

APPENDIX – INFORMATION TABLES

The following tables summarize data collected during this project, but not necessarily mentioned in the Report. The tables provide information relating to:

- the various organizations providing labour education (e.g., unions, union federations, educational establishments. etc.)
- the people interviewed for the Project
- the schools, activities and educational events sponsored by the various organizations (not exhaustive)
- the duration, in hours, of each course or event offered by the various organizations
- the learning materials produced by the various organizations (not exhaustive)

Air Line Pilots Association		20 Councils, 2 620 Members
535 Herndon Parkway Herndon, VA, 20170		
Learning Event	Hrs	Materials
N/A	N/A	N/A
Alberta Building Trades Council		40 Locals; 95, 000 Members
310, First Edmonton Place 10665 Jasper Avenue Edmonton, AB, T5J 3S9		
Learning Event	Hrs	Materials
• Mastering the Craft	N/A	• Mastering the Craft '97/'98 Training Catalogue
Alberta Federation of Labour		40 Affiliates; 107,000 Members
350, 10451 – 170 Street Edmonton AB T5P 4T2		
Learning Event	Hrs	Materials
• AFL/CLC School, Jasper Park Lodge	40	• The Struggle for a Safe & Healthy Workplace: A Handbook for Health & Safety Activists
• OHS Conference	20	• Bargaining For Health and Safety: A Manual for Union Negotiators , prepared by AFL OHS Committee
		• Crumbs from the Table: Re-evaluating the So-Called "Alberta Advantage"
		• Dispelling the Myths: Building a Multicultural Future
Alberta Union of Provincial Employees		32 Locals; 36, 910 members
10451 – 170 Street Edmonton, AB, T5P4S7		
Learning Event	Hrs	Materials
• Basic Union Steward	16	• Steward Notes
• Union Steward II (Advanced)	12	• Union Steward's Manual
– Leadership	16	• Owner's Manual
– Leadership & Grievance Handling	8	• Introduction to Health & Safety, WCB & LTDI
• Introduction to OHS Courses	8	• Education Policy
• Component Officer Training	3	• Women! Know Your Rights
• Pre-Convention Course	16	• Bargaining for Health & Safety: A Manual
• Pre-Retirement Courses	8	• AUPE's Political Involvement Course
• WCB/LTDI Sessions	8	• Contract Interpretation Course
• WCB Advocate Training	8	• Planning for Personal Freedom: Participant Workbook
• OHS Conference	16	• Sexual & Workplace Harassment: Information Booklet
• Bargaining Conferences	16	• The Grievance Procedure: Is a Bogey Good Enough
• Worksite Educationals	1	• AUPE Basic Union Steward Course Kit
		• Backgrounder: Education Sector Bargaining Seminar
		• Backgrounder: Health Care Caucus Conference
		• Stemming the Violence in the Workplace: OHS Conference
		• Annual Report
		• Constitution of the AUPE
British Columbia Federation of Labour		1,100 Affiliates; 450,000 Members
4279 Canada. Way Burnaby, BC, V5G 1H1		
Learning Event	Hrs	Materials
• Organizing Institute (Program)		
• Summer Institute for Women (School)	40	

British Columbia Government & Service Employees' Union

4911 Canada Way
Burnaby, BC, V5G 3W3

102 Locals; 63,000 Members

Learning Event	Hrs	Materials
• A Balancing Act	4	• BCGEU Education Program
• Activist Training	24	
• Advanced Shop Stewards	24	• Labour Unions & Community Coalitions Course Agenda & Instructors' Notes
• Assertive Communication. in Workplace		
– Part 1	2	
– Part 2	2	• Assertive Communication in the Workplace I & II
• Assistance, Education & Effectiveness Training for College Board & Education Council Members	16	– <i>Instructors' Agenda. and Students' Handouts</i>
• Basic Shop Stewards	24	– <i>Effective Workplace Communication with Persons with Disabilities - Instructors' Agenda.</i>
• Education is a Lifelong Process		
• Effective Workplace Communication with Persons with Disabilities	1.5	
• Equality Courses:		
– <i>Valuing Our Diversity</i>	3	
– <i>Employment Equity</i>	3	
• Facing Management	3	
• Grievance Handling :		
– <i>Step 1</i>	2	
– <i>Step 2</i>	2	
• How to Run an Effective Committee	8	
• Leadership	40	
• Local Officers' Training (11 Mod.)	5	
• Negotiating Quality Public Services		
• Occupational Health & Safety	2	
• Parliamentary Procedure & Public Speaking	4	
• Role of Shop Stewards in Effective Handling of Harassment Complaints	1	
• Sexual Harassment in the Workplace	2	
• Stopping Sexual Harassment in the Workplace	12	
• Trade Union Activists Traveling Alone	12	
• Trade Union Women and Aging	2	
• Union Men and Women Talking		
• Without Fear (Fighting Violence Against Women)	2	
• Telework		
• Workers Beware! (Employee Participation Programs)		
• Master Agreement Union & Management Joint Training Program		
– <i>Steward & Manager Step 2 Designates</i>		
• BCGSEU Education Program:		
– <i>Valuing Our Diversity Mod.</i>		

British Columbia Teachers' Federation

100-550 West 6th Avenue
Vancouver, BC, V5Z 4P2

76 Locals; 42,000 Members

Interview with A.D., Organization & Support, Kathleen MacKinnon

Learning Event	Hrs	Materials
• Union Representatives in Schools	16	• Members' Guide to the BCTF – 1997-98
• Leadership Development Program	16	– <i>Part 1 – BCTF services</i>

• Contract Enforcement	16	– Part 2 – constitution and bylaws
• Grievance Handling	16	– Part 3 – policies and procedures
• Appeals	16	– Part 4 – pension plan, history, reference lists & phone numbers of school districts and their officials
• Mediation	16	– Part 5 – Roberts', RA , & AGM rules of order
• Interest Arbitration on Local Matters	16	• 1997 Leadership Institute Summary
• Role & Function of Staff Reps.	2	• 1998 Leadership Institute Summary
• Advocacy: Use it or Lose it	4	• Transitional Collective Agreement with B.C. Public School Employers' Association –June 17, '96 to June 30, '98
• To Grieve or not To Grieve		• Public Education: Because We Think the World of Our Children
– Level 1 Grievance	3	• Code of Ethics
• Good Grief!!		• School Union Representatives Curriculum '97/'98
– Level 2 Grievance	8	• Leadership Development Program
• Staff Rep. & BCTF Code of Ethics	2	• School PD Representative Training Curriculum '97-'98
• Contract Awareness Workshop	8	• CTF Legal Advice and Legal Aid to Members
• Health & Safety	2-3	– Advice
• Conflict Resolution	8	– Investigations
• School Staff Committees: Their Role in the School	8	– Legal Aid
• Effective Meetings	8	– Individual Member Procedures and Appeals
• Setting Local Priorities & Planning for Action	8	• Mid-Contract Modification Process
• Harassment/Sexual Harassment	3	• Contract Modification Inclusions
• School Based Management	8	• Modifications to Local Matter Agreements
• Needs Assessment Goal Setting	Var.	• Modification to Provincial Matters Agreement – Central Provisions Negotiated by Provincial Parties
• Role of SPDRT/Advocacy for PD	Var.	• Modification to Provincial Matters Agreement – Multiple Standard by Virtue of A.2.2 of TCA
• Working & Advocacy with Parents	Var.	
• Resources for PD & Implementation	Var.	
• Accreditation	Var.	
• Accountability in Education	Var.	
• Challenge & Equivalency	Var.	
• Changes to the IP Letter Grade	Var.	
• Personal/Professional Development Planning	Var.	
• Support for Beginning Teachers	Var.	
• Enhancing Teaching Practice: A BCTF Initiative	Var.	
• Homophobia & Heterosexism	Var.	
• Anti/Poverty Campaign	Var.	
• Social Justice Review	Var.	
• Gender Equity	Var.	
• Racism-Free Schools	Var.	
• Dealing with Controversial Issues	Var.	
• The Many Ways to Do PD	Var.	
• Ministry for Children & Families	Var.	
• Teacher as Researcher	Var.	
• Summer Conference	Var.	
• School Union Rep. Training	Var.	
• Union Leadership Institute	16	
• Staff Rep. Workshops '97/'98		
• Annual Federation Leadership Institutes	16	

Canadian Centre for Policy Alternatives

804-251 Laurier Avenue-West
Ottawa, ON, K1P 5J6

Learning Event	Hrs	Materials
		<ul style="list-style-type: none"> • Under Corporate Rule: the Big Business Takeover of Canada • Left Versus Right: Two Ways of Looking at the Public Sector, the Deficit and the Tax System • 10 Deficit Myths • Challenging Free Trade in Canada: the Real Story

Canadian Health Care Guild

203-4208-97 Street
Edmonton, AB, T6E 5Z9

1 Local; 70,00 Members

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Staff Orientation/Outside Instruction 		<ul style="list-style-type: none"> • Constitution/Bylaws • Policy Manual • ALR Code • Individual Rights Protection. Act • Charter of Rights & Freedoms • Persons in Care Act • Personal Directives Act • Duty to Accommodate • Criminal Code-patient abuse, etc. • Collective Agreements • Staff Abuse • KVP-Calco • Disciplinary Investigations • Grievance Procedure • Layoff Principles/Process • CHCG Forms & Reporting

