



**NORTHWEST TERRITORIES EDUCATION SCHEDULE  
SPRING 2019  
PSAC YELLOWKNIFE REGIONAL OFFICE**

**Please post on Union Board**

**The following course is open to all members in the Northwest Territories and the Kitikmeot Region of Nunavut**

**Yellowknife – May 31 to June 1, 2019 – Friday & Saturday**

**Deadline for registration: **\*\* EXTENDED\*\*** TO MAY 26, 2019 FOR YELLOWKNIFE RESIDENTS**

**TALKING UNION BASICS**

This is the union's key "introductory" course. If you have wondered what it means to be a union member, how the PSAC works, and what happens to your dues dollars, then Talking Union Basics provides answers to these questions. The course also introduces the collective agreement, your employee rights and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the union and ways you can make a contribution to building strong locals in your region. It is recommended that members take Talking Union Basics first, as it provides the basic knowledge you need to get the most from other PSAC courses.

**The following course is open to all members in the Northwest Territories and the Kitikmeot Region of Nunavut**

**Yellowknife – June 28 to 29, 2019 – Friday & Saturday**

**Deadline for Registration: June 16, 2019**

**GRIEVANCE HANDLING**

This training is a must for stewards and other workplace representatives, or members who want to use the acquired knowledge and skills to solve problems in the workplace. You will find out what the law says about grievances, grievors and their representatives, and the protections built in for those who choose to use the grievance procedure to solve problems. You will develop grievance-handling and problem-solving skills through "hands-on" exercises on gathering facts, analyzing a problem, drafting grievance wording, building a complete file, framing the arguments and presenting the case to the employer. You will work on case studies based on actual grievances and, in the process, improve your knowledge of case law.

## COURSE ADMINISTRATION

### REGISTRATION:

Submit a registration form (attached) to: [yeladmin@psac-afpc.com](mailto:yeladmin@psac-afpc.com) or contact the Yellowknife Regional Office by phone at: 867.873.5670 or toll free at: 1.800.661.0870 or by fax:867.873.4295

Click on the link below for the PDF application form:

<http://psacnorth.com/sites/north/files/uploads/nwtcourseapplication.pdf>

To fill in your registration form online, click on the link below:

<http://psacnorth.com/online-course-registration-%E2%80%93-nwt>

### EXPENSES:

- Members accepted for the training who live in Yellowknife are entitled to claim \$50.00 dollars per day to offset the cost of transportation and lunch.
- Members accepted for the training who live outside Yellowknife will be provided with Airline Travel, Meal Allowance and Hotel Accommodation.
- PSAC will pay for Loss of Salary and Benefits (where applicable).
- Family Care will be reimbursed as per the PSAC policy.