

# **PEL COURSE DESCRIPTION**

*Local 111 prerequisite for all PEL courses is the 1-Day Our Union in Our Workplace course.*

*As per Unifor Constitution, Article 15: Local Unions, Section C.3, Local Union Executive Board Officers and all workplace representatives are required to take a week long, 40-hour Human Rights Training Course. Local 111's Education Committee strongly suggests that your first PEL course be Human Rights.*

## **Accident and Incident Investigation for Workplace Health & Safety Representatives - PACIN**

### **PREREQUISITE**

**Preferences given to ACTIVE Job Stewards on properties, Health & Safety reps, and Accident Adjudication reps, plus completed Health & Safety - PHS.**

This course is an introduction to accident investigation. The prime objective of accident investigation is prevention – finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. Factors such as work environment, job constraints, and supervisory or worker experience must all be examined to determine what role each may have had in causing the accident.

This course presents a practical approach to investigating workplace accidents by emphasizing how to find the root cause(s), investigate, and make effective recommendations to prevent similar occurrences from happening again. It includes case studies and other examples to illustrate the concepts as well as practical tools such as sample forms and checklists.

The workshop will also cover some of the major shortcomings and pitfalls of popular methods of accident investigation. We look at analysing and resisting Behaviour Based Safety programs which focus on blaming the worker. Behaviour Based Safety programs weaken hard-won protections and discourage workers from taking a more active role in the union.

## **Black, Indigenous & Workers of Colour Leadership Program - Week 1 (PBIWOC1)**

### **PREREQUISITE**

**Preferences given to CURRENT member of the local BIWOC committee.**

This is a two-week program, designed for Unifor members who are Aboriginal and/or worker of colour. It takes place over 2 one-week sessions.

This program is for members who identify and have lived their life tackling oppression in their day-to-day. It's an incredible opportunity for local unions to build the strengths and skills of members whose voices and leadership are desperately needed if we want to respond to today's challenges. For participants, this program is designed to give you the tools you need to make a difference in your union. We discuss and strategize around removing barriers to participation of, and decision-making by, Aboriginal and workers of colour. We focus on the challenges of doing anti-racism work in the union and in society more broadly.

This program is intended to build the skills, knowledge, and confidence of Unifor Aboriginal and workers of colour members to increase their activism and take up positions of leadership within the union.

## **Black, Indigenous & Workers of Colour Leadership Program - Week 2 (PBIWOC2)**

### **PREREQUISITE**

**Preferences given to CURRENT member of the local BIWOC committee, plus completed Black, Indigenous & Workers of Colour Leadership Program - Week 1 - PBIWOC1.**

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## **Canada & the World - PCW**

### **PREREQUISITE**

**Preference given to those that have taken Unifor Foundations - PFOUND**

In today's world, where trade deals and global competition have workers struggling to maintain their rights, solidarity is more important than ever. This course will reflect on our connections to workers around the world and look at some alternatives to the environmental, political, and social problems we face.

As the week unfolds, we will examine the roles played by corporations, government, the mass media, workers, and consumers in this system of global capitalism. We'll look at the extraction, production, distribution, consumption, and disposal of products we use, and we'll look at the changing nature of public services. We'll compare how workers in Canada and workers elsewhere in the world are responding to global capitalism, and we'll look at ways we can work together. Participants will have a chance to practise bringing a current international campaign to the local union and our communities.

Join us as we sharpen our analysis, learn more about the world of work and workers, and develop our confidence to change the course of global capitalism.

## **Collective Bargaining / Women in Collective Bargaining - PCB**

### **PREREQUISITE**

**Preferences given to ACTIVE Job Stewards on properties, and/or CURRENT members of the local Bargaining committee.**

The 5-day Collective Bargaining course focuses on maximizing our bargaining power by developing a strategic approach. We discuss the importance of preparation including generating proposals from the membership, assessing the climate of bargaining, building a strong committee, developing a strong proposal package, and determining priorities.

Through a role play activity, participants will have an opportunity to experience the give and take of the process, draft contract language, negotiate an agreement (wages, benefits and working conditions), and deepen their understanding around the role of the bargaining committee throughout negotiations. We discuss the ratification process and the role of the committee in presenting a tentative agreement to members. Attention will also be given to the importance of collective bargaining as an opportunity to engage members, connect members to the union and, as a result, strengthen the local union. This program will provide bargaining committee members with a solid foundation for their work at the bargaining table.