Canadian Labour Congress

2841 Riverside Drive
Ottawa, ON, K1V 8X7

115 Affiliates; 2,671,150 Members
Interview with Program Coordinator, Daniel Mallett

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Labour College of Canada <ul style="list-style-type: none"> – 4 week national program in Ottawa – 1 week in each of CLC regions • Ontario Region Winter School • Organization & Educational Services • Collective Bargaining • Building Union Solidarity – Anti-Racism & the Activist • Aids in the Workplace • An Introduction to Health and Safety • Pollution Prevention • Union Environmental Action – Unions and the Environment • WHMIS Education for Local Union Leadership • Toolbox for Global Solidarity • Leadership Training • Parliamentary Procedure (CLC Pacific Region) • New Brunswick Literacy Program (East) • The Answer is Organize • Campaign Coordinator Training • Organizing for Social Change • Pensions • Arbitration • Dealing with Management in the '90s • Facing Management • Instructor Training – CLC • Solidarity for Jobs – Promoting the Union Label 	<p>200</p> <p>9</p> <p>3</p> <p>9</p> <p>9</p> <p>3</p> <p>24</p> <p>3</p> <p>30</p> <p>9</p> <p>40</p> <p>9</p> <p>30</p> <p>30</p> <p>24</p> <p>27</p> <p>9</p> <p>27</p> <p>40</p> <p>40</p> <p>9</p>	<ul style="list-style-type: none"> • Around the World with General Motors • Bingo • Building Awareness, Building Commitment • Building Global Solidarity • Canadian Labour Congress Educational Services: The Answer is Organize! Instructor Manual • Canadian Labour Congress Educational Services: The Answer is Organize! Participant Manual • A Catalogue of Canadian Trade Union Education Manuals & Handbooks • CLC Basic Instructor Training Participant Manual • CLC Toolbox for Global Solidarity- Exercises, Issue • Sheets, Tools for Learning, Resource Tools • Cross-Country Communication • Echinacea: A Structural • Adjustment Case Study • Evaluation of Schools and Programs: Survey • International Worker Exchange: Common Concerns & Interesting Differences • Making a Difference With Union Education: Conference Report • Media • Ontario Region Winter School • Pay Cheques & Picket Lines • Popular Theatre • The Price is Right: Consumer Challenge • Road Map to Global Solidarity • Steward Handbook • What a Tangled Web We Weave • The Whole Earth: Working for a Sustainable Future • A World in Jeopardy

• Union Counseling	40	• Yeah, But..
• Unions – Part of Their Future	2	• Your Labour Council
• Steward Training ('87)	27	
• Steward Training ('88)	9	
• Steward Training II ('88)	9	
• Steward Training III – Steward as Leader ('96)	9	
• Steward Training IV – Steward as Educator ('94)	9	
• Technological Change for Unionists	9	
• Workplace Closures	12	
• The Jobs Crisis – There is a Way Out!	3	
• Sewing the Social Safety Net – Preserving Canada's Social Programs	3	
• Medicare: Some Cuts Don't Heal!	3	

Canadian Labour Congress
Pacific Region

Interview with Region Director, David Rice

Learning Event	Hrs	Materials
Pacific Region Winter School	160	
• Wk. 1:		
– BCGEU Leadership		
– CEP Leadership		
– Collective Bargaining		
– Facing Management		
– IWA Canada. Leadership		
– Labour Arbitration Basic		
– Health & Safety Level I		
– Steward Training Basic		
– Union Counseling I		
– Union Organizing		
• Wk. 2:		
– CEP-Bargaining Strategies 90s		
– Collective Bargaining Basic		
– CUPE Adv. Stewarding		
– CUPW Leadership		
– Facing Management		
– Global Solidarity		
– Health & Safety Strategies for Change		
– Human Rights Issues/Adv		
– ILWU Leadership		
– IWA Canada Women in Leadership		
– Steward Training I Basic		
– Union Counseling II Adv		
– Unionism in Changing Workplace		
– WCB Adv. Advocacy		
• Wk. 3:		
– Building Local Unions		
– CEP Leadership - Advanced		
– Facing Management		
– Federal Labour Law		
– Health & Safety Level I		
– IWA Canada. Emerging Land Use Issues		
– Labour Arbitration Basic		
– Labour Arbitration Adv		
– Parliamentary Proc. & Public		

Speaking

- *Provincial Labour Law*
- *Resolving Conflict*
- *Steward Training II*
- *Trade Union Guide to Economics*
- *WCB Advocacy*

• Wk. 4:

- *Collective Barg. Adv.*
- *CUPE Exec. Officer Leadership Training*
- *Facing Management*
- *Health & Safety Level II*
- *Labour Council Officers Seminar*
- *OPEIU Leadership*
- *Parl. Proc. & Public Speaking*
- *Union Counseling*
- *Union Communications*
- *Women in Leadership*

Canadian Steel Trade & Employment Congress

#501, 234 Eglinton Ave.E
Toronto ,ON, M4P1K7

Interview with Executive Director, George Nakitsas

Learning Event	Hrs	Materials
• Communication I	8	
• Communication II	16	
• Basic Computers	21	
• Group Dynamics and Leadership	21	
• Learning to Learn	16	
• Basic Mathematical Principles	21	
• Problem Solving	8	
• Work Reorganization Awareness	21	
• WHMIS	8	
• Health & Safety Training (Ergonomics)	16	
• Environmental Awareness	21	
• ISO Training	16	
• Programmable Logic Control (PLC) Awareness	16	
• Statistical Process Control (SPC)	21	
• Quality Awareness	21	
• Lift Truck Operation	16	
• Craning	16	
• Slinging	16	
• Bearing and Lubrication	21	
• Iron and Steel Metallurgy	32	
• Canadian Steel Industry	16	
• Furnace Operations	20	
• Hot and Cold Rolling	32	
• Steelmaking/Rolling Process Awareness	8	
• Batch Galvanizing	12	
• Continuous Galvanizing	12	
• Wiredrawing	32	
• Prior Learning Assessment & Recognition	8	
• Train the Trainer	40	

Canadian Union of Postal Workers

377 Bank Street
Ottawa, ON, K2P 1Y3

212 Locals; 51, 000 Members

Interview with National Rep., Dave Bleakney

Learning Event	Hrs	Materials
4 week Residential School	160	CUPW Publications:
<ul style="list-style-type: none"> • Wk. 1 – <ul style="list-style-type: none"> – <i>Class Analysis</i> – <i>Rise of Capitalism</i> – <i>Public Speaking</i> – <i>CUPW History</i> – <i>Labour Music</i> • Wk. 2- <ul style="list-style-type: none"> – <i>Sexism and Fascism</i> – <i>In Society and in the Workplace</i> • Wk. 3- <ul style="list-style-type: none"> – <i>Economic/Political Issues</i> • Wk. 4- <ul style="list-style-type: none"> – <i>Political Action</i> • CUPW – The Struggle Continues : Worker Perspective – Economic Growth • Introductory Activity – “Solidarity Bingo” • Media Literacy • Canadian Labour History • Labour Management Relations • Anti-Union Government Policies • Harassment • International Labour Issues • Child Labour • Quality of Worklife • Technological Change • Culminating Activities 	40	<ul style="list-style-type: none"> • Agreement Between Canada Post and CUPW • CUPW <i>Perspective</i>, V.24, #1, '96; V.25, #1,2, & 4,'97 • Decades of Change/Decades of Struggle • Memory and Muscle: the Postal Strike of 1965 (Video) • National Constitution – Revised 1996 • Security in a Changing World • Solutions and Progress • Union Education Program Residential Program Application • Section A: Personal Information • Section B: Schooling • Section C: Labour Education • Section D: Trade Union and Other Activities • Section E: Your Statement (Written, Audio or Video) • Section F: Signature of a Local or Union Officer • Section G: Dates of Program • A Union Guide to Parental Rights • A Union Guide for Admail Workers • What Does the Mulroney Trade Deal Mean for Postal Workers? • Your Mail is Being Opened to Private Business: Stop the Tories' Postal Cut Backs • Your Service: Will Prices Go Up and Quality Down?

Canadian Union of Public Employees

21 Florence Street
Ottawa, ON, K2P 0W6

2,359 Locals; 451,470 Members

Interview with National Director, Ray Arsenault
Alberta Director, Judith Armstrong

306-809 Manning Rd. NE
Calgary, AB, T2E 7M9

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Level 1 <ul style="list-style-type: none"> – <i>New Members/Officers</i> • Level 2 <ul style="list-style-type: none"> – <i>Stewards/Advanced Stewards</i> • Level 3 <ul style="list-style-type: none"> – <i>Collective Bargaining</i> – <i>Part 1 – Introduction</i> – <i>Part 2 – Preparation</i> – <i>Part 3 – Research and Statistics</i> • Level 4 <ul style="list-style-type: none"> – <i>Specialized Courses</i> • Part 1: Intensive Study <ul style="list-style-type: none"> – <i>Advanced Parliamentary Procedure</i> – <i>Face to Face Communication</i> – <i>Labour Arbitration</i> – <i>Public Speaking/Parliamentary Procedure</i> • Part 2: Role of Unions 	<p>9-12</p> <p>9-12</p> <p>30</p> <p>30</p>	<ul style="list-style-type: none"> • Facilitator's Guide – Union Leadership Course • Facilitator's Manual – Contracting-Out & Privatization Course • OEICC/OMECC/HCWCC Conference Workbook • UNITY – First National Anti-Racism Conference Report – 06/97 • Organizing the Organized - • CUPE National Convention, Oct.6-10 1997 • Women on the Move...A Guide to Political Participation • CUPE: Our Story • CUPE: It's Your Union • The Worker's Handbook: What Does It All Mean? • The Worker's Wordbook: What Does It All Mean? • <i>Organize</i> – V. 3, #1-2 1998 • CUPE: A Winning Union for Albertans • 10 Labour Myths, By Ed Finn • Affirmative Action: 10 Myths • Anti-Racism Action Plan: Presentation to the National Executive Board – June 27, 1997 • Unity: First National Anti-Racism Conference call – 01/97

- *Introduction To Economics*
- *Labour Law*
- *Political Action*
- Part 3: Specific Concerns
 - *Adult Education Techniques*
 - *AIDS in the Workplace*
 - *Assertiveness Training*
 - *Asbestos in Workplace*
 - *Breaking Barriers*
 - *Contracting Out/Privatization*
 - *Introduction to Health & Safety*
 - *Basic OHS*
 - *Advanced OHS*
 - *How to Participate in Lab. Move.*
 - *Organizing, Pay Equity*
 - *Retirement Planning*
 - *Strategies for Equality*
 - *Technological Change*
 - *Women in the Union*
 - *WHMIS*
- Part 4: Other Courses
 - *Guide to Mergers* 12
 - *Basic Human Relations*
 - *Facing Management* 30
 - *Job Evaluation*
 - *Pensions/Employee Benefits* 24
 - *Public Relations*
 - *TQM*
 - *EI and Workers' Compensation*
 - *Union Counselling*
 - *Union Leadership*
 - *Workplace Stress*
 - *3 District Council Spring Wknd. Schools (see Brochures)*
 - *Annual Wk.-Long School at Red Deer College*
 - *CUPE's First National Anti-Racism Conference, Jan.31-Feb.3 1997*
- *Contracting Out: Here's What You Can Do About It*
- *Human Rights Forum – Fall/Winter 1996*
- *Power Tools: 1-3*

