

ONTARIO NURSES' ASSOCIATION

2023 Education Brochure



ONA is the union representing more than 68,000 registered nurses and health-care professionals, as well as 18,000 nursing student affiliates, providing care in hospitals, long-term care facilities, public health, the community, clinics and industry.

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An Introduction to ONA Education

This brochure provides you with information about ONA education offerings and what we have planned for the future. We continue to update education to respond to member needs, so please visit the Education page of ONA's website for the latest information and related documents.



The Workshop Calendar

Available on ONA's website, the Workshop Calendar displays all scheduled education.

The Benefits of Participating in ONA Education

- Gaining a better understanding of how the collective agreement and legislation impacts members' workplaces and work lives.
- Understanding ONA's governance structure at Provincial, Local and Bargaining Unit levels.
- Developing skills to enable members to take on leadership roles at the Bargaining Unit, Local and Provincial levels.
- Developing the skills required to represent members in all aspects of service delivery so that members' rights are protected, and their terms and conditions of employment adhere to the Collective Agreement.

Other benefits of attending ONA education include:

The Regulated Health Professions Act requires all regulated health professionals to participate in a Quality Assurance Program (QAP). Several of ONA's workshops may help satisfy members' obligations under the College of Nurses of Ontario (CNO) QAP.



Participating in ONA Education: How to Register and What to Expect

Attendance at ONA workshops is FREE for all members and CNSA students!

If you are interested in attending a workshop, please complete our online Workshop Registration Form or self-register through your Access ONA account by the registration deadline date. Once your registration has been processed, you will receive a confirmation email that includes additional information and instructions on attending the workshop.

If you wish to obtain reimbursement for meals, accommodation, salary or travel (MAST) related to your attendance at a workshop, you must obtain approval from your Local prior to attending a workshop. Reimbursement for MAST is determined by your Local's policy. Please contact your Local Coordinator for funding approval.

If you are not seeking funding for your participation in an ONA workshop, letting your Local know of your interest in ONA education is a great idea – this helps them know who in their membership is informed, could be a potential resource and who they could source for succession planning!

ONA workshops are available to non-ONA members upon invitation by the Local at a cost of \$100 per person, per day.

Workshops delivered via Zoom

Members can expect an interactive workshop as the tools and features available in Zoom provide the ability to share thoughts, discuss the topic at hand, watch videos, participate in polls and provide an anonymous evaluation of the workshop at the end of the session.

Members will need to have the following in order to participate:

1. A device that has good quality speakers, a microphone (this is usually integrated in newer devices), a web cam, and an internet connection.
2. The Zoom App downloaded on their device in advance of the workshop.

Expectations of Members during a Zoom Workshop

Please be sure you are able to actively participate in the workshop from start to end. Our workshops are designed to deliver key learning points through group discussions and exercises, brainstorming sessions, polls and sharing in the chat function. To get the most out of the workshop, and in consideration of other members in attendance, we ask that you be sitting at a computer or tablet with your video camera and microphone enabled. Please do not participate in a workshop while traveling or at work.

Best Practices for a Successful Zoom Experience

- Choose a location that is functional, quiet and free of interruptions.
- Be mindful of what is visible in the space behind you and have light in front of you so you can easily be seen by other participants.
- Do your best to look into the camera when speaking and remember that your facial expressions and body language are visible.
- If you need to step away, blow your nose, etc., click "Stop Video" to limit distractions to others. If possible, save food and beverages for break/lunch time.

Test your Zoom connection before a workshop: <https://zoom.us/test>

Contact Information



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eLearning



ONA's eLearning Platform **has been updated and is now** available to all ONA members and CNSA students. It is free and easy to access! Users work through programs and videos at their own pace and convenience, with the option to download a certificate upon completion.

We are currently updating our programs!

As we continue to review and update our programs, we will share our progress with you through email communication and updates to our web page:

<https://www.ona.org/member-services/education-elearning/elearning/>

Programs available now:

- Allied Health Sector – Back to Basics PRWRP
- Grievance Process
- Grievance Arbitrations Level 2
- ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series

Videos available now:

- Drop by Drop: Micro-inequities in the Workplace
- Effective Meetings
- How to be a Great ONA Unit Representative!

