



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

Memorandum 22:35

Date: August 26, 2022

To: Presidents and Administrative Officers
Local and Federated Associations

From: David Robinson, Executive Director

Re: **Fall Courses 2022**

CAUT is pleased to offer the following courses:

ORGANIZING SCHOOL 101 — September 26 – October 21, 2022

In this 4-week foundational course, participants will 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
- The five steps to conducting successful one-on-one conversations with members.

Date	Time	Event Type
September 26	Noon – 3:00 pm EDT	Webinar 1
September 29	Noon – 3:00 pm EDT	Webinar 2
October 6	Noon – 3:00 pm EDT	Webinar 3
October 13	Noon – 3:00 pm EDT	Webinar 4
October 20	Noon – 3:00 pm EDT	Webinar 5
Week of October 2	2 hours (self-guided)	Online module 1
Week of October 9	2 hours (self-guided)	Online module 2
Week of October 16	2 hours (self-guided)	Online module 3
Week of October 23	2 hours (self-guided)	Online module 4

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

Registration — Organizing School 101

To register, complete the [online registration form](#), before **September 12, 2022**.

COLLECTIVE BARGAINING — October 31 – November 4, 2022

Your collective agreement outlines the rights of your association's members and the responsibilities of the administration. But negotiating an effective collective agreement requires preparation and practice. In this 1-week course, participants 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.

***The webinar will be conducted in English and French with simultaneous interpretation available, as well as a dedicated French breakout room for the collective bargaining simulation.*

Date	Time	Event Type
October 31	1 hour (self-guided)	Welcome Module
October 31 – November 5	Self-guided	Online Module
November 3	Noon – 3:00 pm EDT	Webinar 1
November 4	Noon – 3:00 pm EDT	Webinar 2

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.

Registration — Collective Bargaining

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

GRIEVANCE HANDLING — November 14-18, 2022

Representing your members when they file a grievance against the administration 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.

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

Date	Time	Event Type
November 14 – 18	Self-guided	Online Module
November 3	Noon – 3:00 pm EDT	Webinar

Registration — Grievance Handling

To register, please complete the [online registration form](#), before **October 28, 2022**.