



Jim Britton

Vice President, Western Region

COMMUNICATIONS, ENERGY & PAPERWORKERS UNION OF CANADA

MEMORANDUM

Date: January 12, 2012
To: All BC Locals
Copies: All BC National Representatives
Don Boucher, Admin VP; Wendy Sol, Admin VP
From: Jim Britton, Vice President, Western Region
Re: BC Education Courses

I am pleased to advise you that a CEP Steward 1 course will be offered in Dawson Creek in March 2012.

This course is a full three days. It will be held on March 19th, 20th and 21st at the George Dawson Inn located at 11705 8th Street, Dawson Creek, BC. The cost for the course is \$60.00 per participant, and a registration form is attached. Please enclose a cheque made payable to "CEP" with your registration form. The deadline for course registrations is Wednesday February 29th, however, in order to ensure that there is space for all participants, it would be appreciated if you could let us know as soon as possible of members who will be attending.

For those requiring overnight accommodation, a block of rooms has been reserved at the hotel. Single occupancy rooms are \$129.99 per night, and double rooms are \$139.99, not including taxes. Rooms will be available at these rates only until February 24th. Reservations can be made by calling the hotel at 250-782-9151, or toll free 1-800-663-2745 and you must identify yourself as a CEP member to get this rate.

We are working hard to ensure that access to education remains a priority for CEP. Please make certain that all your members are aware of this educational opportunity, and encourage your members to participate whenever possible.

You can direct specific questions about the courses and participant arrangements to National Representative Jim Dixon at the Vancouver office, or by email at jdixon@cep.ca

Thank you,

Cp:cope343

CEP Steward I Course Overview

This course is designed for new activists that have either signed up for or are thinking about signing up to be a local steward. This can be a rewarding part of your work life and the skills you gain from this course and from your role as steward will be useful beyond the workplace. Part one of our new steward training program covers the steward's role, CEP structure and communication, representing and educating members, and an introduction to grievances. It is an essential first step in developing local activists.

This course is 3 full days

MORNING	AFTERNOON
<p><u>Session 1</u></p> <p>Opening Interview Goals and Objectives The Steward's Role Four Jobs of a Steward</p>	<p><u>Session 2</u></p> <p>About Our Union National Union Structure Local Union Structure Communication Test The Purpose of Communication Types of Communication Listening Quiz Listening Communicating With Members Time Out Evaluation</p>
<p><u>Session 3</u></p> <p>Time Out Review Discussing Union Matters with Members Introducing The Union to New Employees The Steward In Action Activism and Renewal Educating Members Explaining Union Dues</p>	<p><u>Session 4</u></p> <p>What Difference Does a Union Make? Sources of Information Some Tough Questions A Bad Day Harassment Harassment or Not? Time Out Evaluation</p>
<p><u>Session 5</u></p> <p>Time Out Review Harassment or Not? Duty of Fair Representation Duty to Accommodate Dealing with Management Developing a Plan Planning Ahead</p>	<p><u>Session 6</u></p> <p>Facing Management Handling Grievances The Whole Story Grievance Test Evaluation Summary and Wrap-up</p>



CEP EDUCATION 2012

STEWARD 1 COURSE REGISTRATION FORM

March 19th, 20th & 21st, 2012

George Dawson Inn

Dawson Creek BC

Participant's Name: _____

(Note: please use a separate registration form for each participant)

Participant's e-mail address or telephone number: _____

(For classroom confirmation, etc.)

Local: _____

Please submit a separate form for each participant. When submitting registrations please attach a cheque in the appropriate amount (\$60.00 per participant), payable to CEP.

Return this form to:

CEP Western Region
1199 W. Pender Street, Suite 540
Vancouver, BC, V6E 2R1

DEADLINE FOR REGISTRATION IS February 29th, 2012.

Courses that are not filled by the deadline may be cancelled