Capilano College Labour Studies Program

2055 Purcell Way
North Vancouver, BC, V7J 3H5

Number of Locals, Number of Members
Interview with Program Coordinator, Linda Sperling

Learning Event	Hrs	Materials
• Aboriginal Title: Impact on Working People & the Labour Movement	8-16	• Labour Studies In-House Courses for Unions: Capilano College Labour Studies Program Course Catalogue
• Advocacy Techniques for Stewards	8	• Labour Studies Program Course Outline – Arbitration: Evidence & Advocacy
• All the News That's Fit to Print	16	• Capilano College Labour Studies Program Courses '97/98 Catalogue
• Analyzing Financial Statements	8-24	• Capilano College Labour Studies Program Terms of Reference
• Arbitration: Evidence & Advocacy	16-24	
• BC Labour Law: the Labour Relations Code	16-32	
• The Canada. Labour Code	16-24	
• Challenge of Technological Change	16-24	
• Civil Rights & the Work Place	24-40	
• Collective Bargaining	24-40	
• Communications: Public Speaking & Parliamentary Procedures		
• Communications Law for Unionists & Journalists	8	

• Comparative Industrial Relations	8
• Contract Costing	16-24
• Controlling Hazardous Materials in the Workplace: a Union Perspective	16
• Corporate Financial Statement Analysis	
• Costing Out Contract Proposals & Settlements	16-24
• Desktop Publishing – Intermediate	16
• Drafting Better Health & Welfare Benefits Clauses	8
• Drafting Better Pension Clauses	8
• Duty of Fair Representation	8
• Duty to Accommodate: Implications for Unions	8
• Economics for Trade Unionists	8-24
• The Economy, Government Policy & the Union	8
• Effective Report & Letter Writing	8-16
• EI (UI) – How to Present a Case Before Review Board	8
• (Un)Employment Insurance Procedures – Introduction	16
• Employment Standards Act, Employment Standards Branch & the Tribunal	
• Facilitating Small Group Discussions	8
• Federal Sector Labour Law: the Canada Labour Code	16-24
• Freedom of Information & Protection of Privacy Act	8
• Globalization & Free Trade	16-24
• Grievance Handling	8-16
• History of Labour Movement in BC	8-16
• History of Labour Movement in Canada.	8-16
• History of Working Culture	16
• Human Rights Law & Policy	8-16
• Indian Land Claims & the Trade Union Movement	
• Instructional Skills Workshop	24-32
• Intro to Economics for Trade Unionists	8
• Intro to Pension and Benefits	8
• Intro to UIC Procedures	8
• Issue Organizing	8
• Issues in Occupational Health & Safety	24
• Labour & the Environment	8-16
• Labour Economics: Alternatives & Options	8-16
• Leadership Skills, Assertiveness & Advocacy	8
• Leadership Training for Executives, Committees and Boards	8-24
• Legal Research	16
• Media for Trade Union Education & Organization	8-16
• Media Skills	
• Media Workshops	
• OHS: Introductory	24
• OHS: Advanced	24
• OHS Research	16
• Organizing Law	16-24
• Organizing Skills for Public Awareness Campaigns & Lobbying	8-24

• Parliamentary Procedures for Trade Unionists	8-16
• Pay Equity Demystified	8
• Politics: Labour Policy in Canada.	
• Politics: Understanding Government Bureaucracy	
• Public Policy	8-16
• Public Service Staff Relations Act	16-24
• Public Speaking	8-16
• Race and Ethnic Relations	
• Sociology of Work	
• Steward Training – Basic Level	8
• Team Concept - Intro	8-16
• Team Concept - Advanced	8-16
• Telling Your Union’s Story: a Course in Practical History	8-16
• Union Local Administration	
• Video Display Terminals: a Health Issue	16
• Violence in the Workplace	8
• Women in the Work Force	24
• Women’s Leadership Skills: Assertiveness and Advocacy	24
• Workers’ Compensation Act & the WCB	24
• Workers’ Compensation Appeals – Intermediate Level	16
• Workers’ Compensation & WCB Appeals Procedures (Advanced)	16
• Workers’ Compensation Pensions: Entitlement & Appeal	8-16
• Working Culture & History of Labour Arts	16-24
• Working TV – Labour on Television	
• Working with Mass Media	8-16
• Writing Contract Clauses	

Communications, Energy & Paperworkers’ Union of Canada

350 Albert Street
Ottawa, ON, K1R 1A4

853 Locals; 167,470 Members

Interview with Director of Ed., Robert Hatfield
Director of Research, Keith Newman
Director of OHS, Brian Kohler
Director of Ed., Andre LeTarte
Researcher, Julie White
Comm., Director, Western Region, Fred Wilson
Rep., Western Region, Dave Schaub

Learning Event	Hrs	Materials
• Steward 1: – <i>Introduction for New Stewards</i>	24	• CEP Steward 1 –Instructor Notes, Course Manual • Instructor Notes
• Steward 2: – <i>Experienced Stewards – Builds on Knowledge & Skills Learned in Steward 1</i>	24-32	• Steward 1 Course Manual • CEP Leadership 2 Manual • CEP Basic Collective Bargaining – Participant Manual • Sherritt Collective Bargaining Agreement – April 1, 1994
• Local Officer 1: – <i>Basic Knowledge & Skills for Elected Local Leaders</i>	24	• Joint Health and Safety Committees, Safety Programs, Safety Systems – Participant Version
• Local Officer 2: – <i>Experienced Local Officers – Builds on Knowledge & Skills Learned in Local Officer 1</i>	24	• Shaping Our Future: Constitution of the Communications, Energy and Paperworkers’ Union of Canada.
• Basic Collective Bargaining: – <i>Negotiating Committee Members – Introduction to Negotiations Process and Bargaining Skills</i>	32-40	

- and Bargaining Skills*
- Financial Officer:
 - *Treasurers, Financial Secretaries, Secretary-Treasurers and Trustees – Covers All Aspects of Local’s Finances* 24-40
 - Union Judo:
 - *Union Leaders & Activists from Locals Facing Workplace Reorganization – Shares Experiences & Changes Taking Place, Analyses Forces Driving Changes* 8-40
 - Other Courses:
 - *Public Speaking*
 - *Facing Management*
 - *Health & Safety*
 - *Rules of Order*
 - *Fighting Harassment*
 - *Our Rights as Unionists*
 - *My Union*
 - *Strike Preparation* 24
 - CEP Leadership 2 24
 - Union Organizing Course 8-24
 - Health Safety & Industrial Relations Training Fund (HSIRTF)
 - *Ergonomics*
 - *Safety Systems & Programs (Pilot)*
 - *Stress, Time and Success*
 - *Understanding Pensions*
 - *Joint Health and Safety Committees*
 - *Consensus Decision Making*
 - *Joint Anti-Harassment Committees*
 - *Understanding Pensions*
 - *Joint Health and Safety Committees (Union Gas locals)*
 - *Joint Health and Safety Committees (Union Gas locals)*
 - *Joint Health and Safety Committees (2, two-day sessions)*
 - *Joint Health and Safety Committees (Local 1997)*
 - *Understanding Pensions*
 - *Understanding Pensions (Fall 1998)*
 - *Understanding Pensions (Fall 1998)*
 - Joint OHS Committees, Safety Programs, Safety Systems
 - *Introduction*
 - *Worker Empowerment*
 - *Why Have Joint Health & Safety Committees?*
 - *The Role of the JHSC*
 - *A Winning Strategy*
 - *Leadership*
 - *Due Diligence*
 - *Decision Making Practices*
 - *Consensus Decision Making*
 - *Achieving Results*
 - *Accidents, Programs and Systems*
 - *Safety Programs*
 - *Systems Definition*
 - *Accident/Incident Investigation*

- Systems in Regulations
- Saving Ourselves
- Conclusion

Communication Workers of America

B-288 Dalhousie Street
Ottawa, ON, K1N 7E6

23 Locals; 1,260 Members

Learning Event	Hrs	Materials

Confederation des Syndicats Nationaux La CSN

1601 Av. De Lorimier
Montreal , PQ, H2K 4M2

10 Unions; 2,367 Locals, 251,420 Members
Interview with Service de la Formation CSN, Bernard Fauteux
Conseiller Service de Formation CSN, Paul Fortin

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Training Session for Union Officers • Cahiers de Formation: Pour Les Militantes et Les Militants des Syndicats <ul style="list-style-type: none"> - <i>Bienvenue a l'executif du Syndicat!</i> - <i>Delegue-e, ca c'est pour moi!</i> - <i>Nos Droits de Tous les Jours</i> - <i>A Quoi Sert Ma Cotisation Syndicale?</i> - <i>Nous Nous Mobilisons!</i> - <i>Militer a la CSN</i> - <i>Le Syndicalisme, une Grande Ecole</i> - <i>Negocier tout un Contrat...Collectif!</i> - <i>Declaration des Principes</i> • Formation de Base: <ul style="list-style-type: none"> - <i>Executif Syndical</i> - <i>Santé-sécurité de base</i> • Santé et Sécurité des Travailleurs et Travailleuses: <ul style="list-style-type: none"> - <i>Ergonomie</i> - <i>Violence en milieu de travail</i> • SOOS II <ul style="list-style-type: none"> - <i>Formation des formatrices et formateurs</i> - <i>Préparation à la retraite</i> - <i>Formation des études d'organismes</i> - <i>Developpement régional et local</i> • Formation en serations de travail: <ul style="list-style-type: none"> - <i>Travail en équipe</i> - <i>Gestion participative</i> - <i>Négociation d'intérêts</i> - <i>Equité salariale</i> - <i>Analyse Financière</i> 	<p>24</p> <p>24</p> <p>16</p> <p>24</p> <p>40-80</p> <p>24</p> <p>72</p> <p>16</p> <p>24</p> <p>24</p> <p>24</p> <p>24</p> <p>16</p>	<ul style="list-style-type: none"> • La CSN, Mouvement et Organisation • Training Session for Union Officers – Notes • Notes for Union Presidents • Notes for Secretaries • Notes for Treasurers • Links, Structures, Committees • Teamwork • The Union Meeting • Code for Rules of Order - 1996-1999 edition • Executive Committee Training for Union Officers • Agenda. • CSN Finances • Cotisation Rates • Nouvelles CSN • CSN: Cinq Temps D'un Mouvement – Une collection • de cinq films qui racontent d'histoire d'un long combat pour la justice sociale • La Formation Syndicale • Répertoire des Cours • Elections Dans Nos Syndicats: Une Place a Prendre • Prendre l'avenir avec les Femmes • L'article 45 du Code du Travail – La carte maitresse • des employeurs pour se debarrasser des syndicats • Programme de Formation 1997-1998 • Non au Harcelement Sexuel • Des Emplois Pour Tout Le Monde • FonDa.ction Prospectus – 1 decembre 1997 • Conseil Central du Montreal Metropolitain <ul style="list-style-type: none"> - <i>Bilan et Perspectives</i> - <i>De La Participation de la CSN</i> - <i>Aux Sommets Sur Le Devenir</i> - <i>Social et Economique du Quebec</i> • Formation Action: Compte Rendu de la Reunion des Responsables de formation tenue les 4 et 5 fevrier 1998 a l'hotel des Gouverneurs Montreal • Executif Syndical 1 – Guide des Personnes Formatrices • Programme, Session de Formation Pour les Formateurs et les Formatrices

