BASIC EDUCATION SCHEDULE – Winter 2017

Newfoundland & Labrador

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| October 21 - 22 St. John’sOctober 27-29 Location DTBNovember4 - 6St. John’s |

**Grievance Handling**This course provides new PSAC shop stewards with essential basics for grievance handling and effective stewarding**Who can apply: Open to all PSAC members** **in St. John’s area****Location: PSAC Boardroom, 33 Pippy Place****Time: 9:00 am – 5:00 pm****District School**This course will discuss mental health and harassment in the workplace, the role of the stewards and how to work through conflict, as well as effective leadership.**Who can apply: Open to all PSAC members** **in Central and Western NL****Location: TBD****Time: 9:00 am – 5:00 pm****Local Officers Training**This course will provide new Officers of a Local Executive an opportunity to understand their responsibilities as a Local Officer, and to know how and where to obtain support within the PSAC. **Who can apply: Open to all PSAC members** **in St. John’s area****Location: PSAC Boardroom, 33 Pippy Place****Time: 9:00 am – 5:00 pm** |
| November 18 - 19 Goose Bay | **Grievance Handling**This course provides new PSAC shop stewards with essential basics for grievance handling and effective stewarding.**Who can apply: Open to all PSAC members** **in Labrador Area****Location: TBD****Time: 9:00 am – 5:00 pm** |
| November25St. John’sNovember26St. John’s | **Interpreting the Collective Agreement**This course will enhance your understanding of what a collective agreement is and what is in it.**Who can apply: Open to all PSAC members** **in St. John’s area****Location: PSAC Boardroom, 33 Pippy Place****Time: 9:00 am – 5:00 pm****Effective Locals/Committees**This one day course will help participants gain the knowledge and skills needed to conduct the business of their Local/Committee, setting an agenda, preparing financial statements, how to chair a meeting, rules of order, etc**Who can apply: Open to all PSAC members** **in St. John’s Area****Location: PSAC Boardroom, 33 Pippy Place****Time: 9:00 am – 5:00 pm** |
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| Online Learning | **Online Learning**All PSAC members can also do on-line education training on different topicsat the following link: [www.psacunion.ca/online-learning](http://www.psacunion.ca/online-learning). Members can also access new online steward courses at the following link: <http://vubiz.com/shop-stewards>  |