Visit our eLearning web page to create/access your account!

<https://www.ona.org/member-services/education-elearning/elearning/>

2023 Provincial Education



Provincial Leadership Meeting

In 2023, ONA's Provincial Leadership Meeting will take place on April 4 and 5 at the Sheraton Centre Toronto Hotel, 123 Queen St. W., Toronto. More information to come!

Health and Safety Caucus

Each May, the Health and Safety Caucus is delivered in each region, often attached to the region's Area Coordinators Conference.

The topic of the Caucus changes each year and is determined by staff and the Board based on hot issues emerging in the area of health and safety. A memo will be delivered to leaders detailing the topic of this year's Caucus once details are organized.

Target audience:

- Health and Safety Representatives
- Frontline Members
- Union Representatives
- Bargaining Unit Presidents
- Local Coordinators

Registration for the Caucus is often conducted through an online registration website rather than by online Workshop Registration Form or through Access ONA. When the website is ready, the link will be posted on ONA's website.

In 2023, the following dates and locations have been confirmed. They are:

- Region 1: May 3, virtual delivery
- Region 2: May 16, Perth
- Region 3: May 18, Toronto
- Region 4: May 17, Hamilton
- Region 5: May 23, Stratford

Leadership Summit

In 2023, ONA's Leadership Summit is scheduled to take place September 18-22. More information will be posted online as soon as it becomes available.

Provincial Coordinators Meeting Education

In 2023, ONA's June Provincial Coordinators Meeting will take place at the Delta Hotel in Thunder Bay on June 20 and 21. The half-day of education will follow on June 22. The exact timeframe of the education, along with the topic, is to be determined.

Human Rights and Equity Education

In 2023, ONA's Human Rights and Equity education day is November 6 at the Sheraton Centre Toronto Hotel. The exact timeframe of the education, along with the topic, is to be determined.

Biennial Convention Education

In 2023, ONA's Biennial Convention will take place at the Sheraton Centre Toronto Hotel on November 7, 8 and 9. The half-day of education will follow on November 10. The exact timeframe of the education, along with the topic, is to be determined.

New Executive Partnership Workshops

Local leadership is a critical component to member engagement, support and the relationship between the Local Coordinator and Local Treasurer. This relationship is crucial to the operation of the Local.

These Partnership Workshops bring new Local Coordinators and new Treasurers together to explore their roles, responsibilities and working relationship to support the administration of the Local and governance.

The Local Coordinators and Treasurers Workshop brings everyone together to focus on collaboration and responsibilities. The second workshop (days 2 and 3) focuses on the specialized skills of each role.

Local Coordinators and Treasurers Workshop – December 5, 2023

This workshop focuses on role accountability and role clarity. Included is a review of governance requirements, ONA policies and Local policies. The unique roles of the Local Coordinator and Local Treasurer will be emphasized. This workshop will explore and support the coordination and development of an Executive Partnership between new Local Coordinators and Local Treasurers.

New Local Coordinators Workshop – December 6 and 7, 2023

The goal of this workshop is to train new Local Coordinators to coordinate and facilitate the functioning of the Local within the parameters of ONA's Constitution and ONA provincial policies and to ensure there is effective communication throughout the Local and at all levels of the organization. The Local Coordinator will act as a resource on governance issues and serve as a link between the broader membership and the ONA Board of Directors.

New Treasurers Workshop – December 6 and 7, 2023

The goal of this workshop is to train new Local Treasurers on the use of recording transactions in the Sage 50 accounting program and maintaining financial records in compliance with ONA's Local provincial policies. As well, it will guide new Local Treasurers on key accounting dates, including reporting to the Canada Revenue Agency (CRA) and Ministry of Finance, and audit deadlines, while ensuring the Local's financial accountabilities are met.

Workshops



Workshops are open to all members unless indicated as private for a specific Local. Available workshops are listed below in alphabetical order. Descriptions of the learning points for each, along with the target audience, are provided in the next section of the Brochure.