Conseil Central du Montreal Metropolitan (CSN)

Interview with Jean-Claude Gagner

1601 Ave. De Lorimier
Montreal, PQ, H2K 4M5

Learning Event	Hrs	Materials
• Programme de Formation 1997-1998		
• Executif Syndical	24	
• Tresorerie (Tenue de Livres)	8	
• Comite de Surveillance	8	
• Delegee-es De Departement	16	
• Comite de Condition Feminine: Plan D'Action	8	
• Preparation a la Retraite	24	
• Histoire du Syndicalisme	8	
• Les Reseaux D'Entraide	8	
• Journal Syndical	16	
• Ecriture Journalistique	8	
• ReDa.ction d'Articles	4	
• Sante-Securite	24	

Federation des Travailleurs et Travailleuses du Quebec25 Affiliates; 510, 000 Members
Interview with Directrice du Service de l'education et responsable de la formation, Johanne Deschamps545 Boul. Cremazie Est 17 Etage
Montreal, PQ, H2M 2V1

Learning Event	Hrs	Materials
• Formation des formateurs et formatrices		• La Formation Syndicale a la FTQ Programme d'Education 1997-1998
– <i>Le delegue syndical et la deleguee syndicale</i>	40	• Cahier de Travaux Pratiques Pour le Delegue Syndical et la Delegee Syndicale
– <i>Comment s'organiser syndicalement en sante-securite</i>	40	• La Minute de L'Emploi – Mai 1998, v.1 no. 9
– <i>Le delegue social et la deleguee sociale</i>	40	• Rencontre des Conseilleres et Conseillers Syndicaux Sur un Projet de Formation Avancee Intitule – Le College Quebecois
– <i>Prendre en main sa retraite</i>	40	• Reflexion sur la Formation Syndicale a La FTQ: Telle que Soumise par le Comite d'etude et Amende par le Bureau de la FTQ
– <i>La negociation collection</i>	40	• 15e Rapport du Comite Conjoint UQAM-CSN-FTQ pour la Periode du 1er Aout 1993 au 31 Mai 1994
• Perfectionnement des formateurs et des formatrices		• Le Delegue Syndical et La Delegee Syndicale:
– <i>Le delegue social et la deleguee sociale</i>	16	• Guide d'Utilisation du Protocole d'Entente UQAM-CSN-FTQ
– <i>Reclamations a la CSST</i>	32	• Le Delegue Syndical et La Delegee Syndicale: Guide de Formation
– <i>Equite salariale</i>	24	• Le Monde Ouvrier – Avril-Mai 1998, No. 24
– <i>Les collectifs de travail</i>	16	• Guide Reglement sur l'Agrement des Organismes Formateurs, des Formateurs et des Services de Formation: Loi Favorisant le Developpement de la Formation de la Main-d'oeuvre
• Formation Syndicale Specialisee		
– <i>La negociation et l'administration d'un regime de retraite</i>	32	
– <i>Seminaire a l'intention des comites de retraite</i>	8	
• Evaluation des taches – 1		
– <i>Regles de preuve et de procedure</i>	40	
– <i>Seminaire sur l'arbitrage de griefs</i>	16	
– <i>Actions en prevention: Ergonomie et contaminants</i>	80	
– <i>Plaideurs et plaideuses a la CSST</i>		
– <i>Communication orale</i>	24	
– <i>Session avancee en assurance-emploi</i>	16	
– <i>Seminaire sur la nouvelle Loi sur l'assurance-emploi et la negociation</i>	16	
– <i>La negociation de la formation en emploi</i>	32	
– <i>Les divers types de formation en</i>		

<i>milieu de travail</i>	
- Le role syndical Dans les comites de francisation	8
- Comment utiliser les medias d'information	16
- Les relations interculturelles et l'action syndicale	16

Grain Services Union 14 Locals; 2, 890 Members
 2334 McIntyre Street Interview with Alberta Representative, D. Entremont
 Regina, SK, S4P 2S2

Learning Event	Hrs	Materials
• Effective Advocacy Workshop	16	• Shop-floor Militancy • Using the Leader's Manual • GSU Policy on Opposition to MAI passed at GSU Policy Convention in April 1998

Health Sciences Association of BC 1 Local; 11,310 Members
 600-4710 Kingsway
 Burnaby, BC, V5H 4M6

Learning Event	Hrs	Materials
• Basic Union Tool Courses		• HSA Safety Steward's Manual
• Steward Training Level 1	20	• HSA Steward's Manual
• New Certification Workshop	3	
• Steward Training Level 2		
- <i>Advanced Grievance Handling</i>	10	
- <i>Leadership Skills</i>	10	
- <i>LTD, Return-to-Work and Duty-to-Accommodate</i>	10	
- <i>Harassment</i>	10	
• Occupational Health and Safety	20	
• Stress in the Workplace	6	
• Supervisors in the Union	6	
• Organizing Model Workshop	14	
• Equity Courses		
• Campaigning and Lobbying Courses		
• Economics and Public Policy Courses	10	
- <i>Popular Economics</i>		
- <i>Global Solidarity</i>		
• HSA Safety Steward's Manual		
- <i>Role of the Safety Steward</i>		
- <i>Workers' Compensation Board</i>		
- <i>Changes in Attitude</i>		
- <i>Safety Committee & Safety Program</i>		
- <i>Hazard Identification & Principles of Control</i>		
- <i>Regulations & Hazard Control</i>		
- <i>Workplace Inspections</i>		
- <i>Accident Investigations</i>		
- <i>Obligation to Refuse Unsafe Work</i>		
- <i>Organizing Around Health & Safety</i>		
- <i>Workers' Compensation & Long-Term Disability Benefits</i>		
• HAS Steward's Manual		
- <i>Knowing Our Roots</i>		
- <i>Structure of HAS</i>		
- <i>The Steward</i>		

- Organizing Model of Unionism
- The Contract
- The HAS Bargaining Structure
- From Grievance to Arbitration
- Harassment
- HAS and the House of Labour
- HAS and the Provincial Government
- Glossary of Labour Terms

Industrial Wood & Allied Workers of Canada 23 Locals; 43,000 Members
 500-1285 West Pender
 Vancouver, BC, V6E 4B2

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • National Education Program - Courses <ul style="list-style-type: none"> - Steward Training (Basic) 12 - Steward Training II 12 - Instructor Training 32 - New Member Orientation 3 • CLC Courses <ul style="list-style-type: none"> - I.W.A. Leadership 32 - Duty to Accommodate 8 - Health & Safety 12 - Global Solidarity 20 - Parliamentary Procedure 1 - Political Action 8 - Organizing I 25 - Organizing II 25 - Organizing III 25 		<ul style="list-style-type: none"> • SkillPlan – BC Construction Industry Skills Improvement Council – Chapter 2, January 1997 • Changes in the Rate of Community, Workplace and Union Participation by Learners in a Workplace Education Program – A Survey of WEST Participants and Course Leaders

International Association of Firefighters 123 Locals, 12,560 Members
 403-350 Sparks Street
 Ottawa, ON, K1R 7S9
 Interview with Canadian Director, Sean McManus

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Labour College of Canada. Residential Program Scholarship: International Association of Fire Fighters 		<ul style="list-style-type: none"> • Steward's Manual: An Instructional Unit for IAFF Affiliates as a Guide to Effective Stewardship • IAFF Canadian Journal – V.2, #1 1998 • International Firefighter – Nov.-Dec. 1997 • Privatization of Emergency Services • Infectious Diseases and the Fire and Emergency Services • Proud Profession, Bold Union, Bright Future • Becoming a Professional Firefighter • Welcome to the IAFF: Handbook for New Members • 1996 Death and Injury Survey • Local Union Administration: An Instructional Unit for State, Provincial and Local Affiliates as A Guide to Establish Effective Local Union Administration • Change from Within: Human Relations Manual

International Association of Machinists & Aerospace Workers 114 Locals; 52,850 Members
 3585 Avenue Deane
 Terrebonne, PQ, J6Y 1A2
 Interview with Representative, Lodge 99, Rob McKinnon

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Placid Harbor Residential School • Placid Harbor Education & Technology Center Courses 	40-80	<ul style="list-style-type: none"> • The Steward – Key to Becoming a Successful Steward • Towards a Stronger Union – the Dawn of a New Era in Trade Union Education

- Leadership I
- Advanced Leadership
- Basic Editors
- Collective Bargaining
- Pension
- Orientation Skills
- Train-the-Trainer
- Leadership II
- French Leadership I
- French Leadership II
- French Advanced Leadership
- Advanced Collective Bargaining
- Arbitration
- Comprehensive Training Program
- Strategic Planning

- *Help for the Working Wounded*, by Thomas F. Mancuso
- IAM Guide for Health & Safety Committees in Canada.
- AIDS in the Workplace: A Steward's Manual
- George Meany Center for Labour Studies Semester Calendar – September – December 1998
- Human Rights in the IAM

September 1998

- Organizing 1
- Arbitration: Preparation/Presentation
- Organizing in the Construction Industry

