



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

Memorandum 21:49

Date: September 2, 2021

To: Presidents and Administrative Officers
Local and Federated Associations

From: David Robinson, Executive Director

Re: **Fall 2021 Courses**

Fall 2021 Courses:

CAUT is pleased to offer the following open courses for its members over the fall semester:

Organizing School 101 – October 1-30, 2021

In this 4-week foundational course, we'll discuss and practice:

- How to better engage and organize members;
- The five steps to running effective campaigns and political action;
- How to organize to win in collective bargaining; 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 October 1 to 30, 2021
- Five 3- hour webinars with academic staff from across the country, taking place from 12 to 3pm ET on October 4, 7, 14, 21, 28
- Sessions will take place on Zoom from 12 to 3pm ET

To register, please complete the [online registration form](#), **before September 28th, 2021**.
Details for accessing the video conference will follow.

The webinar will be conducted in English and French with simultaneous interpretation.

Collective Bargaining – November 1-5, 2021

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 1-week 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 November 1-5
- Two three-hour webinars on November 4 and 5
- Sessions will take place on Zoom from 12 to 3pm ET

Following the completion of this course, a follow-up strategy session will be scheduled for your association with one of CAUT's Collective Bargaining Officers to address campus specific concerns and issues.

To register, please complete the [online registration form](#), before **October 29th, 2021**. Details for accessing the video conference will follow.

The webinar will be conducted in English and French with simultaneous interpretation.

Grievance Handling – November 15-19, 2021

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.
- **Write** a basic grievance and negotiate a grievance settlement.

Together with colleagues from across Canada, participants will complete:

- One online module from November 15-19
- One four-hour webinar on November 18
- This session will take place on Zoom from 12 to 4pm ET

To register, please complete the [online registration form](#), **before November 10th, 2021**. Details for accessing the video conference will follow.

The webinar will be conducted in English and French with simultaneous interpretation.

Organizing for Climate Action – December 6-10, 2021

Climate change is the pressing challenge of our generation, and academic associations can play a leading role in organizing their members to make our universities and colleges more sustainable.

In this course, participants will explore:

- How your association can organize your membership to address climate change through campaigns and as part of the collective bargaining process.

Participants in this course will complete:

- One online module from December 6-10
- One three-hour webinar on December 9
- This session will take place on Zoom from 12 to 3pm ET

To register, please complete the [online registration form](#), **before December 1st, 2021**. Details for accessing the video conference will follow.

If you have any questions on any of the Fall 2021 Courses, please contact Dwayne Hodgson, Education Officer at hodgson@caut.ca or (613) 820-2270 x198.