



HOSPITAL EMPLOYEES' UNION

PROVINCIAL OFFICE:

5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1510 • WEB: www.heu.org
January 31, 2012

Secretary-Treasurers

Dear Sisters and Brothers:

Re: Intro Shop Steward & Chief Shop Steward Training – 2012
For all regions listed below

HEU members who have committed to becoming a shop steward are invited to apply for the following shop steward training. This is an **introductory** program offered to members who have not previously attended shop steward training.

The Intro Shop Steward workshop will cover:

- the roles and responsibilities of a shop steward
- how to work effectively with the Chief Shop Steward
- grievance investigation and handling
- facing management
- basic health & safety rights
- the role of the HEU Equity committees
- mentoring/coaching support at the local

In order to meet the objectives of the HEU Strategic Directions paper which was adopted by delegates at both 2008 & 2010 conventions, a new component, focusing on the role of the Chief Shop Steward as **mentor and coach** has been added to this course.

This Intro Shop Steward Training is provided over a three to six month period with classroom instruction scheduled in two parts. The first part is a 3-day introductory workshop, followed by workplace experience with the Chief Shop Steward and a 1-day final workshop. Attendance and participation in all parts is required to complete the training.

The local is responsible for assigning a Chief Shop Steward or an alternate experienced Local Officer to mentor and coach new stewards as part of this training.

Region & Date	Location	Application Deadline
Fraser Health Region Part 1 – April 17-19 Part 2 – October 10	HEU Provincial Office 5000 North Fraser Way Burnaby BC	March 16, 2012 5:00pm
Lower Mainland Acute Care Contractors (Big 5) Part 1 – April 17-19 Part 2 – October 10	HEU Provincial Office 5000 North Fraser Way Burnaby BC	March 16, 2012 5:00pm
Kootenay (Cranbrook) Part 1 – April 24-26 Part 2 – October 4	The Prestige Hotel 209 Van Horne Street S. Cranbrook BC	March 23, 2012 5:00pm
Interior (Kelowna) Part 1 – April 24-26 Part 2 – October 4	Coast Capri Hotel 1171 Harvey Avenue Kelowna, BC	March 23, 2012 5:00pm

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Vancouver Coastal Part 1 – May 15-17 Part 2 – October 11	HEU Provincial Office 5000 North Fraser Way Burnaby BC	April 13, 2012 5:00pm
North (Prince George) Part 1 – May 8-10 Part 2 – October 4	HEU Regional Office 1197 Third Ave Prince George BC	April 6, 2012 5:00pm
Vancouver Island (Victoria) and Acute Care Contractors (Big 5) Part 1 – May 29-31 Part 2 – October 10	Coast Victoria Hotel 146 Kingston Street Victoria BC	April 20, 2012 5:00pm

Chief Shop Stewards will attend a one-day workshop that will coincide with the last day of Intro Shop Steward Part 1. Chief Steward and Intro Stewards will come together for a period of this day to develop mentoring and coaching agreements.

The Chief Shop Stewards workshop will:

- examine Chief Steward roles and responsibilities
- discuss best practices for recruiting new stewards and enforcing union leave provisions of the Collective Agreement
- practice techniques for effective coaching and mentoring
- spend part of the day working with the newly trained shop stewards

<u>Region & Date</u>	<u>Location</u>	<u>Application Deadline</u>
Fraser Health Region Part 1 – April 19	HEU Provincial Office 5000 North Fraser Way Burnaby BC	March 16, 2012 5:00pm
Lower Mainland Acute Care Contractors (Big 5) Part 1 – April 19	HEU Provincial Office 5000 North Fraser Way Burnaby, BC	March 16, 2012 5:00pm
Kootenay (Cranbrook) Part 1 – April 26	The Prestige Hotel 209 Van Horne Street S. Cranbrook BC	March 23, 2012 5:00pm
Interior (Kelowna) Part 1 – April 26	Coast Capri Hotel 1171 Harvey Avenue Kelowna, BC	March 23, 2012 5:00pm
Vancouver Coastal Part 1 – May 17	HEU Provincial Office 5000 North Fraser Way Burnaby, BC	April 13, 2012 5:00pm
North (Prince George) Part 1 – May 10	Northern Regional Office 1197 Third Avenue Prince George, BC	April 6, 2012 5:00pm
Vancouver Island (Victoria) and Acute Care Contractors (Big 5) Part 1 – May 31	Coast Harbour Side Hotel 146 Kingston Street Victoria BC	April 20, 2012 5pm

The enclosed application form should be filled out by you on behalf of interested shop stewards.

Please return the applications to the Provincial Office – **Attention: Sandra Naylor, Education Department. Application deadlines are noted above. Please return only ONE copy of the application – either by fax or mail.**

Depending on the total number of applicants, there may be a selection process. Please indicate on the form whether the applicant is the 1st or 2nd choice from your Local. We will be contacting applicants by telephone or mail once the selection process has finished.

Successful applicants will be required to apply for union leave to attend the course (this includes lieu days where eligible).

In solidarity,

A handwritten signature in black ink, appearing to read 'B. Pearson', with a long, sweeping horizontal flourish extending to the right.

Bonnie Pearson
Secretary-Business Manager

Enclosures

cc: Reps and Directors, Chairpersons, Provincial Executive

