



December 14, 2023

Secretary-Treasurers

Dear Sisters, Brothers, and Friends:

Subject: Intro Shop Steward Level 1 Workshops 2024 (Two-day, in person)

We are pleased to let you know that we have scheduled Intro Shop Steward Level 1 workshops using both an online format and in-person.

The workshops are two days in length and are designed to offer information, skills and tools for members who are active shop stewards, or interested in becoming active shop stewards, at the worksite.

Intro Shop Steward Level 1 is intended for members new to stewarding. Workshop participants will:

- learn about the role and responsibilities of a shop steward
- learn about HEU's structure and the importance of union solidarity
- review guidelines for interpreting and defending collective agreement provisions
- practice the basics of investigating and writing grievances

WORKSHOP DATE	LOCATION	APPLICATION DEADLINE
March 19 & 20, 2024	Provincial Office	February 12, 2024

Please fill out the attached application form by the indicated deadline and return to the Provincial Office Attention: Deb Howe, Education and Human Rights Department. Please return only one copy of the application – either by mail, email to education@heu.org or fax to 604-739-1510. Alternatively, an online form is available on our website at www.heu.org.

Please note the chairperson or secretary-treasurer of your local must endorse the application.

We will contact successful applicants by email to confirm further details. Please ensure the email address on your application is current and is your primary email contact where we will send information regarding the workshop. Please do not use your employer's email address. Once applicants have been notified, they will be required to apply for leave of absence for union business.

If you should have any questions regarding this workshop, please contact Deb Howe by phone: 604-456-7124 or email at education@heu.org.

In solidarity,

A handwritten signature in black ink, appearing to read 'Meena Brisard', with a stylized flourish at the end.

Meena Brisard
Secretary-Business Manager

Attachment

cc: Chairpersons
Reps and Directors
Provincial Executive