1. Advocacy, Proficiency and Professionalism (Digital, Full Day).
2. Advocacy in Action 101 (Digital, Half Day).
3. Basic Introduction to Human Rights (Digital, Lecturette).
4. CNO Quality Assurance Learning Plans (Digital, Half Day).
5. CNO Standards and Accountabilities (Digital, Half Day).
6. Conducting Effective Meetings (Digital, Half Day).
7. Executive Skills I: Leading a Local (Digital, Two Full Days).
8. Executive Skills II: Leadership Moving Forward (Digital, Two Full Days).
9. Facing Professional Practice Concerns: What You Can Do (Digital, Half Day).
10. Gathering the Facts and Documents: An Incident Checklist (Digital, Lecturette).
11. Grievance Process (Digital, Half Day).
12. Harassment, Mobbing and Bullying (Non Code) (Digital, Half Day).
13. Health and Safety: What You Need to Know (Digital, Full Day).
14. Health and Safety: Now That You Know (Digital, Full Day).
15. Health and Safety: Taking It One Step Further (Digital, Full Day).
16. Homes Central Contract Interpretation Workshop (Digital, Full Day).
17. Hospital Central Contract Interpretation Workshop (Digital, Full Day and Half Day).
18. Introduction to Being an ONA Representative (Digital, Half Day).
19. It's More Than Social Media (Digital, Lecturette).
20. Joint Health and Safety Committee Toolkit, Part I: An Introduction (Digital, Lecturette).
21. LEAP: CNO Complaints and Reports (Digital, Half Day).
22. LEAP: CNO Health Inquiries and the Nurses' Health Program (Digital, Lecturette).

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23. LEAP: Investigations Beyond the CNO (Digital, Half Day).
 24. Local Executive Training: The Importance of the MIRE, Entitlements and Digital Engagement (Digital, Lecturette).
 25. Making it Count at Labour Management Meetings (Digital, Full Day).
 26. Making it Count at Investigations and Disciplinary Meetings (Digital, Full Day).
 27. Making the Joint Health and Safety Committee Work for Us (Digital, Full Day).
 28. Managing Disruptive Physician Behavior (Digital, Lecturette).
 29. New Bargaining Unit President Workshop (Digital, Half Day).
 30. New Grievance Chair Workshop (Digital, Half Day).
 31. ONA's Investigation Guide to Fatality, Critical Injury, Illness, Accident and Exposure (Digital, Lecturette).
 32. Outlook and Teams Training for Members (Digital, Lecturette).
 33. Preparing Your Team for Negotiations (Digital, Full Day).
 34. Privacy and Confidentiality (Digital, Lecturette).
 35. Professional Responsibility Workload Reporting Process – Hospital Sector (Digital, Lecturette).
 36. Professional Responsibility Workload Reporting Process, Multi Sector (Digital, Lecturette).
 37. Resolving Conflict (Digital, Half Day).
 38. Return to Work and Accommodation (Digital, Half Day).
 39. Right to Strike (Digital, Half Day and Lecturette).
 40. Rocking Your Roll as a Bargaining Unit President (Digital and In-Person, Two Full Days).
 41. Scope of Professional Practice: the Nurse, the Client and the Environment (Digital, Half Day).
 42. Secretaries Workshop (Digital, Full Day).
 43. The Power of the Occupational Health and Safety Act, ONA and You (Digital, Lecturette).
 44. Violence: Be Savvy and Safe (Digital, Half Day).
 45. Working with Unregulated Care Providers (Digital, Half Day).
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Workshop Descriptions



Advocacy, Proficiency and Professionalism

Digital Full Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Describe the professional responsibility process.
- Articulate the role of the Professional Responsibility Representative.
- Identify trends from evidence gathered to populate relevant resources.
- Advocate for change at Labour Management Meeting(s).
- Identify strategies to use if external resources are needed to ensure resolution.

Target Members:

- Bargaining Unit Workload and Professional Responsibility Representatives.
- The member holding the portfolio of Workload and Professional Responsibility representative in the Bargaining Unit (e.g., the Bargaining Unit President).

