



Education Program - Basic Course List

BASIC COURSES

Talking Union Basics (2 days)

This course is the first introduction to the PSAC for most members and continues to be the foundation for more advanced union education.

Our Communities, Our Union, Our Rights: an Introduction to the PSAC for Indigenous Members (2 days)

Our Communities, Our Union, Our Rights: an Introduction to the PSAC for Indigenous Members is designed for members who have had little or no previous involvement with their union and is a great first step to understanding how unions work for working people. This two-day training will provide members with a way of empowering themselves to effect change in their workplaces, communities and union.

Grievance Handling (2 days)

This course gives new shop stewards essential knowledge for handling Level I Grievances. Participants gain a better understanding of how to work with members at the initial stages of the grievance procedure and how to mobilize members around workplace problems.

Introduction to Duty to Accommodate (1 day)

This one-day introduction course will familiarize participants with the duty to accommodate, how it applies to the workplace, who has a role to play in workplace accommodations.

Introduction to Employment Equity (2 days)

The purpose of this course is to give learners tools to help promote workplace cultures that proactively support employment equity. By the end of the course participants will better understand the principles behind employment equity and understand how employment equity works. They will also be able to defend employment equity and address commonly held myths about employment equity. Finally, participants will understand the union's role in employment equity and be able to take action to support it.

Introduction to the Canada Labour Code Part II (2 days)

This course is an introduction to the Canada Labour Code, Part II. It will cover the internal responsibilities system, as well as the employer and employee responsibilities of this legislation. The course is for Health and Safety Committee members and members who are interested in knowing more about Health and Safety in federally regulated workplaces.

Introduction to Local Officers (2 days)

This course will provide officers of a Local Executive an opportunity to understand their responsibilities within the Local and to know how and where to obtain support within the PSAC.

Convention Preparation (1 day)

This workshop will introduce new activist to the purpose and mechanics of a union convention. The “why, what, and how” of conventions are introduced. This workshop is intended for members looking forward to a first participation as delegates or observers to the PSAC Regional convention or component conventions.

Convention Procedures (1 or 2 days)

This course will prepare participants for attending a regional, national, or component convention. It will familiarize participants with convention procedure, resolution, debate, and how to have an inclusive convention.

Young Workers (2 days)

In this course, participants will meet other young workers to share experiences, discuss and analyze the issues they face at work, in the union, and in society. You will also share and learn about global issues and the role of young workers in the dynamic movement for social justice.

Politics for everyone (2 days)

Did you ever wonder why Unions are involved in politics? Did you ever hear people say that you should be involved in politics? Did you ever wonder if politics is really as important as many people says it is? Politics for Everyone is a great course for you!

We are affected by the decisions of many levels of government as workers, voters and consumers. Politics for Everyone provides an opportunity to think about all those issues and for you to think seriously about the kind of government we want and the kind of society we want to build together. Politics for Everyone is an Introductory (Basic) course with no pre-requisite.

Respectful Workplace and Anti-Harassment (2 days)

This course will look at power relationships and how they affect the workplace. Participants will identify elements that make up a respectful workplace and discuss what is needed in order to establish and maintain a more respectful workplace. They will also define harassment and bullying and their impact at work, and look at policies, processes and the legal framework that governs harassment in the workplace. Finally, participants will study measures for preventing workplace harassment as well as formal and informal recourse routes.

Representing and Advocating Against Workplace Racism (2 days)

This course will prepare stewards, local officers and anti-racism advocates to support and represent members who are victims of racism at work, and help ensure our members' workplaces are free of racism. Members wishing to take this course should have taken the two-day Grievance Handling course, have equivalent grievance handling experience or have had experience in anti-racism advocacy in the workplace or community.