursday May 11, 2017	London	Basic	Investigations	
Tuesday May 30, 2017	London	Basic	Being Confident In Meetings	
Thursday June 1, 2017	London	Advanced	Stress Management	
Friday June 2, 2017	London	Advanced	Organizing and Planning	