



get educated!

classes for union members

THIS YEAR'S THEMES IN OUR EDUCATION SERIES

- Leadership
- Problem Solving
- Effective Meetings
- Steward Skills



victoria school ■ saturday, october 24 / sunday october 25, 2009

WHERE: Campus Centre Building, Camosun College, 4461 Interurban Road, Victoria, B.C.
Registration 8:30 am

Job Evaluation Training **NOTE: SATURDAY, 9 AM TO 4:30 PM & SUNDAY, 9 AM TO 12 NOON**

Parliamentary Procedure **NOTE: SATURDAY ONLY, 9 AM TO 4:30 PM**

Shop Steward I **NOTE: SATURDAY ONLY, 9 AM TO 4:30 PM**

COURSE DESCRIPTIONS

JOB EVALUATION TRAINING Participants examine what Job Evaluation means and how we maintain the union's values of ensuring proper pay for work performed through the job evaluation process.

Participants will analyze different types of plans to determine the merits of a request for a job review in terms of body of work, the value of the job being described, and the accuracy of its rating. This course is designed for students who currently have Job Evaluation in their workplace or work for an employer who is contemplating Job Evaluation.

PARLIAMENTARY PROCEDURE This course deals with the rules and procedures governing the preparation and conduct of local union meetings. You will discuss the rules of order, how to make a motion, the duties and responsibilities of the chairperson, and practice your skills by writing motions and participating in a mock meeting. This is an excellent course for new activists who want to learn basic parliamentary procedure and begin to practice their speaking skills on motions.

SHOP STEWARD I (BASIC) Cover the basics of how to identify and handle complaints and grievances. Learn the steward's role in protecting and building the union.

REGISTRATION

TO REGISTER ONLINE and pay by credit card, go to www.wetravel.net. **YOU CAN ALSO MAIL** your registration and payment to: Canadian Labour Congress, #201-5118 Joyce Street, Vancouver, BC, V5R 4H1. Make cheques payable to: Education Account – Pacific Region. Please specify which school you are attending on your cheque.

Registration is \$50 per course. **FOR FURTHER INFORMATION** contact our office at 604-430-6766. You must register no later than 10 days prior to your course.

LABOUR EDUCATION HOSTED BY VICTORIA LABOUR COUNCIL



Canadian Labour Congress
Congrès du travail du Canada

register now

victoria school



COURSE SELECTION

COURSE NAME

COURSE DATE

COURSE LOCATION

FIRST NAME

LAST NAME

HOW CAN WE REACH YOU?

UNION

LOCAL

MAILING ADDRESS

STREET

CITY/TOWN

POSTAL CODE

PHONE

EMAIL

WHICH LABOUR COUNCIL IS YOUR UNION PART OF?

VICTORIA LABOUR COUNCIL OTHER _____

DIETARY RESTRICTIONS / SPECIAL NEEDS

Our courses offer either a lunch or a dinner. In order to accommodate disability requirements and dietary restrictions, we must have 72 hours advance notification.

Provide information on your specific needs in the space below.

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