



## CUPE WORKSHOP

### Introduction to Stewarding & Steward Learning Series – Notetaking Prince Albert & Saskatoon Locals July 6 & 7, 2017

**Location** CUPE Local 4777 Office  
579-28<sup>th</sup> Street West  
Prince Albert, SK

**Registration Deadline** Monday, June 26, 2017

#### **Workshop Details**

Thursday & Friday, 9:00 a.m. to 4:30 p.m.

#### **Introduction to Stewarding**

What does a CUPE steward do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you! In this workshop you will learn:

- The role of a steward
- CUPE's structure
- Meeting with management
- Investigating workplace problems
- Filing a grievance
- Dealing with workplace complaints

#### **Steward Learning Series – Notetaking**

Why do I have to take notes? What kind of notes should I take? What happens to my notes if a grievance goes to arbitration? Are my notes private? Is it better to take notes on a computer or by hand? What happens to the notes I take when the case is finished? This module answers important questions about notes, and provides practice time to work on note taking skills.

***Please remember all workshops are a Scent Free Environment***

Registrar: Kim Draeger, [kdraeger@cupe.ca](mailto:kdraeger@cupe.ca), 306-382-8262

Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"