



Canadian Association of University Teachers  
Association canadienne des professeures et professeurs d'université

# Memorandum 22:03

**Date:** January 12, 2022

**To:** Presidents and Administrative Officers  
Local and Federated Associations

**From:** David Robinson, Executive Director

**Re:** **CAUT Education Offerings, 2022**

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CAUT is pleased to offer several open workshops and courses for member associations over the coming months. Course descriptions and registration details are outlined below. All of the courses will be offered in French and English with simultaneous interpretation. A registration form must be completed for each participant. If your association is registering more than one participant, please complete a separate registration form for each.

If you have any questions, please contact Dwayne Hodgson, Education Officer, at [hodgson@caut.ca](mailto:hodgson@caut.ca) or (613) 820-2270 x198.

## Grievance Handling (February 28 – March 4, 2022)

Representing your members when they file a grievance against the employer is a key function of your association. In this course, participants will:

- Situate the right to grieve in a historical context;
- Distinguish a grievance from a complaint;
- Identify different types of grievances;
- Explore the legislative and contractual framework underlying the grievance arbitration process;
- Define the components of the grievance officer's job; and
- Write a basic grievance and negotiate a grievance settlement.

Together with colleagues from across Canada, participants will complete:

- One online module from February 28 to March 4
- One 3-hour webinar on March 3. This session will take place on Zoom from 12 to 3pm Eastern Time.

To register, please complete the [online registration form](#), **before February 11, 2022.**

### **Collective Bargaining (March 28 – April 8, 2022)**

Your collective agreement outlines the rights of your association's members and the responsibilities of the employer. But negotiating an effective collective agreement requires preparation and practice.

In this course, you will explore:

- Bargaining terms and concepts;
- Your province's legal framework;
- How to build relationships and communicate effectively with your members;
- Power Mapping;
- Developing a Bargaining Mandate;
- Preparing proposals and bargaining protocols; and
- Managing the table and staying organized during bargaining – whether in-person or online.

As part of this course, participants will complete:

- One online module from March 28 - 31
- One 1.5-hour webinar on March 28 and two 3-hour webinars on March 28 and April 7. Sessions will take place on Zoom from 12 to 3pm Eastern Time.

To register, please complete the [online registration form](#), **before March 7, 2022.**

### **Organizing School 101 (April 18 – May 5, 2022)**

In this foundational course, we'll discuss and practice:

- How to better engage and organize members;
- Identifying organic leaders and conducting one-on-one conversations;
- The five steps to running effective campaigns and political action; and
- Tips for effective communications with your members and other stakeholders.

As part of this course, participants will complete:

- Four weekly online modules (2 hours each) from April 18 to May 5, 2022
- Four 3-hour webinars with academic staff from across the country, taking place on April 18, 21, 26 and May 5. Sessions will take place on Zoom from 12 to 3pm Eastern Time.

To register, please complete the [online registration form](#), **before April 1, 2022.**

## Organizing School 201 (May 9 - 20, 2022)

In this follow-up course to the Organizing School 101, participants will delve deeper into the core concepts of organizing, including:

- Mapping the workplace;
- Identifying and recruiting organic leaders;
- One-on-one conversations; and
- Developing and implementing a robust organizing plan.

As part of this course, participants will complete:

- Two online modules (2 hours each) from May 9 to May 20, 2022
- Three 3-hour webinars on May 10, 12, and 19. Sessions will take place on Zoom from 12 to 3pm Eastern Time.
- Following this course, participants will have direct coaching and support from CAUT's Organizing Officers

**\*\* Completion of Organizing School 101 is a pre-requisite for this course.**

To register, please complete the [\*\*online registration form\*\*](#), **before May 1, 2022.**