### **Conflict Resolution - Level 1 - PCR1**

#### **PREREQUISITE**

**Preferences given to ACTIVE Job Stewards on properties.**

Conflict It's part of our personal lives and part of our working lives. Conflict is normal, natural, and in many cases, necessary for change. Although it may not always feel like it, conflict can be a resource for us. It can bring about positive change in individuals, the workplace, and the union itself.

This is an introductory course in making conflict productive. We need strong conflict resolution skills to ensure that the conflicts we have with management aren't replicated in our dealings with each other. We will look at common types of conflict and their underlying sources of tension and learn about various approaches and strategies to conflict. Knowing how to work with conflict will build our union and make for better relationships.

### **Electoral Candidate Development – PECD**

#### **PREREQUISITE**

**Preference given to those that are ACTIVELY involved in Political Action**

This is a course designed for members interested in getting involved in Municipal, Provincial or Federal Politics.

We need Unifor members to be elected at every level of government to bring forward ideas, policies, and laws that support working-class people and their families. As a union, we want to elect socially progressive governments dedicated to equality and social justice, transforming the economy, strengthening our democracy, and achieving an environmentally sustainable future. Do these values inspire you?

Are you a leader in your local union, workplace, or community? Do you want to expand your influence, build community networks, inspire people, and make a difference? Have you ever considered running in a political election at the school board, municipal, provincial, or federal level? Then this course is for you.

This 5-day course is designed for members who want to take the next step to representing their community as an elected representative. We will address the real challenges that workers face in entering politics and how to manage or overcome these barriers. We will demystify the campaign process and what it takes to get elected. Participants will learn to develop a strategic plan for their campaign and deliver a compelling message. The course builds on your leadership skills to ensure you are prepared, confident and have a winning strategy.

## **Ergonomics - Introduction - PERGO**

### **PREREQUISITE**

**Preferences given to ACTIVE Job Stewards on properties, and/or Health & Safety reps.**

This course has been designed to demystify the “Ergonomic Process”, allowing our leadership/activists to see beyond the one-dimensional aspect of injury reduction (important as this is), while also recognizing a powerful tool to be used to improve the ergonomic and psycho-social well-being of our members as they proceed through their working lives.

We know the effects of poorly designed jobs. Workers Compensation statistics tell the story of workers suffering lost time injuries. In the short term this results in the loss of earning power, pain and suffering, pressure on the health care system, and (hard to define) psychological stress on the entire family.

Activity groups will focus on one major Workplace Case Study, as well as drawing more general lessons from sessions such as how the body works and potential injuries, identifying ergonomic hazards, anthropometry (human body dimensions), ergonomic tools used to assess, physical demands analysis defining the physical aspect of a job, ergonomic legislation or guidelines, and sample ergonomic collective agreement language.

## **Health & Safety - PHS / Health & Safety for Women - PHSW**

### **PREREQUISITE**

**ACTIVE Health & Safety rep.**

This is a hands-on course that members and health and safety representatives will find invaluable in the work they do on behalf of working people. Through exercises such as workplace and body mapping and job safety analysis, participants discuss the causes and solutions to the hazardous working conditions they face. Participants learn about regulations and legislation and visit worker friendly internet sites to gain a better understanding of members’ rights in provincial and federal jurisdictions. Strategies for legal action and mobilization are discussed using actual case studies from Unifor workplaces and community-based campaigns (e.g., prevent cancer, machine guarding and lockout, violence in the workplace, repetitive strain, etc.). Participants learn how to resolve issues at joint union-management meetings by drafting recommendations at a union caucus and presenting them at a joint committee meeting. This course includes a striking display of photographs, music, videos, and quotes commemorating the history of workers’ struggles for safe and healthy workplaces.

## **Human Rights - PHR**

### **PREREQUISITE**

**All members are welcome to apply.**

This 1-week program is critical for leadership and activists, as we learn together how to build a strong, united union committed to social justice. Racism, homophobia, sexism, disability prejudice and other forms of discrimination divide us as workers and weaken our union. This course asks each of us to take on the challenge of working toward real equality, by first understanding how oppression works, by examining where, how, and why discrimination occurs, and then by debating, and committing to strategies for change. Participants will become familiar with Unifor structures, resources, education programs and networks for advancing human rights and equality struggles in the workplace. Participants are provided with a Human Rights Tool Kit and are asked to consider tough topics such as harassment and employment equity, and to engage each other in challenging conversations. The course includes a focus on the role of allies and shows how human rights struggles can strengthen the union.

## **Local Executive Board Training (LUEB) - PEBT**

### **PREREQUISITE**

**CURRENT elected Executive Board (President, Vice-President, Financial Secretary, Recording Secretary, Trustee, Sergeant-at-Arms, Guide, Retired Workers Chapter, Member at Large (if they have a vote).**

Executive Board (President, Vice-President, Financial Secretary, Recording Secretary, Trustee, Sergeant-at-Arms, Guide, Retired Workers Chapter, Member at Large (if they have a vote).

