



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

Memorandum 24:47

Date: December 4, 2024

To: Presidents and Administrative Officers
Local and Federated Associations

From: David Robinson, Executive Director

Re: **Register now for CAUT's Winter 2025 Online Courses**

CAUT is pleased to continue offering virtual courses to member associations without charge. Our national courses are designed for academic staff associations to build their capacity for effective collective action and the skills and knowledge that will make gains for their members. Course descriptions and registration details can be found below or consult the [Education and Training](#) section of our website.

A registration form must be completed for each participant. If your association is registering more than one participant, please complete a separate form for each. Courses will be offered with simultaneous interpretation.

If you have any questions, please contact Mylène Freeman, Education Officer at freeman@caut.ca or at (613) 726-5166.

Winter 2025 Schedule

ORGANIZING SCHOOL 101 — January 13–31, 2025

Ongoing organizing with membership is critical to your association's capacity for collective action. It is also key when advocating for diversity, equity, inclusion, collegial governance, academic freedom and other social justice causes. This course looks at how to increase the engagement of your association's members and strengthen your association as a whole.

During this three-week foundational course, you will:

- Assess your association based on an "organizing model" and analyze your workplace;
- Identify organic leaders within your association;
- Practice the five steps to conducting one-on-one conversations with members;
- Develop strategies to move members up the ladder of engagement;
- Improve internal, two-way communication strategies within the association;
- Create a campaign and an organizing plan.

Alongside colleagues from across Canada, participants take three weeks to complete five online learning modules and attend four three-hour webinars, including a welcome webinar at the beginning of the course.

Date	Time	Event Type
Monday, January 13	1:00 pm – 4:00 pm EST	Webinar 1
Monday, January 20	1:00 pm – 4:00 pm EST	Webinar 2
Monday, January 27	1:00 pm – 4:00 pm EST	Webinar 3
Friday, January 31	1:00 pm – 4:00 pm EST	Webinar 4
Week of January 13	Self-guided	Online module 1
Week of January 20	Self-guided	Online module 2
Week of January 27	Self-guided	Online modules 3 – 4

Participants learn to grow their association's base of active and engaged members who are willing to organize and take collective action. By practicing the tools and strategies to increase engagement among their members, participants become better equipped to strengthen the power of their association.

Registration – Organizing School 101

- To register, complete the [online registration form](#) before **January 3, 2025**.

COLLECTIVE BARGAINING – February 10–14, 2025

Your association's collective agreement outlines the rights of its members. It also specifies the obligations of the employer. But negotiating an effective collective agreement means thorough preparation and practice honing the skills needed at the bargaining table.

In this intensive one-week course, you will:

- Review bargaining fundamentals;
- Delve into the legal framework governing collective bargaining in your province;
- Analyse your current collective agreement;
- Identify the steps to developing a strong bargaining mandate;
- Learn strategies for effective communication to ensure team unity and to engage with members and stakeholders;
- Develop a plan to manage the negotiation process;
- Identify best practices for preparing a bargaining proposal;
- Take part in a dynamic simulation of collective bargaining through a realistic round of negotiations.

This foundational one-week course begins with a brief welcome webinar. Participants are asked to complete a series of online learning modules. Participants then take part in two three-hour webinars. These webinars focus on collective bargaining basics and tactics and engage participants in a practical simulation of a negotiation.

Date	Time	Event Type
February 10 – 14	Self-guided	Online Modules
Monday, February 10	1:00 pm – 2:00 pm EST	Welcome Webinar
Thursday, February 13	1:00 pm – 4:00 pm EST	Webinar 1
Friday, February 14	1:00 pm – 4:00 pm EST	Webinar 2

Participants come away with practical skills to negotiate an effective collective agreement. Participants with little or no negotiation experience are given the opportunity to develop bargaining, language drafting and teamwork skills and to practice facing the dynamics of the bargaining table.

Following the completion of this course, a follow-up strategy session may be scheduled for your association with one of CAUT's Senior Labour Relations Officers to address specific concerns and issues.

Registration — Collective Bargaining

- To register, please complete the [online registration form](#) before **January 24, 2025**.

GRIEVANCE HANDLING — March 24–28, 2025

A grievance is a formal allegation that there has been a violation of the legal terms and conditions of employment in a workplace. This course focuses on the vital role your association plays in representing your members during grievance procedures against the employer.

As a participant in this course, you will:

- Situate the right to grieve in a historical context;
- Distinguish between grievances and complaints;
- Identify the different types of grievances;
- Explore the legislative and contractual framework that governs the grievance arbitration process;
- Define the components of the grievance officer's role;
- Learn to draft a basic grievance;
- Negotiate a grievance settlement.

The course includes online learning modules and one three-hour webinar:

Date	Time	Event Type
March 24 – 28	Self-guided	Online Module
Friday, March 28	1:30 pm – 4:30 pm EST	Webinar Workshop

The course helps participants understand their association's responsibility to represent members in grievance procedures. Participants come away with a better understanding of the role of a grievance officer, how to draft basic grievances and negotiation strategies for grievance settlements.

Registration — Grievance Handling

- To register, please complete the [online registration form](#) before **March 7, 2025**.

JOB ACTION: STRIKE PREPARATION — available on request*

**This course can be scheduled by request of an association if there are enough participants.*

Strike action represents a union's most powerful tool during collective bargaining and thorough preparation is an essential component of comprehensive strategic bargaining. This course focuses on the knowledge and tools needed to maximize the association's strength at the bargaining table through collective power.

Through online learning modules and one three-hour webinar, participants will:

- Review recommended organizational structures aimed at preparing for potential job action;
- Develop strategies to engage members in the bargaining process to make sure they're strike ready;
- Examine critical procedures to carry out successful strike action if necessary.

Registration — Job Action: Strike Preparation

- To request this course, please email education@caut.ca no later than **March 14, 2025**.