Advocacy in Action 101

Digital Half Day Workshop

Health care workers are experiencing the impacts of decisions made by government decision-makers that are directly affecting their work and personal lives. Members of ONA can influence positive change for their patients, clients, residents, coworkers, and themselves by engaging in advocacy, so it is essential that ONA members become aware of their power in politics.

In this workshop delivered digitally via Zoom, members will:

- Recognize nurses and health care professionals as advocates.
- Learn how change happens.
- Know who the decision-makers are.
- Understand the role of the ONA Political Action Representative.

Target Members: all ONA Members.

Basic Introduction to Human Rights

Digital Lecturette Workshop

Description coming soon!

CNO Quality Assurance Learning Plans

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Build an awareness and knowledge of the College of Nurses of Ontario (CNO) Quality Assurance (QA) Program and explore self-assessment through reflective practice.
- Discover how to identify learning gaps and create SMART learning goals.
- Understand how to determine learning activities and create learning statements to meet the requirements of legislation and the CNO Code of Conduct.
- Understand how to evaluate the success of a QA Program, next steps, and resources available to members.

Target Members: all members registered with the College of Nurses of Ontario.

CNO Standards and Accountabilities

Digital Half Day Workshop

This workshop will provide members with the foundational knowledge and skills to meet their professional accountabilities with the College of Nurses of Ontario (CNO).

Strategies and next steps that can be used when members need assistance from the Professional Practice Team or LEAP Team will be highlighted.

This workshop will assist members in understanding college standards to best meet their accountabilities, and to further educate and close knowledge gaps on the possible consequences if they are unable to meet those standards.

In this workshop delivered digitally via Zoom, the member will:

- Understand the CNO Professional Practice Standards and Guidelines.
- Understand and advocate for Nurses' Accountabilities and Professional Responsibility in the workplace and to the CNO.
- Understand the consequences for failing to meet the CNO Standards and Guidelines.
- Identify and access resources that will assist them in addressing practice concerns or when they are reported to the CNO.

Target Members:

- Registered Nurses.
- Registered Practical Nurses.
- Nurse Practitioners.

Conducting Effective Meetings

Digital Half Day Workshop

In this workshop, the member will:

- Understand how actions before, during, and after meetings can enhance the participation in and the effectiveness of meetings.
- Understand how effective minute taking can enhance the participation in and effectiveness of meetings.
- Apply ONA meeting tools to enhance and handle meetings.

Target Members: Bargaining Unit Executives, Local Leaders.

Executive Skills I: Leading a Local

Digital Two Full Days Workshop

In this workshop delivered digitally via Zoom, the member will:

- Come to understand ONA's provincial, Local and Bargaining Unit structure.
- Understand the accountabilities and competencies of the Local Executive Committee.
- Understand actions needed for policy review and development.
- Understand the role ONA tools play in enhancing meetings and communication.
- Understand Local and Bargaining Unit election policies and accountabilities.
- Learn how to mobilize membership.
- Understand ONA's strategic plan and budgeting process.

Target Members:

- Local Executive inclusive of all Executive.
- New Executive members.
- All members who may be interested in running for office of their Local.

Executive Skills II: Leadership Moving Forward

Digital Two Full Days Workshop

On day one of this workshop delivered digitally via Zoom, the member will:

- Discover one's own temperament and leadership style.
- Appreciate diverse leadership styles through stretching and blending.
- Understand introversion and extroversion.
- Appreciate the unique strengths and needs of each temperament.
- Understand the dynamics of temperaments and their influence in conflict.

On day two of this workshop, delivered digitally via Zoom, the member will:

- Explore and understand the accountabilities and competencies of each position within the Local and the skills needed to be successful for each position (what each skill set for each position should look like).
- Identify the existing gaps within the current Local Executive's skills set to be able to meet the accountabilities within each Local Executive position using an accountability/competency checklist.
- Identify resources within ONA which are accessible to Local Executives to assist in skill development to meet those accountabilities and competencies.
- Understand and explore what is needed to close the gaps in skills needed as identified by Local Executives through the use of an action plan.

Target Members: Intact Locals (Local Coordinator, Treasurer, Secretary, Bargaining Unit Presidents, First Vice-Coordinator (where applicable), Committee Representative (as outlined in the ONA Constitution) (where applicable), and any other person deemed necessary by the Local Coordinator).