Having a local union executive equipped with the skills to do their work is important, but especially so as we take on some of the challenges currently facing Unifor members across the country.

In this 1-week course we explore the duties and responsibilities of executive board members, consider various aspects of leadership and address membership involvement. We practise holding elections, monthly executive board meetings and monthly membership meetings.

This program uses new approaches to education that are designed to engage, challenge, and motivate new and seasoned leadership styles. In-class discussions and workshops will compliment special presentations on key aspects of executive board duties.

Whether you're a new or seasoned local union executive board member, this course will provide an opportunity to learn more about your role and responsibilities, connect and share experiences with leadership from across the country on our struggles as a union and the key challenges we are facing – don't miss this unique opportunity!

## **Planning For Your Future/Pre-Retirement Course - PMTS**

### **PREREQUISITE**

**Members who are thinking of retiring within the next 5 to 10 years.**

Retirement is something that we are all going to face. It's better to start sooner, rather than later. The Unifor Planning for your Future/Pre-Retirement course covers all the topics you need to think about to prepare for the next phase of your life.

- Have you considered what your life will look like after a life of work?
- Have you thought about a life with more free time?
- How will you use that time?
- Are you "mentally" ready to retire?

Keynote presenters will discuss topics to help you start your personal retirement plan. A Service Canada representative provides an interactive presentation on the Canada Pension Plan and the Old Age Security legislation. A legal representative will discuss the importance of having a Will and the various types of Powers of Attorneys. A local community credit union financial advisor will offer basic financial information and answer any questions you may have on your retirement goals. Participants will also attend workshops on topics such as, healthy lifestyle choices and stress management. This course includes discussions on staying active with union campaigns after retirement and provides an overview on the Unifor Retired Workers structure.

## **Pride Activist - PRIDE**

### **PREREQUISITE**

**CURRENT member of the local Pride committee and/or a member of theLGBTQIA2S3 community.**

You're interested in making your union and your community a safer space for lesbian, gay, bisexual, transgender, queer, two-spirit, intersex (LGBTQ2SI) members, but where do you start? This course is right for you! The Pride Activist Course will provide you with the tools and tactics to mobilize for tangible changes that make life better for Unifor members of any gender identity or sexual orientation. You'll meet activists from across the country, from seasoned veterans to curious newbies, ready to organize their first meeting or attend their first pride event. The course tackles current issues facing the LGBTQ community with an aim towards winning change for members. In addition to learning more about queer and trans history, considering the different ways that members of the LGBTQ community experience discrimination, participants will discuss union structure, direct action, and how to create change. Participants will leave with a valuable network of like-minded activist peers, and a plan for action to take back to their local unions and communities.

## **Stress: The Workplace Hazard - PSTR**

### **PREREQUISITE**

**Preference given to ACTIVE Job Stewards on properties and/or Health & Safety Reps.**

This course gives leadership/activists the awareness to recognize the physical and psychosocial hazards of workplace stress. It is designed to identify and prevent stress in the workplace rather than simply providing coping mechanisms that do not go far enough to prevent this hazard for all workers.

The focus of this course will be on actions that will provide strategies and solutions to reduce or eliminate workplace stress as a health and safety hazard. This will be accomplished through exploring real life situations and a thorough analysis of understanding how to address and modify existing situations which may be the root cause of workplace stress.

## **Turtle Island: A First Peoples Awareness for Union Activists and Leaders - PTURTI**

### **PREREQUISITE**

**Preference given to those that have completed Human Rights Course – PHR**

Turtle Island: A First Peoples Awareness for Union Activists and Leaders is a course in which we will explore the shared history between Indigenous and non-Indigenous people. Turtle Island is the name used for North America in some Indigenous cultures and refers to a story about the origin of the earth.

Through this course, participants will hear about history, Indigenous rights, Indigenous issues, and the links between social unionism and the struggle for Indigenous self-determination.

We will discuss reconciliation and ways in which the labour movement can share in the process of recognizing and addressing injustices both historic and contemporary.

## **Unifor Foundations - PFOUND**

### **PREREQUISITE**

**Preference given to ACTIVE Job Stewards on properties**

This is a course for members, activists and leaders. The course begins by examining the nature of work and exploring what workers have in common today. We look at how work, conditions of work, and control over work have been shaped by the development of the capitalist system from colonialism to the present day.