October 1998

- Labor Law for Organizers
- Street Law for Negotiators
- Lead Organizer Training
- College Degree Program
- Central Labor Councils: Organizing For Justice in Our Communities
- Contract Negotiations: Private Sector
- Teaching Techniques
-

November 1998

- COMET 1/Education Techniques in The Construction Industry
- Negotiating Contracts with State & Local Agencies
- Advanced Arbitration
- Basic Labor Law
- Labor Law in the Construction Industry
- Organizing Under the Railway Labor Act
- New Union Leader Training
- Labor Relations in the Federal Sector

December 1998

- Negotiating & Writing Contract Language
- Contract Negotiations in the Construction Industry
- Organizing 1

International Longshoremen's & Warehousemen's Union

Suite 20, 1880 Triumph Street
Vancouver, BC, V5L 1K3

11 Locals; 3,200 Members

Interview with Second Vice President, Mike Islinger

Learning Event	Hrs	Materials

International Union of Operating Engineers

38 Aberdeen Street
Kemptville, NS, B4N 3X9

25 Locals; 36,000 Members

Interview with International Rep., Matthew McGinnis

Learning Event	Hrs	Materials
<ul style="list-style-type: none">• COMET I Train-the-Trainer Course	32	<ul style="list-style-type: none">• Construction Organizing Membership Education and Training (COMET): Train the Trainers• Instructor Manual• Numbers That Count: A Manual on Internal Organizing

Labour Notes

PO Box 20001
Detroit, MI, 48220

Learning Event	Hrs	Materials
		<ul style="list-style-type: none">• <i>A Troublemaker's Handbook: How to Fight Back Where you Work – and Win!</i> by Dan La Botz• <i>Inside the Circle: a Union Guide to QWL</i>, by Mike Parker• <i>Choosing Sides: Unions and the Team Concept</i>, by Mike Parker and Jane Slaughter

Manitoba Government Employees' Union

601-275 Broadway
Winnipeg, MB, R3C 4M6

198 Locals; 23,130 Members

Learning Event	Hrs	Materials
MGEU Education Program		
• Basic Steward – Level 1	12	
• Table Officer – Level II	12	
• Advanced Steward & Officer Training – Level III	12	
• Negotiator Training – Level IV	12	
• General Educational Mod. (GEM)	6	
• Education Seminar – Level V	18	
– <i>Dispute Solving Mechanisms</i>	18	
– <i>Technological Change</i>	18	
– <i>Women's Issues</i>	18	
– <i>Human Rights</i>	18	
– <i>Health and Safety</i>	18	
• Leadership Dynamics – Level VI	30	
• Advanced Leadership Dynamics – Level VII	30	
• Health and Safety	12	
• Office Hazards	12	
• Hazards for Health Care Workers	12	
• Membership Training and Assistance Program (MTAP)	320	
• Women's Seminar	18	
• Pension Seminar	12	
• Board Orientation Seminar	3	
• Membership Information		
• Labour College of Canada Residential Program		
• Labour College of Canada Distance Education		
• Affiliate Education		

Metro Labour Education Centre

2nd. Flr., 1209 King St. W.
Toronto, ON, M6K 1G2

Interview with Gail Carrozino
Trish Stovell
A. Wierzbicki

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Metro Labour Education Centre Labour Studies Certificate Course • Bill 99: The Workplace Safety & Insurance Act Seminar – 01/98 • Summary of Significant Bill 99 Provisions & Amendments • List of Board's Industry Sector & Small Business Units with Contact Names & Numbers • Appeal System – Principles & Procedures • WSIB Fact Sheets • Challenging Racism – A Course for Unionists <ul style="list-style-type: none"> – Chapter 1 – Linking Racism & Other Forms of Repression – Chapter 2 – What is Racism? – Chapter 3 – Who Benefits? – Chapter 4 – Colonialism, Racism and Aboriginal People – Chapter 5 – Immigrants & Immigration Policies – Chapter 6 – Making the Connections: International Solidarity – Chapter 7 – Strategies for Change • Metro Labour Education Centre Certificate in Labour Studies Courses <ul style="list-style-type: none"> – Your Health and Safety I – Health & Safety II – Committees – Arbitration II – Labour History – Fragile Freedoms: Civil Liberties for Trade Unionists – Labour Economics – Desktop Publishing for Union Communications • Employment Action Centre Programs and Workshops <ul style="list-style-type: none"> – Resume Writing and Covering Letters – Preparing for Job Interviews – Effective Communications – Networking and Making Cold Calls – Windows for Internet – Career Exploration with the Internet – Prior Learning Assessment Recognition – Labour Market Information – Computer Foundations – Using the Internet for Job Search – Planning, Self Assessment & Goal Setting – Unemployment & Stress Management – Job Search with the Internet – Pre-Employment Communication Skills 	<p>15-30</p> <p>8</p> <p>8</p> <p>8</p> <p>8</p> <p>8</p> <p>120</p> <p>8</p> <p>8</p> <p>80</p> <p>8</p> <p>16</p> <p>8</p> <p>40</p>	<ul style="list-style-type: none"> • Heritage of Struggle: Canadian Labour History Workbook • Metro Labour Education Centre Publications Catalogue 1997 • The Lion & the Beaver (Video Production for Trade Unionists)

– <i>Labour Market Research in Employment</i>	160
• Metro Labour Education Centre Labour Studies Certificate Program: Education Courses with a Point of View	15-30
– <i>Arbitration I</i>	
– <i>Arbitration II</i>	
– <i>Challenging Racism</i>	
– <i>Collective Bargaining I</i>	
– <i>Collective Bargaining II</i>	
– <i>Community Economic Development</i>	
– <i>Employment Equity</i>	
– <i>Fragile Freedoms: Civil Liberties for Canadian Workers</i>	
– <i>Health and Safety I</i>	
– <i>Health and Safety II. Committees</i>	
– <i>Health and Safety II. Provincial Legislation</i>	
– <i>Health and Safety II. Federal Legislation</i>	
– <i>Health and Safety Workshop</i>	
– <i>Human Rights: Challenging Hetero Sexism and Homophobe</i>	
– <i>Human Rights for Trade Unionists</i>	
– <i>Instructional Techniques</i>	
– <i>International Affairs</i>	
– <i>Introduction to Unionism</i>	
– <i>Labour Action for the Environment</i>	
– <i>Labour and Politics</i>	
– <i>Labour Economics</i>	
– <i>Labour History I</i>	
– <i>Labour History II</i>	
– <i>Labour Law for Unionists</i>	
– <i>Labour Leadership</i>	
– <i>Labour Music: Song in Struggle</i>	
– <i>Modes of Production</i>	
– <i>New Media</i>	
– <i>Occupational Stress</i>	
– <i>Pay Equity for Trade Unionists</i>	
– <i>Pensions and Pre-Retirement</i>	
– <i>Politics of Computers: Making Computers Work for Trade Unionists</i>	
– <i>Public Relations and Union Communication</i>	
– <i>QWL/Management Control in the Changing Workplace</i>	
– <i>Research Techniques</i>	
– <i>Sexual Harassment: A Union Issue</i>	
– <i>Strikes: Understand Them, Win Them</i>	
– <i>Technological Change</i>	
– <i>Trade Union Organizing</i>	
– <i>UIC – Plant Closures</i>	
– <i>Video Production for Unionists</i>	
– <i>When Class Meets Nationalism: Themes in Quebec Labour History</i>	
– <i>Women, Work and Power</i>	
– <i>Workers’ Compensation I</i>	
– <i>Workers’ Compensation II</i>	
– <i>Workers’ Compensation: Special Topics</i>	

National Automobile Aerospace Transportation & General Workers of Canada (CAW)
 205 Placer Court North York
 Willowdale, ON, M2H 3H9

389 Locals; 205,000 Members
 Interview with Education Director, Herman Rosenfeld
 Rep., Ken Luckhart

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Education Programs - <i>Women's Leadership</i> - <i>Activist as Educator</i> - <i>Anti-Harrassment Training</i> - <i>Arbitration</i> - <i>Intro to the CAW Family</i> - <i>CAW Culture</i> - <i>Collective Bargaining</i> - <i>Environment Awareness</i> - <i>Good Medicine</i> - <i>Health & Safety</i> - <i>Human Rights Session I</i> - <i>Human Rights Session II</i> - <i>Human Rights Session III</i> - <i>Labour Law</i> - <i>Parliamentary Procedure</i> - <i>Planning for Future</i> - <i>Steward Training-Basic</i> - <i>Steward Training-Advanced</i> - <i>Time Study Intro</i> - <i>Employment Insurance</i> - <i>Union News</i> - <i>WCB - Basic Introduction</i> - <i>Workplace Reorganization</i> 	8-40	<ul style="list-style-type: none"> • ICCHRLA Special Report - One Step Forward, Three Steps Back - Human Rights in Colombia Under the Samper Government, October 1997 • "A Life Threatening Activity" Trade Unionism Under Attack in Colombia: Report of the Canadian Trade Union Delegation to Colombia, February 1998 • Local Union Environment Committees in the CAW - Building Union, Workplace and Community Activism • Statement of Principles: Environment • Statement on Transportation & Environment • CAW Prevent Cancer Campaign: Devil of a Poison • Back Injuries: Protect Your Back: You've Only Got One • Earth Day, April 22 • Fight for a Clean Environment • Health, Safety and Environment Committee Manual
<ul style="list-style-type: none"> • Family Education School - 2 Wk. sessions during the summer months to bring union education to the whole family. 	80	
<ul style="list-style-type: none"> • Current Law and Strategies in Certification 		
<ul style="list-style-type: none"> • Cases - A Workshop for CAW Canada.- Recent Cases-Oct. 2 1996, Sack Goldblatt Mitchell 		
<ul style="list-style-type: none"> • Fire Fighter Interest Arbitration Workshop-Apr. 30-May 3 1996 - Sack Goldblatt Mitchell 	40	
<ul style="list-style-type: none"> • Human Rights Training 		
<ul style="list-style-type: none"> • Paid Education Leave Program (PEL) 	160	

National Union of Public & General Employees
 204-2841 Riverside Drive
 Ottawa, ON, K1V 8N4