Facing Professional Practice Concerns: What You Can Do

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Understand and recognize professional practice concerns.
- Understand the importance of completing workload forms.
- Understand the professional responsibility workload reporting process.

Target Members:

- Front Line Members.
- Unit Representatives.
- Professional Responsibility Committee Representatives.
- Bargaining Unit Presidents.

Gathering the Facts and Documents: An Incident Checklist

Digital Lecturette

In this lecturette delivered digitally via Zoom, the member will come to understand ONA's Gathering the Facts and Documents Incident Checklist and the process in completing it. Members will also:

- Gain an understanding of the Internal Responsibility System.
- Gain an understanding of inspections, recommendations and external enforcement through the Ministry of Labour.
- Gain an understanding of the three principal functions of the Joint Health and Safety Committees, Duties of the Ministry of Labour and Section 61 of the Ontario Health and Safety Act.

A walkthrough of the Gathering the Facts and Documents Incident Checklist will be completed to ensure members are aware of the form, what their responsibility is, and the process of working with the Labour Relations Officer to file an appeal of orders or non-issuance of orders.

Target Members:

- Joint Health and Safety Committee Representatives.
- Front line members who wish to increase their knowledge around appeals to the Ministry of Labour.

Grievance Process

Digital Half Day Workshop

This workshop, delivered digitally via Zoom, will provide members with basic knowledge about the grievance process and their role in this process to ensure member rights are maintained. Initial information with respect to a member's role in being successful in resolving the issue or if advancing to arbitration will be discussed.

Target members:

- Unit Representatives.
 - Novice Grievance Committee members.
 - Novice Bargaining Unit Presidents.
-

Harassment, Mobbing and Bullying (Non Code)

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will learn what harassment, mobbing and bullying looks like in their workplace. The member will also be given tools (conversation tactics and union supports) to use in their workplace to prevent and deal with harassment issues.

Target members:

- Front Line Members.
- Union Representatives.
- Bargaining Unit Presidents.
- Local Leaders.

Health and Safety: What You Need to Know

Digital Full Day Workshop

This workshop was developed to give front line members an overview of the Occupational Health and Safety Act, including:

- Violence in the workplace.
- The Joint Health and Safety Committee.
- The Internal Responsibility System.

The responsibilities of all parties of the Internal Responsibility System will be explored to enable members to gain an understanding of what their obligations are and the obligations of their employers within the Occupational Health and Safety Act.

Target Members:

- Front Line members.
- Bargaining Unit Presidents.
- Local Coordinators.

Health and Safety: Now That You Know

Digital Full Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Gain an understanding of supervisory competence in the context of a health care workplace.
- Gain an understanding of how to drive your health and safety agenda in the workplace.
- Understand how to gather evidence on workplace hazards.
- Understand “Your Duty is Your Power” in your workplace.
- Learn how to write a recommendation using ONA’s templates and tools.

This workshop is the second in a series of three workshops on the topic of health and safety for ONA members.

Target Members:

- Joint Health and Safety Committee Representatives.
 - Any frontline member interested in expanding their knowledge of health and safety in their workplace.
-

Health and Safety: Taking It One Step Further

Digital Full Day Workshop

In this workshop delivered digitally via Zoom, the member will explore the concept of “Blame the Worker,” a behavior-based approach to health and safety issues embraced by many employers. Post-traumatic stress disorder and its impact in the workplace will be introduced, examining the risk factors and triggers, and the Representative’s role in supporting members. Violence will also be explored, along with its risks and strategies. Finally, participants will be provided with an opportunity to practice writing a recommendation and doing a presentation on how they would approach a full Joint Health and Safety Committee meeting.

Target Members:

- Although this workshop was designed for advanced Joint Health and Safety Committee members, it is open to any ONA member who wants to increase or further their knowledge in health and safety.
- It is highly recommended that members have taken “Health and Safety: What You Need to Know” and/or “Health and Safety: Now That You Know” prior to registering for this workshop.