Starting with our experiences as workers and community members, we examine various ways that governments have responded to global and corporate pressures and how this directly impacts our life experiences - from our health, to where we live and work, to what we eat, to how we spend our time.

We'll explore how unions work, what we do for workers, and how unions have changed the nature of work and helped shape society. We'll investigate our own union's history and consider the challenges we face today. We'll look at basic principles of collective bargaining, union democracy, labour's role in politics, working class diversity, and union renewal. We'll include a focus on ways that working people have envisioned and fought for a more just and equal society.

## **Women Activists - PWA**

### **PREREQUISITE**

**CURRENT member of the local Women's committee and/or Women Activists**

The Unifor Women Activists program provides women with the tools to organize, hold ground on the gains we have made, and push forward to build a movement for women's economic and social equality. The course covers a wide range of issues, such as women's work, understanding oppression, harassment and violence, women's history, and women in unions. Participants develop skills to make real change in the union, the workplace, and the community around equality issues.

## **Women Advocate Basic Training - PWA**

### **PREREQUISITE**

**Bargained Advocates only**

## **Women Advocate 3-Day Update Training**

### **PREREQUISITE**

**CURRENT members of the local Bargaining committee plus completed Women Advocate Basic Training - PWA**

## **Women in Leadership - PWL**

### **PREREQUISITE**

**CURRENT member of the local Women Activists committee, and completed Women Activists - PWA**

Women in the union are very excited about this leadership program which picks up where the Women Activists course leaves off. The course provides Unifor women with practical hands-on tools for effective campaign building, bargaining an equity agenda, creatively responding to sexism and gender discrimination, and much more. Our union needs more women leaders -- this course is designed to further equip and inspire women in Unifor to increase their activism and involvement in the union and the broader women's movement to create social change. The course is open to all women who have completed the 1-week Women Activists program.

## **Women, Power & Political Action - PWPPA**

### **PREREQUISITE**

**CURRENT member of the local Women Advocate committee, and completed Women Advocate Basic Training - PWA**

Why a Women, Power, and Political Action course? The answer is simple. If women are to realize true equality it means engaging in political action and challenging power. Women have made many gains over the years - gains won through political action. From the right to reproductive choice to legislative protections around harassment and violence, our gains have been won, not given. But there is still much work to do: women still earn less than men; fear of violence is a reality for far too many women; and politically, women are seriously underrepresented on city councils, provincial legislatures and in the House of Commons. Unfor women know that taking political action works and this course aims to equip women with knowledge and tools to continue our struggle for equality, both in the union and in the broader political realm.

## **Worker Referral Assistance Program (WRAP) – LEVEL 1 - PWRAP1**

### **PREREQUISITE**

**CURRENT Mental Health Rep**

This course is for Employee & Family Assistance/Substance Abuse Representatives, Workplace Representatives and Local Union officers. In Level one, participants will discuss:

- Unions and communities working together.
- Your community services.
- Principles of communication.
- Interviewing and referral skills.
- Implementing/strengthening employee and family assistance program in the local union.
- Stress.
- Addiction and dependency.
- Loss and grief.

Mental illness, including addictions and other dependency disorders impact many of our members and their families. Union representatives are the referral agents or liaisons to community resources that can help members experiencing such problems access the services they need while protecting their confidentiality.

## **Worker Referral Assistance Program (WRAP) – Level 2 (PWRAP2)**

### **PREREQUISITE**

**CURRENT Mental Health rep and completed Worker Referral Assistance Program (WRAP) – LEVEL 1 - PWRAP1**

This Course is for previous graduates of Worker Referral Assistance Program - Level 1, or Employee & Family Assistance or Substance Abuse Representatives/Workplace Representatives with equivalent to Level 1 experience.

Level 2 provides an opportunity for workplace representatives to share the experiences they have had in the workplace and community and provides more in-depth information about specific social issues. Level 2 covers:

- Review of Level 1, linking labour and community.
- Understanding violence, mental health, harassment & bullying.
- Gambling addictions.
- Activists: caring for ourselves, and time management.
- Guest speaker from withdrawal management services.

### **Young Worker Activist - PYWA**

#### **PREREQUISITE**

**CURRENT member of the local Young Worker Activist committee and/or Active Member 35 years old or below.**

This course is designed specifically for members aged 35 and under, to further develop their skills and to ensure they can access the necessary tools to play an active role in the union. Through a mix of workshops, open forums and activities, participants have opportunities to discuss and share experiences about systemic challenges facing young workers at work and in society and discuss how we can use the union as a vehicle to bring about meaningful and progressive change. The course is designed with ample time to engage in rich discussions on current issues, struggles and campaigns.