1,235 Locals; 308,970 Members
 Interview with Affiliate's Education Directors

Learning Event	Hrs	Materials
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NUPGE Courses	
• Making It All Add Up – Public Services & the Economy (3 Mod.)	
– 1. <i>Value of Public Services</i>	4
– 2. <i>Fair Taxation</i>	4
– 3. <i>Deficit Myths</i>	4
• Workers Beware! (3 Mod.)	
– 1. <i>What are Employee Participation Programs?</i>	2
– 2. <i>Understanding the Union Agenda.</i>	2
– 3. <i>Moving the Union Agenda.</i>	2
• Get It All Out on the Table! (3 Mod.)	
– 1. <i>Recognizing the Value of Quality Public Services</i>	2
– 2. <i>Recognizing the Need for Union Involvement</i>	2
– 3. <i>The Importance of Unions Negotiating Public Services</i>	2
• The Uses and Abuses of Economics in Public Policy	
– 1. <i>What is Economics?</i>	2
– 2. <i>How Do We Measure Economic Prosperity</i>	2
– 3. <i>The Debt. The Crisis that Wasn't</i>	2
– 4. <i>Purpose and Models</i>	2
– 5. <i>Fair Taxation and the Myths Behind Tax Cuts</i>	2
– 6. <i>Globalization. What Does it Mean for Workers</i>	2
– 7. <i>'Free Trade' Agreements. What are They All About?</i>	2
– 8. <i>The Value of the Public Sector to Canada's Economy</i>	2
– 9. <i>The Role of Regulation in a Civil Society</i>	2
– 10. <i>Putting it all Together</i>	2
• Pensions for Trade Unionists	2

Newfoundland Association of Public Employees 278 Locals; 17,660 Members
 PO Box 8100, 330 Portugal Cove Place
 St. John's, NF, A18 3M9

Learning Event	Hrs	Materials
NAPE Education Program		
• Basic Union Tool Courses		
• Equity Courses		
• Campaigning and Lobbying		
• Economics and Public Policy		

Nova Scotia Government Employees Union 79 Locals; 16,880 Members
 100 Eileen Stubbs Ave.
 Dartmouth, NS, B3B 1Y6

Learning Event	Hrs	Materials
NSGEU Education Program		• NSGEU Newsletter – V.98 No. 1 1998
• General Membership Workshop	8	• Nova Scotia Government Employees' Union Education Program, April 1, 97-March 31, 98
• Level I Stewards	16	
• Level II Stewards	16	
• Level III Stewards	16	
• Leadership Development	96	

• Pre-Retirement	32
• In-Local Workshop (Stewards)	32
• Occupational Health and Safety – Level I	16
• Occupational Health & Safety – Level II	16
• Occupational Health & Safety – Level III	16
• Family Education/Vacation Program	16
• Financial Planning	8
• Occupational Health & Safety Conference	16

Office & Professional Employees’ International Union

61 Locals; 30,000 Members

250-1200 Ave., Papineau
Montreal, QC, H2K 4S6

Learning Event	Hrs	Materials
• Name of Learning Event	40	• Name of Materials

Ontario Federation of Labour

1500 Affiliates; 650, 000 Members

202 – 15 Gervais Drive
Don Mills, ON, M3C 1Y8

Interview with Education Director, Sandra Clifford

Learning Event	Hrs	Materials
Basic Education for Skills Training (BEST)	40	• <i>Instructor Empowerment in the OFL</i> -Aug. 1996 by Jean Connon UnDa. and Sandra Clifford
• Communications		• <i>Opening the Schoolhouse Door to the "Education Industry"</i> by Erika Shaker
• Education		• OFL Response to Ministry of Education & Training – Apprenticeship Reform Discussion Paper – Mar. 15 1997
• Human Rights		• Labour’s Voice in Ontario – 1957-199
• Legislation		• Training: A Labour Perspective
• OHS		• Child Poverty in Ontario Report Card 1997
• OHCOW		• Basic Education for Skills Training (BEST)
• Organizational Services		
• Political Education		
• Programs		
• Research		
• Resource Centre		
• Women’s Rights/Gay & Lesbian Issues		
• WCB Training Level I		
• WCB Training Level II		
• WCB Training Level III		
• WCB – Reinstatement		
• WCB – Medical Orientation		
• OFL/WCB Training Project		
– Level I – <i>Front-Line Advocacy</i>	9	
– Level II – <i>Injured Worker Representation</i>	18	

Ontario Liquor Board’s Employees’ Union

30 Locals; 4,730 Members

5757 Coopers Ave.
Mississauga, ON, L4Z 1R9

Learning Event	Hrs	Materials
OLBEU Education Program		• Ontario Liquor Board’s Employees’ Union Education Program
• Getting to Know the Collective Agreement	8	
• Organizing and Supporting Job Action	8	
• Basic Shop Stewards	16	
• Advanced Shop Stewards	16	

Ontario Nurses' Association600-85 Grenville St.
Toronto, ON, M5S 3A2

224 Locals; 42,000 Members

Learning Event	Hrs	Materials
• Local Officers' Training	16	• Catalogue of Courses and Calendar, 1998
• New Treasurers Training	16	• Continuing Education Programs 1997-1998
• Returning Officers Training	8	
• Legal Issues Training	16	
• ONA Representative	8	
• Human Rights	16	
• CNO Know Your Rights	8	
• Professional Responsibility	8	
• Fiscal Advisory	8	
• New Bargaining Units	8	
• Contract Interpretation	8	
• Political Lobbying	8	
• Grievance Arbitration	16	
• Violence in the Workplace	8	
• Workers' Compensation (C	8	
• Prevention of Workplace Injuries (C	8	
• Leadership	16	
• Restructuring	8	
• Ask a RN	8	
• Human Rights I	8	
• Human Rights II	8	
• Negotiations	8	
• Your Rights as a Union Member	8	
• Mobilization	16	
• College of Nurses	8	
• Organizing	8	
• Substance Abuse	8	

Ontario Public Service Employees Union100 Lesmills Rd.
North York, ON, M3B 3P8

461 Locals; 110,950 Members

Interview with Education Director, Jim Onyschuk

Learning Event	Hrs	Materials
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OPSEU Education Program			
• Empowering Local Unions-			
- <i>Toward Your First Collective Agreement</i>	16		
- <i>Employee Relations Committee/Labour Management Committee Techniques</i>	16		
- <i>Improving Your Local</i>	16		
- <i>Building Local – Phases 1, 2, 3</i>	24		
• Campaigns/Lobbying-	16		
- <i>Campaigning to Win</i>	3-4		
- <i>Campaign Organizing to Win</i>	16		
- <i>Community Organizing</i>	4		
- <i>Running an Internal Campaign</i>	16		
- <i>Non-Violent Direct Action</i>	16		
• Workplace Issues-			
- <i>Joint Management/Employee Participation/TQM</i>	16		
- <i>Job Security in Our Hospitals: Restructuring/Mergers</i>	16		
• Equity-			
- <i>Employment Equity</i>	16		
- <i>Bargaining For Equality</i>	16		
- <i>Understanding Racism</i>	16		
- <i>Duty to Accommodate</i>	16		
- <i>Native Issues</i>	16		
- <i>Sexual/Gender Harassment</i>	16		
- <i>Women and Unions</i>	16		
- <i>Union Women as Leaders</i>	16		
• Effective Communications-			
- <i>Communicating for Action</i>	16		
- <i>Local Newsletters</i>	16		
- <i>Media Relations</i>	16		
- <i>Speak Your Mind</i>	16		
- <i>Speaking Out</i>	16		
• Collective Bargaining-			
- <i>Collective Bargaining under CECBA</i>	16		
- <i>Contract Interpretation</i>	16		
- <i>Labour Law</i>	16		
- <i>Organizing Around OPS Agreement</i>	3		
- <i>Striking for a Contract</i>	16		
• Personal Skills-			
- <i>Leadership Skills</i>	16		
- <i>Assertiveness Training</i>	16		
- <i>Partners Course</i>	16		
- <i>Stress/Time Management</i>	3		
• Stewardship-			
- <i>Steward as an Organizer</i>	16		
- <i>Grievance Handling for Shop Stewards</i>	16		
- <i>Internal Organizing Techniques</i>	16		
• Health & Safety-			
- <i>Health & Safety I</i>	16		
- <i>Health & Safety II</i>	16		
- <i>Organizing Around Health and Safety</i>	16		
- <i>Violence in the Workplace</i>	4-5		
- <i>Workers' Compensation – Level 1</i>	16		
- <i>Workers' Compensation – Level II</i>	16		
• Union Democracy-			
- <i>Convention Parliamentary Procedures</i>	16		
			• 1989 OPSEU Residence School Calendar
			• OPSEU/SEFPO ERC/LMC Techniques: Participant Workbook
			• OPSEU/SEFPO Internal Organizing Techniques: Participant Workbook
			• OPSEU Presents Fight with Pride (video)
			• No Justice! No Peace! An O.P.S. Strike Memoir (video)
			• No Justice. No Peace. (cassette)

- *Parliamentary Procedures* 16
- Labour Economics-
 - *Economics of the Corporate Agenda.: Who Benefits? Who Pays?* 6
 - *Value of Public Services*
 - *Employee Participation Program*
 - *Negotiating/Public Service*

Ontario Secondary School Teachers' Federation 208 Locals; 50,580 Members
 60 Mobile Drive
 Toronto, ON, M4A 2P3

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • "Train the Trainer" Annual Workshop • Pensions & Benefits Officers Annual Workshop • Summer Leadership Annual Workshop • Biannual Conference for Political Action Officers • Collective Bargaining Officers Biannual Meeting 		<ul style="list-style-type: none"> • "Train the Trainer" Annual Workshop • Pensions & Benefits Officers Annual Workshop • Summer Leadership Annual Workshop • Biannual Conference for Political Action Officers • Collective Bargaining Officers Biannual Meeting

Prince Edward Island Union of Public Sector Employees 10 Locals
 2 Enman Crescent
 Charlottetown, PE, C1A 7M8

Learning Event	Hrs	Materials
PEI UPSE Education Program <ul style="list-style-type: none"> • You and Your Union • Stewards Basic • Stewards Advanced • Directors Basic • Directors Advanced • Voting Delegates Course 	8 8 8 8 8 8	PEI UPSE Education Program

Public Service Alliance of Canada 1,265 Locals; 167,830 Members; 17 chartered locals
 5238 Joyce Street Suite 2000
 Vancouver, BC, V5K 6C9
 Interview with Section Head , Education, Anne McKnight