Homes Central Contract Interpretation Workshop

Digital Full Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- List the general use of the manual.
- Describe how to use the manual and template agreement with various issues (scheduling, vacation and disability income protection plans).
- Determine key messages.

Target Members:

- Bargaining Unit Presidents in a participating home.
- Grievance Chairpersons in a participating home.

Hospital Central Contract Interpretation Workshop

Digital Full Day Workshop

Description coming soon!

Digital Half Day Workshop

In this workshop delivered online via Zoom, the member will understand how to use the Draft Hospital Central Collective Agreement and the Hospital Central Contract Interpretation Manual for interpreting:

- Premium pay issues.
- Seniority issues.
- Accommodation issues.
- Layoff issues.

Target Members: New Hospital Sector Bargaining Unit Presidents and New Hospital Sector Grievance Chairs who wish to become more knowledgeable in interpreting the Hospital Central Collective Agreement.

Introduction to Being an ONA Representative

Digital Half Day Workshop

In this workshop delivered via Zoom, the member will:

- Appreciate the achievements in ONA's history.
- Gain an awareness of ONA services and benefits.
- Understand ONA structure.
- Gain insight into the accountabilities and responsibilities of being an ONA representative.
- Understand who to refer issues to in the Bargaining Unit.

Target Members: Members who have recently taken on a representative role in their Bargaining Unit, or any member looking to further their knowledge about ONA.

It's More Than Social Media

Digital Lecturette

Description coming soon!

Joint Health and Safety Committee Toolkit, Part I: An Introduction

Digital Lecturette

In this lecturette delivered digitally via Zoom, members will receive an overview of the various tip sheets and resources in ONA's newly released Joint Health and Safety Committee (JHSC) Toolkit. After a greeting from ONA's Vice-President, Occupational Health and Safety Portfolio, ONA's Health and Safety Specialist will walk through the resources in the Toolkit and their relevance to JHSC Representatives. Afterwards, Health and Safety representatives will be invited to ask questions about the work of the JHSC, including its principle functions under the Occupational Health and Safety Act, and the resources. ONA representatives will leave with a better understanding of what resources are available to support them in their JHSC work.

Target Members:

- Health and Safety Representatives.
- ONA Representatives.

LEAP: CNO Complaints and Reports

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Receive an overview of the Legal Expense Assistance Plan (LEAP) and the work of the LEAP Team.
 - Learn about the governing legislation for health care professionals in Ontario.
 - Achieve a better understanding of the Complaints and Reports processes for professional practice and health issues, and the plan coverage for these matters.
-

Target Members:

- Front-Line Members.
- Union Representatives.
- Bargaining Unit Presidents.
- Local Leaders.

Note: This workshop is derived from the full day LEAP workshop. When delivered with the half day LEAP: Investigations Beyond the CNO workshop, the content is exactly that delivered in the full day workshop.

LEAP: CNO Health Inquiries and the Nurses' Health Program

Digital Lecturette

In this lecturette delivered digitally via Zoom, the member will:

- Learn about the process when the College of Nurses of Ontario (CNO) investigates a nurse due to concerns about their fitness to practice.
- Gain an understanding of the potential outcomes of the process.
- Obtain an overview of the Nurses' Health Program (established in January 2019).

Target Members:

- Union Representatives.
- Any grassroots member wanting to know more about CNO processes and the Nurses' Health Program.

LEAP: Investigations Beyond the CNO

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Receive an overview of the Legal Expense Assistance Plan (LEAP) and the work of the LEAP Team.
- Achieve a better understanding of her or his rights and responsibilities regarding coroners' investigations, inquests and criminal matters, and the assistance available through LEAP.
- Learn about Personal Health Information Protection Act (PHIPA) proceedings, Ministry of Health and Long Term Care Inspections, and the assistance available under LEAP.

Target Members:

- Front-Line Members.
- Union Representatives.
- Bargaining Unit Presidents.
- Local Leaders.

Note: This workshop is derived from the full day LEAP workshop. When delivered with the half day LEAP: CNO Complaints and Reports workshop, the content is exactly that delivered in the full day workshop.

