



## 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 14, 2010

### Secretary-Treasurers

#### **Re: Three-day Intro Shop Steward Workshop – 2010**

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Dear Sisters and Brothers:

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

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

Chief Shop Stewards will attend a one-day workshop that will coincide with the last day of the Intro Shop Steward training. Chief Shop Stewards will examine their role, practice techniques for effective coaching and mentoring and, spend part of the day working with the newly trained shop stewards.

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 (including using the new Annotated Collective Agreement)
- facing management

Region	Date & Location	Application Deadline
VANCOUVER ISLAND <i>Victoria</i>	<b>April 20-22</b> – The Coast Victoria 146 Kingston Street Victoria, BC	<b>March 22, 2010</b> <b>5:00pm</b>
NORTH <i>Prince George</i>	<b>April 27-29</b> – Northern Regional Office 1197 Third Avenue Prince George, BC	<b>March 29, 2010</b> <b>5:00pm</b>
LOWER MAINLAND  <b>2 DAYS ONLY</b> 1 <sup>st</sup> half-May 5-6 2 <sup>nd</sup> half-Nov 3-4	<b>May 5-6</b> – HEU Provincial Office 5000 North Fraser Way Burnaby, BC	<b>April 6, 2010</b> <b>5:00pm</b>

Region	Date & Location	Application Deadline
INTERIOR <i>Kelowna</i>	<b>May 11-13</b> – Coast Capri Hotel 1171 Harvey Avenue Kelowna, BC	<b>April 12, 2010</b> <b>5:00pm</b>
LOWER MAINLAND <b>Aramark, Sodexo, Compass</b> <b>**ONLY**</b>	<b>May 18-20</b> – HEU Provincial Office 5000 North Fraser Way Burnaby, BC	<b>April 19, 2010</b> <b>5:00pm</b>

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: Lisa Mayo, Education Department**. **Application deadlines are noted above. Please return only ONE copy of the application – either by fax or mail.**

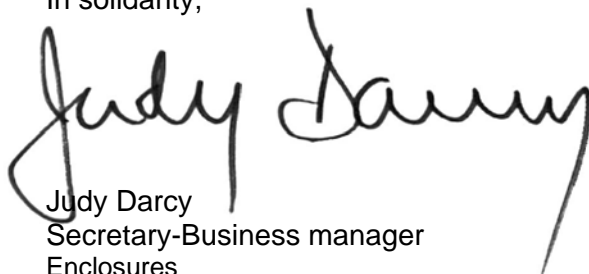
Depending on the total number of applicants, there may be a selection process. Please indicate on the form whether the applicant is the 1<sup>st</sup> or 2<sup>nd</sup> choice from your Local. We will be contacting applicants by telephone or mail once the selection process has finished. Please ask the applicants **NOT TO PHONE THE PROVINCIAL OFFICE.**

Successful applicants will be required to apply for union leave to attend the course (this includes lieu days where eligible). The successful applicant will apply for union leave for all 3 days.

Chief Shop Steward will apply for union leave **for one day only** on the 3<sup>rd</sup> and last day of the workshop.

**\*\*\*\*PLEASE NOTE: WHEN BOOKING YOUR TIME OFF, PLEASE MAKE SURE YOU HAVE READ THE DATES CAREFULLY. THE LOWER MAINLAND ARAMARK, COMPASS AND SODEXHO ARE SCHEDULED FOR A 3 DAY WORKSHOP. LOWER MAINLAND FACILITIES, COMMUNITY AND SOCIAL SERVICES AND INDEPENDANTS ARE BOOKED FOR 2 SESSIONS OF TWO DAYS (INCLUDING THE CHIEF SHOP STEWARDS) AS NOTED IN THE TABLES ABOVE.\*\*\***

In solidarity,



Judy Darcy  
Secretary-Business manager  
Enclosures