



Union Centre, 407-275 Broadway
Winnipeg, MB R3C 4M6
Tel. 204 942 5480
Fax 204 942 5493
www.cupw-sttp.org

CUPW respectfully acknowledges that this office
is on Treaty 1 territory and is the traditional
territory of the Anishinaabe, Cree, Ojibwe,
Dakota, Ojibwa and Lakota Peoples and the
homeland of the Métis Nation.

3 DAY EDUCATION SEMINAR

WHEN: October 23, 24 & 25, 2026

WHERE: Holiday Inn Express Downtown -
10010 - 104th Street, Edmonton

COURSES OFFERED:

Basic Shop Steward

This course aims to provide new stewards with basic training, knowledge, and confidence. Topics include the different roles of the steward, how to investigate and file a grievance, communication skills, shop steward rights, the steward as organizer/mobilizer, and key provisions of the urban operations and RSMC collective agreements.

Secretary-Treasurer

During this course, local secretary-treasurers learn about their key responsibilities. Included: financial duties, keeping track of members and their dues, administration regarding leaves and handling correspondence. This course is suggested for all new local secretary treasurers as well as those in large locals who hold positions that include some of the duties, such as recording secretary.

Parliamentary Procedures, Resolution Writing & Public Speaking

Parliamentary procedure is essential for ensuring orderly, fair, and effective decision-making while supporting democratic processes. In this course, participants will explore the principles and practices of parliamentary procedure, gaining the knowledge and confidence to navigate meetings and participate effectively in formal debate. Participants will also learn the purpose and structure of resolutions, developing the skills to write clear, concise, and impactful resolutions that communicate ideas and proposed actions effectively. To complement these skills, the course includes public speaking training designed to build confidence, strengthen communication techniques, and help participants clearly articulate their perspectives when presenting or speaking in support of a resolution.

DEADLINE FOR APPLICATIONS TO BE SUBMITTED TO THE LOCAL:

August 21, 2026

Registration deadlines for locals may vary, please contact your local to ensure you do not miss the deadline for applying.

Understanding that there are limited opportunities, preferences will be given to impassioned members who demonstrate their commitment to their Union and Community.

Interested members should be made aware that all sessions of the courses are mandatory. Please instruct participants to inform the Regional Education and Organization Officer – Dave Lambert, of any medical conditions that must be considered. All Union functions are scent free so please refrain from wearing perfume or scented products.

This education program falls under Article 11.06 of the National Constitution and expenses for delegates are paid under Article 7.42, which include meals, transportation and accommodation. Reimbursement for childcare expenses is also available. The Union encourages all members to access this right of membership and learn how to make your own working life and that of your co-workers better.

For more information contact your shop steward, local education officer or executive member.

In Solidarity,

Dave Lambert, Regional Education & Organization Officer
CUPW Prairie Region





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**** APPLICATION FOR EDUCATIONAL ****

Event: **3 Day Educational – Edmonton, AB**

Date: **October 23, 24, & 25, 2026**

Courses: Basic Shop Steward/ Secretary-Treasurer/ Parliamentary Procedures, Resolution Writing & Public Speaking

PLEASE PRINT CLEARLY AND LEGIBLY TO ENSURE ACCURATE AND TIMELY PROCESSING

Local:	Employee ID#:	Full-Time ☐	Part-Time ☐	Other ☐			
Classification:	MSC ☐	LC ☐	P04 ☐	P05 ☐	RSMC ☐	PSBU ☐	Other ☐
Name as it appears on your photo ID:							
Preferred Name:				Pronouns:			
Sister ☐		Brother ☐		Non-Binary ☐		Equity Seeking Group ☐	
Date of Birth: (for airline ticket purposes)		Equity Seeking Group you identify with:					
Address:							
City:		Prov:		Postal code:			
Home/Cell Phone:		Work Phone:					
E-mail Address:							
Emergency Contact:				Phone:			
COURSE SELECTIONS: (in order of preference)		1. _____ 2. _____ 3. _____					
ACCOMMODATION: Please advise if you have any environmental or food allergies, mobility, medical, hearing or vision issues that we should be aware of so appropriate accommodation can be arranged.							
TRAVEL: AIR ☐ AEROPLAN # _____ WESTJET # _____ BUS ☐							
PRIVATE VEHICLE ☐ If travelling to the airport or educational by car, please indicate km's one way: _____							

By signing below, I acknowledge that if my application is accepted to attend this Educational Seminar and I am unable to attend, I or my Local will be held responsible for any nonrefundable costs incurred and any "no-show" costs associated with non-attendance.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED
MUST BE SIGNED BY APPLICANT AND LOCAL PRESIDENT OR WILL NOT BE ACCEPTED

Signature of Applicant

Signature of Local President

How long have you been a CUPW Member?	0 - 4 Years ☐	5 - 10 Years ☐	11 - 15 Years ☐	16 - 20 Years ☐	20+ Years ☐
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Have you attended any other CUPW Educational(s)? Please list.

What positions have or do you hold in your Local?
(e.g. Executive, Shop Steward, Committee Member)

Please list any involvement in your community.
(labour or otherwise).

Briefly describe what interests you in the course(s) you are applying for.

How do you plan to apply what you will learn in this course as a Member of CUPW or in your community?

****Note: Space is limited – only those selected will be contacted****