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • Let's Go! Alliance Education Program • Steward Advanced Training Program • In-residence Courses • Member Instructor Program • Weekend. Courses: <ul style="list-style-type: none"> - <i>Building Union Solidarity (BUS)</i> - <i>Grievance Handling</i> - <i>Health and Safety: Committee Members' Strike Course</i> - <i>Local Officers' Course</i> - <i>Fighting Discrimination: The Local's Role</i> - <i>Sexual Harassment - What Harm's Done?</i> - <i>Men and Women Talking</i> - <i>Staffing</i> - <i>Technological Change</i> - <i>Classification Seminar</i> 	32 21-48 12	<ul style="list-style-type: none"> • Let's Go! Alliance Education Program • We're On the Firing Line: the Union of National Defence Employees for an Honest and Accountable Canadian Government • Alliance Education Program Members' Calendar • Listing of PSAC Trade Union Education Materials

- Convention Preparation Seminar
- Convention Procedures Seminar
- Union Management Consultation Committee Seminar
- In-Residence Graduates Refresher Course
- Health and Safety: Basic Awareness
- Steward Advanced Training Program 32
- Local Officers' Advanced Training Program 40
- National Officers' Training Program 40
- Women at Work (WAW) 40
- Political Education Training Program 40
- Appeal Representative Training Program 40
- Basic Instructor Training Program 40
- Union Development Program I 40
- Union Development Program II 40
- Union Development Program III 40
- Personal/Sexual Harassment Policy 40
- Alliance Facilitators' Training Program 16

Pulp, Paper & Woodworkers of Canada
 201-1184 West 6 Ave.
 Vancouver, BC, V6H 1A4

16 Locals; 6,810 Members
 Interview with President, Gary Worth

Learning Event	Hrs	Materials
• Pulp, Paper and Woodworkers of Canada. Work Reorganization Seminar	8	• Pulp, Paper and Woodworkers of Canada. National Union 1996-97 Constitution and Policy Statements
• Pulp, Paper and Woodworkers of Canada. Grievance and Arbitration Seminar	16	• Pulp, Paper and Woodworkers of Canada. Work Reorganization Seminar Agenda, Nov. 5-6 1996
• Pulp, Paper and Woodworkers of Canada. Shop Stewards Course		• Pulp, Paper and Woodworkers of Canada. Grievance and Arbitration Seminar Guide
• Pulp, Paper and Woodworkers of Canada. Work Reorganization Seminar	16	• Pulp, Paper and Woodworkers of Canada. Shop Stewards Course Guide
• Harassment and Discrimination in the Unionized Workplace		• Pulp, Paper and Woodworkers of Canada. Work Reorganization Seminar Guide
		• Submission to Labour Relations Code Review Committee, by Pulp, Paper and Woodworkers of Canada., September 25, 1997
		• Leaflet, Volume 34, Number 6, October 1997
		• Leaflet, Volume 34, Number 7, November/December 1997
		• Harassment and Discrimination in the Unionized Workplace Course Guide
		Ontario Labour Relations Board Rules of Procedure March 1994
		Bill 7: <i>Facts and Figures</i> , by Judith McCormack, Sack Goldblatt Mitchell
		<i>Winning Cases at Grievance Arbitration: A Guide to Arbitration Advocacy</i> , by Jeffrey Sack

Sack, Goldblatt, Mitchell: Barristers & Solicitors
 Suite 1130, 20 Dundas St. W
 Toronto, ON, M5G 2G8

Number of Locals, Number of Members
 Interview with Associate, Judith McCormack

Learning Event	Hrs	Materials
		• Ontario Labour Relations Board Rules of Procedure March 1994
		• Bill 7: <i>Facts and Figures</i> , by Judith McCormack, Sack Goldblatt Mitchell
		• <i>Winning Cases at Grievance Arbitration: A Guide to Arbitration Advocacy</i> , by Jeffrey Sack

Saskatchewan Federation of Labour
 103 2709-12 Ave
 Regina, SK, S4T 1J3

32 Affiliates; 85, 000 Members

Learning Event	Hrs	Materials
<p>1st Annual Prairie School for Union Women – April 1997 – Echo Valley Conference Centre, Fort San, Saskatchewan</p> <ul style="list-style-type: none"> • Track 1 Courses <ul style="list-style-type: none"> – <i>Organizing Women in Our Unions</i> – <i>Popular Economics</i> – <i>First Nations and Metis Women in Focus</i> – <i>Taking Charge of Our Health</i> – <i>Women and Aging</i> – <i>Assertiveness Skills</i> • Track II Courses <ul style="list-style-type: none"> – <i>Employment/Pay Equity</i> – <i>Self-Defense in Work and Body</i> – <i>Negotiating Family-Friendly Workplaces</i> – <i>Women and Men Talking</i> – <i>Surviving Management Strategies</i> – <i>On-the-Job Harassment</i> – <i>Anti-racism</i> – <i>Acting Up in the Streets</i> – <i>Effective Speaking</i> <p>2nd Annual (4-day) Prairie School for Union Women</p> <ul style="list-style-type: none"> • Track 1 Courses <ul style="list-style-type: none"> – <i>Organizing Women in Unions</i> – <i>Why Don't Women Own Half the World</i> – <i>Women and Aging</i> – <i>Anti-Racism</i> – <i>Women's Health and Safety</i> – <i>History of Women in Unions</i> – <i>Popular Education Facilitation Skills</i> – <i>Solidarity in Diversity</i> • Track 2 Courses <ul style="list-style-type: none"> – <i>Self Defense in Word and Body</i> – <i>Negotiating Family Friendly Workplaces</i> – <i>Shop-Floor Militancy</i> – <i>Lesbians in our Unions</i> – <i>International Solidarity</i> – <i>Building Healthy Unions</i> – <i>Young Women in Unions</i> – <i>Union Strategies & the Revolution of Clerical Work</i> <p>Training for Tomorrow...Meeting Workers' Needs – A (3-day) Saskatchewan Labour Training Conference</p> <p>The 2nd Annual (4-day) Prairie School for Union Women</p> <p>The 3rd Annual (4-day) Prairie School for Union Women</p>		<ul style="list-style-type: none"> • Saskatchewan Federation of Labour/Canadian Labour Congress Annual Spring School • 1998 Annual Spring School – May 3-8, 1998 – Echo Valley Conference Centre near Fort Qu'Appelle, Saskatchewan • Training for Tomorrow...Meeting Workers' Needs – A Saskatchewan Labour Training Conference • March 29,30 & 31 1998 • Delta Bessborough Hotel • 601 Spadina Crescent E. • Saskatoon, Saskatchewan • The 2nd Annual Prairie School for Union Women • March 15-19, 1998 • Echo Valley Conference Centre • Fort Qu'Appelle, Saskatchewan • The 3rd Annual Prairie School for Union Women • March 21-25, 1998 • Echo Valley Conference Centre • Fort San Saskatchewan

Saskatchewan Government Employees' Union
 1440 Broadway Ave.
 Regina, SK, S4P 1E2

21 Locals; 17,350 Members
 Interview with Education Officer, Sharon Hurd-Clark

Learning Event	Hrs	Materials
SGEU Education Program		
• Union Leadership Development Programs		
• Stopping Harassment in the Union	6	
• Why Unions? Why SGEU?	6	
• SGEU 2000	3	
• Parliamentary Procedure	2	
• Contract Knowledge	2.5	
• Contract Enforcement	3	
• Steward Based Organization	5	
• Labour Legislation 1	1.5	
• Steward as Advocate: Getting off the Triangle	3	
• Solidarity and Leadership	5	
• Expedited Arbitration	7	
• Pay and Employment Equity	3	
• Labour Legislation II	3	
• Effective Speaking	3	
• Collective Bargaining	21	
• Prairie School for Union Women	32	
• Women and Men Talking	11	
• Provincial Council Orientation	6	
• Building Healthy Unions	6	
• SGEU Labour School		
• May 6-9 1998, Echo Valley Conference Centre, Fort San		
• ULD 21 Why Unions? Why SGEU?	3	
• ULD 22 SGEU 2000	2	
• ULD 23 Parliamentary Procedures	2.5	
• ULD 24 Contract Knowledge	3	
• ULD 26 Steward Based Organization	1.5	
• ULD 27 Labour Legislation I	3	
• ULD 28 Steward as Advocate	5	

Service Employees' International Union
 Suite 810 75 Donway W.
 North York, ON, M3C 2E9

22 Locals; 80,000 Members
 Interview with Education Coordinator, Adrianna Tetley

Learning Event	Hrs	Materials
• Making the Law Work for You: A Workshop for the Service Employees International Union		
• Workshop Notes		
• Ontario Labour Relations Board Interim Certification Rules		
• Ontario Labour Relations Board Guide to Interim Certification Procedure		
• Ontario Labour Relations Board Vote Arrangements Bulletin		
• Ontario Labour Relations Board Status Disputes Bulletin		
• Ontario Labour Relations Board Forms		
– <i>Application for Certification</i>		
– <i>Declaration Verifying Membership Evidence</i>		
– <i>Notice to Employees</i>		

- Notice of Vote and Hearing
- Certification Waiver of Hearing
- Conditional Waiver of Hearing
- Report of Vote
- Notice to Employees of Report of Vote
- Innovative Organizing and the Law
 - Introduction
 - Part I: Legal Aspects of Innovative Organizing
 - Part II: Possible Employer Responses
 - Part III: Labour Board Remedies
 - Part IV: Torts and Criminal Offences

Simon Fraser University

Centre for Labour Studies
Burnaby, BC

Interview with Centre Coordinator, Tom Nesbitt

Learning Event	Hrs	Materials

Teamsters Canada

Suite, 804, 2540 Boulevard Daniel Johnson
Chomedey, QC, H7T 2S3

35 Locals; 102, 000 Members

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • TCU/STC Education Program • Lodge Administration • Membership Representation • The Collective Agreement • The Grievance Procedure • Keeping Contact 		

