



TORONTO REGIONAL OFFICE (R.O.) BASIC & ADVANCED EDUCATION 2011 FALL/WINTER SCHEDULE

Revised – September 1, 2011

PSAC BASIC COURSES

Dates & Times	App Deadline	Course	Location
Saturday, September 10 th 9am – 5pm	Fri. Sept. 9	Activist Café	Toronto RO 90 Eglinton Ave. E., 6 th Floor
Saturday, September 24 & Sunday, September 25 9am – 5pm	Fri. Sept. 9	Talking Union Basics	Hamilton Workers' Arts & Heritage Centre TBC
Saturday, October 15 & Sunday, October 16 9am – 5pm	Fri. Sept. 30	Talking Union Basics	Barrie Hampton Inn TBC
<p>The Talking Union Basics (TUB) course is a prerequisite to all Advanced programs. Grievance Handling and TUB are both prerequisites for the Advanced Stewards Course. Applications must be completed and submitted to your Regional Office by the indicated deadline.</p>			

PSAC ADVANCED COURSES

Dates & Times	Application Deadline	Course	Location
Thurs., Oct. 27 th 8:30 am – Sun., Oct. 30 th 3 pm	Fri, Sept. 2nd	Local Officers Advanced Training	Kempfenfelt Centre, 3722 Fairway Road, Innisfil, Ontario L9S 1A5 http://kempfenfelt.com/

SMOKE FREE: All PSAC events, including this course, are smoke free.

SCENT FREE: To assist members with environmental sensitivities, all courses will be scent free events.

STATEMENT ON HARASSMENT: Alliance Education courses are harassment free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SPECIAL NEEDS – ACCESS REQUIREMENTS: The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs on the application form and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.

BASIC COURSE DESCRIPTIONS

ACTIVIST CAFÉ (1 Day)

Join us at the Toronto Regional Office (90 Eglinton Ave East) on Saturday September 10th for an “Activist Café” from 9am-12pm followed by a Stop the Cuts community meeting from 1-5pm at Dufferin Grove Park. We will discuss strategy in the Greater Toronto Area for the upcoming Provincial Election, and our fightback campaign against massive cuts to the federal public service. In the afternoon, we will participate as a group in a Mass Meeting to Stop the Cuts from 1-5pm to build links with other unions and community groups, and provide input into how to defend public services in Toronto and beyond! Our members, their families and communities are affected by municipal and provincial service cuts and PSAC needs allies to oppose cuts in the federal public sector to ensure quality public services for everyone.

Open to: All members

TALKING UNION BASICS (TUB) (2 Days)

This is the Union's key introductory course. If you have wondered what it means to be a Union member, how the PSAC works, and what happens to your dues dollars, then Talking Union Basics provides answers to these questions. The course also introduces the collective agreements, your employee rights and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the Union and ways you can make a contribution to building strong locals in the Ontario region. It is recommended that members take this course first, as it provides the basic knowledge you need to get the most from other PSAC courses. The Talking Union Basics (TUB) course is a prerequisite for Local Officers' Training, Grievance Handling, Duty to Accommodate and all Advanced Education Programs.

Open to: All members and new members are encouraged to apply.

ADVANCED COURSE DESCRIPTION

LOCAL OFFICER ADVANCED TRAINING (LOAT)

Ideally, two or more members of the same local executive should participate in this course. You will develop leadership skills, problem-solving skills, and mobilization skills. Course content includes the role of the local executive, strategic planning, local activities, local committees and terms of reference, communicating and recruiting, representation issues and the Duty of Fair Representation, local meetings, improving the effectiveness of union management consultation and rights and protections of union representatives. You will learn about social activism and how to involve members in the broader labour movement. You will participate in a module on the implementation of PSAC Anti-Harassment Policy including the roles and responsibilities of the Local.

Open to: Local Executive members.

Prerequisite: The Talking Union Basics (TUB), Building Union Solidarity (BUS) or its equivalent.

ADVANCED COURSE DETAILS

EXPENSES COVERED PER PSAC EDUCATION POLICY:

Details will be provided upon acceptance to the learning event. Usually about 4 weeks before the event.

- All Participants are eligible for in-residence single accommodation. In-residence candidates will be covered by the PSAC Travel Policy including meal allowances or meal-plans and/or lunches and incidentals. Transportation, as required, taking into consideration economy and speed.
- Compensation for actual loss of wages. You are encouraged to request Salary Replacement from your Employer.
- Family Care Expenses **up to** \$50 per day for the first dependant and **up to** \$25 per day for every additional dependant. An additional **up to** \$30 per child per night will be paid if overnight care is provided. Family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work are not covered. Please see the reverse of the Family Care Policy form for further details.
- **Receipts, Official Shift or Compressed Work Week Schedule, Expense Claim and Family Care Allowance Form is required.**

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
 90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,
 Phone: 416-485-3558, Fax: 416-485-8607, email: psac_toronto_mail@psac.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

NAME			
COMPONENT/LOCAL/DCL			
LOCAL UNION POSITION TITLE			
HOME ADDRESS CITY, PROVINCE POSTAL CODE			
WORK TELEPHONE			
HOME TELEPHONE			
PERSONAL EMAIL ADDRESS			
WORK EMAIL ADDRESS			
PSAC ID #			
DATE COMPLETED TALKING UNION BASICS (TUB) COURSE			
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
WOULD YOU LIKE TO BE INCLUDED ON OUR CONTACT LIST:	YES	NO	Contact By (Please Circle): Personal Email - Work Email - Mail - Phone

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SCENT-FREE: To assist members with environmental sensitivities, all courses will be scent-free events.

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***This document can be made available in various electronic formats (i.e. rich text format, PDF), on disc, and in Braille. Please contact your PSAC Regional Office for more information.*



**ADVANCED LOCAL OFFICER'S TRAINING COURSE
REGISTRATION FORM** www.psic.com/Ontario

Application form must be faxed, emailed or sent before deadline to:

90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,

Phone: 416-485-3558, Fax: 416-485-8607, [PSAC Toronto Email@psac.com](mailto:PSAC_Toronto_Email@psac.com)

Regional Office: Toronto	
Dates: Thurs., Oct. 27 – Sun., Oct. 30	Location: Kempenfelt Conference Centre, Barrie

Name:			
PSAC ID #:			
Address:			
City:	Province:	Postal Code:	
Component/Local/DCL			
Position in Local:			
Employer:			
Date of TUB Taken:			
Home Phone:		Work Phone:	
Fax:		Email:	
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
Community/Volunteer Experience:			
Self- Identification (Optional) – PLEASE CIRCLE			
Are you a member of any of these Equity Groups?		– Woman – Aboriginal Member – Racially Visible Member – Member with Disabilities – Gay, Lesbian, Bisexual, or Transgendered Member	
Are you a Young Worker? (Age 30 or Under)		YES	NO

TRAVEL ARRANGEMENTS - Participants are expected to travel by the most direct, economical means.
Please indicate your mode of travel: Air – Rail – Bus – Driving – Car Pooling – Other –

Briefly outline how you plan on utilizing the training and what motivated you to register:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: right;"><i>(use additional if necessary)</i></p>
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Signature of applicant

_____ Date-----

I recommend this member for the course

Signature of - PSAC Local President/Chair of Regional Council Committee, Chair of a Regional Women's Committee, Chair of a Human Rights Committee, President of a Area Council

_____ Title

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