



**PSAC Calgary Regional Office  
2016 Fall Education Calendar**

<b>Course Title</b>	<b>Date and Time</b>	<b>Course Description</b>
<p><b><i>Talking Union Basics</i></b></p> <p>Open to all Calgary Area Members</p> <p>Calgary Regional Office</p> <p>Facilitated by: Dolly Ablitt</p>	<p>Friday, Sept 9 5:30 p.m. - 9:00 p.m. (light dinner provided) To Saturday, Sept 10 8:30 a.m. - 4:30 p.m.</p> <p>Deadline to Register: August 30, 2016</p>	<p>The “TUB” course is the union’s key “introductory” education event. Have you wondered what it means to be a union member, how the PSAC works, and what happens to your dues dollars? The Talking Union Basics provides answers to these questions and much more. You will learn more about your collective agreement, your employee rights and your rights as a member of the PSAC. You will explore the many opportunities to be active in the union and how to help build strong locals in the Prairie region. It is recommended that members take Talking Union Basics or the “Our Communities, Our Union, Our Rights (for Aboriginal, Inuit and Metis members) course as they provide a solid foundation for other PSAC courses.</p>
<p><b><i>Grievance Handling</i></b></p> <p>Open to all Calgary Area Members</p> <p>Calgary Regional Office</p> <p>Facilitated by: Raj Hari</p>	<p>Saturday, Oct 15 to Sunday, Oct 16</p> <p>9:00 a.m. - 5:00 p.m.</p> <p>Deadline to Register: October 5, 2016</p>	<p>This two-day course gives new stewards essential knowledge for handling Level 1 grievances. Participants gain a better understanding of how to work with members at the initial stages of the grievance procedure, and how to mobilize members around workplace problems.</p>
<p><b><i>Facing Management</i></b></p> <p>Open to all Medicine Hat and Lethbridge Members</p> <p>Location TBD</p> <p>Facilitated by: Dolly Ablitt</p>	<p>Saturday, Oct 29 to Sunday, Oct 30</p> <p>9:00 a.m. - 5:00 p.m.</p> <p>Deadline to Register: October 19, 2016</p>	<p>Local union representatives meet with management representatives as equals for various reasons – grievance hearings, union management consultations and sometimes for collective agreement negotiations. This course will develop your knowledge, skills and confidence to effectively consult with or confront management to enhance the union’s presence at the workplace.</p>
<p><b><i>Convention Prep Course</i></b></p> <p>Open to all Southern Alberta Members</p> <p>Calgary Regional Office</p> <p>Facilitated by: Raj Hari</p>	<p>Saturday, Nov 5</p> <p>9:00 a.m. – 4:30 p.m.</p> <p>Deadline to Register: October 26, 2016</p>	<p>This course focuses on the process, development and support of resolutions. It also includes exercises on preparing for an inclusive convention and a brief overall introduction to convention proceedings. All Prairies Regional Offices will offer this course, or a 3-hour “Resolution Writing” workshop, in the fall of 2016. Additional courses/workshops may be available in 2017, depending on identified needs.</p>

You may register online at: <http://prairies.psic.com/southern-alberta-education-registration-fall-2016>



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<p><b><i>Facing Management</i></b></p> <p><b>Open to all Calgary Area Members</b></p> <p><b>Calgary Regional Office</b></p> <p><b>Facilitated by: Dolly Ablitt</b></p>	<p><b>Saturday, Nov 19 to Sunday, Nov 20</b></p> <p><b>9:00 a.m. - 5:00 p.m.</b></p> <p><b>Deadline to Register: November 9, 2016</b></p>	<p>Local union representatives meet with management representatives as equals for various reasons – grievance hearings, union management consultations and sometimes for collective agreement negotiations. This course will develop your knowledge, skills and confidence to effectively consult with or confront management to enhance the union’s presence at the workplace.</p>
<p><b><i>Local Officers Training</i></b></p> <p><b>Open to all Calgary Area Members</b></p> <p><b>Calgary Regional Office</b></p> <p><b>Facilitated by: Raj Hari</b></p>	<p><b>Saturday, Nov 26 to Sunday, Nov 27</b></p> <p><b>9:00 a.m. - 5:00 p.m.</b></p> <p><b>Deadline to Register: November 16, 2016</b></p>	<p>There are several options for Local/Branch officer training that are offered in a variety of time frames, depending on the needs of the participants and the specifics of the region. These courses provide essential knowledge to help executive officers uphold their responsibilities, including how an effective Local/Branch functions roles and responsibilities of the Executive officers; how officers can work well as a team, engage their members, and deal effectively with management.</p>
<p><b><i>Violence Prevention in Federally Regulated Workplaces</i></b></p> <p><b>Open to all Southern Alberta Members</b></p> <p><b>Calgary Regional Office</b></p> <p><b>Facilitated by: Clint Wirth/Dolly Ablitt</b></p>	<p><b>NEW DATES: Saturday, Jan 14 to To Sunday, Jan 15</b></p> <p><b>9:00 a.m. - 5:00 p.m.</b></p> <p><b>Deadline to Register: January 9, 2017</b></p>	<p>This new two-day advanced course provides information and enforcement tools on the Canada Labour Code Part II requirements on violence prevention. Areas of study include recourse methods for preventing and dealing with workplace violence; the rights and obligations of workers, workplace committees and the union; complaints; and other protections available for PSAC members. Pre-requisites: an understanding of the Internal Complaint Resolution Process and the three basic health and safety rights (right to know, right to participate, right to refuse). Selection preference will be given to members who are active Local/Branch Officers and/or active Health and Safety Committee Members or Representatives. Course content will also reflect provincial legislation, if applicable.</p>

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