Telecommunication Workers' Union

5261 Lane St.
Burnaby, BC, V5H 4A6

42 Locals; 11,000 Members

Interview with Business Agent, Education, Linda Tate

Learning Event	Hrs	Materials
<ul style="list-style-type: none"> • TWU Leadership Course: Participant's Manual • Introduction Through Interview • Some Common Union Myths-How Stewards Respond • TWU History • TWU Structure • TWU Officers • TWU Committees • Breakdown of Union Dues • TWU Affiliations • Structure of Canadian Labour Movement <ul style="list-style-type: none"> - Where the Steward Fits In • What is Union Democracy • The Steward's Role and Responsibilities • The Steward at the Members' Service • What's a Grievance • Types of Grievances • Grievance or Complaint? • A Grievor's Story 		<ul style="list-style-type: none"> • TWU Leadership Course: Participant's Manual • Telecommunications Workers Union Constitution

- Harassment
- Personal Harassment Policy
- TWU Guidelines for Shop Stewards
- Grievance Form
- Steward Fact Sheet
- Incident Report
- The Grievance Procedure
- Handling Grievances: Hints for Stewards
- Handling Grievances and Complaints
- Writing the Grievance
- Sample Grievance Language
- Writing Grievances – Some Practice
- Sample Grievance Form
- TWU Position Paper on Work Re-Organization
- Basic Shop Steward Training
- Intermediate Shop Steward Training 21
- Advanced Shop Steward Training 21

**Transportation-Communications
International Union**

2285 D St-Laurent Blvd Unit 11
Ottawa, ON, K1G 4Z7

60 Locals; 9,120 Members
Interview with Director of Education, Maureen Prebinski

Learning Event	Hrs	Materials

**Union of Needletrades Industrial
& Textile Employees**

700-15 Gervais Drive
Don Mills, ON, M3C 1Y8

178 Locals; 33,000 Members
Interview with Researcher, Jonathon Eaton

Learning Event	Hrs	Materials
• Name of Learning Event	40	• Name of Materials

**United Food & Commercial Union
Local 2000 Training Centre**

(in conjunction with UFCW)
1206 Kingston St.
New Westminster, BC, V3M 4J9

Interview with Director, Kelly Sinclair

Learning Event	Hrs	Materials
• Return to Learn		• Get Connected to T.R.A.D.E.S
• Trade Referral and Assessment Direct Employment Strategy (T.R.A.D.E.S.)		
• Managing Stress	12	
• Money Smart	12	
• Intro. To Web Design	9	
• Adv. Computers – Manipulation of Images	9	
• Adv. Computers – Excel	12	
• Adv. Computers – Powerpoint	12	
• Spreadsheets Using Excel	12	
• Make Your Own Gift Wrap	3	
• Intro to Computers	27	
• Intermediate Computers		

• Labour History	15
• Public Speaking	12
• Access	18
• Advanced Word	9
• Calligraphy	12
	9

United Food & Commercial Workers' International Union

300-61 International Boulevard
Rexdale, ON, M9W 6K4

143 Locals; 197,000 Members
Interview with Local Representative, Victor Carrozino

<i>Learning Event</i>	<i>Hrs</i>	<i>Materials</i>
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United Nurses of Alberta

9th Floor, Park Plaza, 10611-98 Ave.
Edmonton, AB, T5K 2P7

145 Locals; 5 Districts, 12, 650 Members
Interview with Education Officer, Trudy Richardson.

<i>Learning Event</i>	<i>Hrs</i>	<i>Materials</i>
<ul style="list-style-type: none"> • Educational Workshops on Union and Health Care Issues • Annual Education Program – Workshops, Seminars, Labour Schools, Videos, Kits and Manuals • Collective Bargaining • Nurse Abuse • Patient Focussed Care • UNA Executive Board: Roles and Responsibilities • UNA Districts: Roles and Responsibilities • UNA Trial Committee: Roles and Responsibilities • Ward Representatives: Roles and Responsibilities • Orientation of New Employees • Staffing Committee: Roles and Responsibilities • Occupational Health & Safety Committee: Roles & Responsibilities • UNA Members and Member Reinstatement • UNA Locals: Roles and Responsibilities • Dealing with Management • Professional Responsibility Committee: Roles & Responsibilities 		<ul style="list-style-type: none"> • Constitution / • Bylaws & Long & Short Term Goals • United Nurses of Alberta History 1996 Edition • UNA Brief on Collective Bargaining • Nurse Abuse – UNA Position Paper, by Trudy Richardson, Education Officer, January 1997 • Patient-Focused Care: A United Nurses of Alberta Study, by Trudy Richardson, February 1994 • UNA Charts – Roles & Responsibilities, Volumes 1-12 • UNA Sample Professional Responsibility Presentations to Regional Health Authorities or Boards of Trustees, by Trudy Richardson, Nov. 1995

United Steel Workers of America

7th Floor, 234 Eglinton Ave. E.
Toronto, ON, M4P 1K5

875 Locals; 200,000 Members
Interview with Staff Representative, Wayne Skrypnyk

<i>Learning Event</i>	<i>Hrs</i>	<i>Materials</i>
<ul style="list-style-type: none"> • Steel Education Program • Basic Steward Level I • Adv. Steward Level II • Grievance to Arbitration • Local Union Officers • Recording Secretary 		<ul style="list-style-type: none"> • Name of Materials

- Financial Officers I
- Financial Officers II
- Financial Officers III
- Leadership Development
- Communications
- Women of Steel-leaders.
- Working Together
- Public Speaking
- Collective Bargaining
- Facing Management
- Health & Safety I
- Health & Safety II
- Health & Safety II –Law
- Health & Safety – Stress
- WCB “O.F.L.” I
- WCB “O.F.L.” II
- WCB “O.F.L.” III
- Health/Safety Muscle
- Introduction to Employment Insurance
- Steelworker Seminars: Worker Education, Real Power
 - *Grievance Handling*
 - *Role of the Steward*
 - *Racism*
 - *Harassment*
 - *Union History*
 - *Optional Mod.*
 - *Communicating with the Members*
- Challenge & Change – Josephine Uhr Seminars, Spring 1997
- Labour Studies Program - Part Time Evening /Wknd. Program offered at Colleges & Universities throughout District 6

Vancouver District Labour Council

140-111 Victoria Drive
Vancouver, BC, V5L 4C4

Interview with Secretary/Treasurer, John Fitzpatrick

Learning Event	Hrs	Materials

Workers’ Health & Safety Centre

Suite 802, 15 Gervais Dr.
Don Mills, ON, M3C 1Y8

Learning Event	Hrs	Materials
Health & Safety Awareness Program/Video Catalogue – Workers Training Workers – The Way That Works – January to June 1998 Course Schedule		<ul style="list-style-type: none"> • Health & Safety Awareness Program/Video Catalogue – Workers Training Workers – The Way That Works – January to June 1998 Course Schedule • What Else Can We do for You? • WHSC Video Catalogue • Workers Health & Safety Centre: Annual Report 1997 – Facing Challenges: Renewing Commitments
Programs On the Level: Occupational Health and Safety Training – Level 1		
<ul style="list-style-type: none"> • Level 1: Generic Elective Mod. <ul style="list-style-type: none"> – <i>AIDS in the Workplace</i> – <i>Biological Hazards</i> – <i>Collective Bargaining</i> – <i>Designing Work for the Worker</i> 	4-8	<ul style="list-style-type: none"> • Training Works • The Workers’ Centre and You • Profile: the Way That Works – Fall, 1999 • Workplace Violence: Participants Manual

- *Hazards of Asbestos in Buildings*
- *Hazards of Working Alone*
- *Indoor Air Quality*
- *Investigations and Reporting*
- *Joint Health and Safety Committees*
- *Looking at the Workplace*
- *Making Machinery and Equipment Safe*
- *Making the Workplace Safer: Policies & Programs (Federal)*
- *Material Handling*
- *Office and Clerical Hazards*
- *Personal Protective Equipment: The Last Resort*
- *Principles of Ventilation*
- *Reproductive Hazards*
- *Safety & the Myth of Worker Carelessness*
- *Strategies for Change*
- *Stress*
- *VDTs & Electromagnetic Radiation: More Than Meets the Eye*
- *Violence in the Workplace*
- *WHMIS/Right to Know Training For Union Leadership*
- *Workplace Policies and Programs*
- Level 1 Sector-Specific Electives 4-8
 - *AIDS in the Workplace (Updated, 1995)*
 - *Confined Space Entry*
 - *Hazards of Asbestos for Construction Workers*
 - *Hazards of Aluminum*
 - *Hazards of Chemical Cleaning Agents*
 - *Hazards of Plastics*
 - *Hazards of Solvent Exposure*
 - *Hazards of Welding*
 - *Heat and Cold Stress*
 - *Hours of Work*
 - *Indoor Air Quality*
 - *Infectious Diseases*
 - *Invisible Hazard: Radiation*
 - *Laboratory Hazards – Getting the Results*
 - *Lockout Program*
 - *Man-Made Mineral Fibres*
 - *Regulation for Health Care & Residential Facilities*
 - *Regulations for Construction Projects*
 - *Seeing the Light: Lighting Hazards*
 - *Technological Change – Office & Professional*
 - *Vehicle Emissions*
 - *Violence in the Workplace*
 - *When Disaster Strikes: Critical Incident Stress & Post Traumatic Stress Disorder*
- Level 1 – Industry-Specific
- Level II Law – Provincial
- Level II Law – Federal

- Level II – Provincial Committees
- Hazard-Specific Training 4-8
 - *Lockout*
 - *Confined Spaces*
 - *Biological Hazards*
 - *Infectious Diseases*
 - *Indoor Air Quality*
 - *Radiation from VDTs*
 - *Workplace Violence*
 - *Work Organization*
 - *Propane Handling and Storage*
 - *Community Care Givers*
- Federal Committees
- Stress Awareness
- Instructor Training
- Other Programs: 4-8
 - *Applying Ergonomics to Prevent Musculoskeletal Injuries*
 - *Coordinators’ Training*
 - *Coroner’s Inquests*
 - *Drug Testing: No Quick Fix*
 - *Forklifts: An Awareness Program for Operators,*
 - *Material Handlers and Committee Members*
 - *Hazardous Wastes*
 - *Health & Safety Awareness*
 - *How to Prepare and Present Appeals and Complaints(Federal)*
 - *How to Prepare and Present Appeals (Provincial)*
 - *Musculoskeletal Injuries*
 - *Musculoskeletal Injuries Prevention Program (MIPP)*
 - *Young Workers’ Awareness*
 - *Transportation of Dangerous Goods*
 - *WHMIS for the Union Leader*
 - *WHMIS for Workers*