



Canadian Labour Congress
Congrès du travail du Canada

“Workers’ Rights Now More than Ever”

REGISTER NOW!

REGISTRAR

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Cost of the institute will be \$100 per delegate for Labour Council affiliates; \$150 per delegate for non-affiliates of the Labour Council; \$15 for students and spouses (to cover lunch). CDLC subsidies available for underemployed/unemployed/low income registrants. Subsidized child care is available on request for CDLC affiliates. Fees include conference kit, workshop materials, coffee, lunch on Saturday and a free social. Cheques covering the registration fee should be made payable to the Calgary and District Labour Council.

Registrations are on a first come, first served basis, so please register early to ensure course selection. All registrations should be in the hands of the Registrar prior to Friday, October 5, 2007. A late registration fee of \$25 will be charged for all registrations received after the cut-off date. THERE WILL BE NO REFUNDS AFTER Friday October 5, 2007.

The Calgary and District Labour Council encourages people of colour, youth, aboriginal workers, lesbian/gay/bi-sexual/trans-gendered people and disabled people to attend. Gender parity is our objective.

CANADIAN LABOUR CONGRESS - EDUCATIONAL SERVICES
EDUCATIONAL WORKSHOP

CO-SPONSORED BY
CALGARY & DISTRICT LABOUR COUNCIL
will be held at
BOW VALLEY COLLEGE
332 - 6th Avenue S.E.
Calgary, Alberta
October 26 - 28, 2007
(Friday evening, Saturday all day and Sunday morning)



PROGRAM

Friday, October 26, 2007

Registration	6:00 - 7:00 p.m. - Room 503
General Plenary	7:00 - 8:30 p.m. - Room 503
Free Ice Breaker Social	8:30 - 10:00 p.m. - Room 503

Saturday, October 27, 2007

Late Registration	8:30 - 9:00 a.m. - Room 503
Class Time	9:00 - 10:30 a.m. - Classrooms
Break	10:30 - 10:45 a.m. - Room 503
Class Time	10:45 - 11:45 a.m. - Classrooms
Organized Lunch & Rally	11:45 - 1:15 p.m. - Room 503
Class Time	1:15 - 3:00 p.m. - Classrooms
Break	3:00 - 3:15 p.m. - Room 503
Class Time	3:15 - 5:00 p.m. - Classrooms

Sunday, October 28, 2007

Class Time	9:00 - 10:30 a.m. - Classrooms
Break	10:30 - 10:45 a.m. - Room 503
Class Time	10:45 - 1:00 p.m. - Classrooms
Adjournment	1:00 p.m.

Please note that classes begin Friday evening and all sessions are mandatory

COURSES

1. **Basic Union Steward Training:** What are the responsibilities of the Steward? Discussion and class exercises will assist you in the proper writing and handling of grievances, knowing your collective agreement and implementing the grievance procedure. The relationship of the Steward to the membership will also be discussed.
2. **Introduction to Alberta Workers' Compensation:** This course is designed to give participants an understanding of the Workers' Compensation Act, the role of the advocate, the appeals system and how to review a file. The course will also discuss benefits, various workplace injuries, who and where to go for help and general information about WCB claims, policies and appeals.
3. **Conflict Resolution:** This course provides union activists with a toolkit of strategies, tactics and skills to manage specific disputes as well as conflict in the workplace. Managing workplace disputes and conflict focuses on mastering coaching and communication skills, investigative techniques, documenting facts, utilizing frameworks for analysing disputes, strategies for generating alternatives and evaluation options as well as dispute system design techniques. After this course, representatives will be able to:
 - (1) Describe a continuum of dispute resolutions options, evaluate appropriate frameworks for analysing disputes, practice techniques for effective coaching of others within their union.
 - (2) Examine procedures for conducting investigations, contrast methods of generating alternatives and evaluating options or solutions, demonstrate various communication skills, and identify techniques to deal with systemic conflict.
4. **Introduction to Collective Bargaining:** A course for trade unionists new to the bargaining process. It will acquaint students with their responsibilities and the functioning of bargaining committees. The legislative framework, bargaining preparation, techniques and communication needs will be discussed. The primary context will be negotiations pursuant to Alberta Labour Relations Code.
5. **Running Effective Meetings:** Ever been to a meeting that looked like it might never end or accomplish anything? This course will teach people how meetings can be effective, accommodating and democratic. Both the consensus models and traditional parliamentary models will be explored and tools provided to ensure you can make either a productive meeting.
6. **Pre-Retirement Planning:** About 35% of workers will be eligible to retire in the next five to six years. This course will teach activists and locals how to help their members plan for retirement. It will cover issues like financial planning, tax advantages for seniors, seniors support resources and activities. It will particularly focus on assessing pension plans objectives, the legal environment they operate under and funding concepts. Through the course you will evaluate your own pension arrangements and come to a better understanding of your circumstances when you retire.