Local Executive Training: The Importance of the MIRE, Entitlements and Digital Engagement

Digital Lecturette (2 hours)

In this workshop delivered digitally via Zoom, the member will:

- Understand the Membership Information Record Excel (MIRE); its importance, ways to effectively use it, and how to keep information up to date.
- Understand bonafide with entitlements: how to ensure your members have signed their Membership Application Form, and ways to ensure their entitlements are protected.
- Learn how to engage members through the use of digital platforms like Zoom and Survey Monkey.

Target Members:

- Local Executive Leaders: Local Coordinators, First Vice-Coordinators, Treasurers, Secretaries, Bargaining Unit Presidents.

Making it Count at Labour Management Meetings

Digital Full Day Workshop

The purpose of this workshop is to provide ONA leaders with the skills and knowledge necessary to achieve the best possible outcomes at online Labour Management Meetings (LMMs). In this workshop delivered digitally via Zoom, the member will:

- Understand the importance of labour history, union participation, and the impacts of LMMs.
- Value the importance and power of preparation prior to labour management meetings.
- Identify best practices to follow during online LMMs.
- Recognize the importance of the work that is done after the meeting has concluded.

Target Members:

- Bargaining Unit President.
- Local Coordinators who hold the role of Local Coordinator/Bargaining Unit President.
- Workload/Professional Practice Representatives.
- ONA Unit Representatives.
- Labour Management Committee Members.

Making it Count at Investigations and Disciplinary Meetings

Digital Full Day Workshop

Description coming soon!

Making the Joint Health and Safety Committee Work for Us

Digital Full Day Workshop

Description coming soon!

Managing Disruptive Physician Behaviour

Digital Lecturette

Description coming soon!

New Bargaining Unit Presidents Workshop

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Describe ONA's provincial structure.
- Explain Bargaining Unit structure and the importance of building a Bargaining Unit team.
- Identify the competencies and accountabilities of a Bargaining Unit President.
- Leverage their power through advocacy and leadership; recognize resources available to support you in your Bargaining Unit President role.

Target Members:

- New Bargaining Unit Presidents.
- New Bargaining Unit Presidents Elect.

New Grievance Chairs Workshop

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Understand the competencies and accountabilities of the Grievance Chair.
- Understand the grievance process and the importance of timelines and gathering the facts and documents necessary to support a grievance.
- Tips and tools to be an effective advocate for ONA members.

Target Members:

- New Grievance Chairs.
- New Bargaining Unit Presidents.

Note: pre-workshop action is required for all participants to have available their current Collective Agreement in electronic form (through the ONA website or app), or a paper copy.

ONA's Investigation Guide to Fatality, Critical Injury, Illness, Accident and Exposure

Digital Lecturette (1.5 hours)

In this lecturette delivered digitally via Zoom, the member will:

- Learn about the purpose of an investigation for a fatality, critical injury, illness, accident or exposure.
 - Understand the key concepts in the Occupational Health and Safety Act (OHSA).
 - Learn about conducting an investigation.
-

Target Members:

- Health and Safety Representatives.
- Joint Health and Safety Committee members.
- Any Bargaining Unit Representative who has an interest in health and safety issues.

Outlook and Teams Training for Members

Digital Lecturette (1.5 hours)

In this workshop delivered digitally via Zoom, the member will:

- Understand how to log into Outlook through the ONA website.
- Manage received email by creating folders and filing email.
- Create and update email signatures.
- Apply automatic replies (out-of-office).
- Understand how to log into Teams through the ONA website.
- Schedule Teams meetings.
- Initiate audio and video calls.
- Understand how to upload documents and collaborate with others.
- Engage in One-On-One and Teams Chats.
- Understand how team spaces work.

Target Members:

- Bargaining Unit Presidents.
- Local Coordinators.
- Local Treasurers.
- Local Secretaries.

Preparing Your Team for Negotiations

Digital Full Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- State the goals of collective bargaining.
- Describe how Negotiating Committees are formed.
- Articulate the Negotiating Committees roles, competencies and accountabilities.
- List ONA's negotiations process – all sectors.

The morning portion of this workshop focuses on education. The afternoon is spent with the Servicing Labour Relations Officer working on proposal development.

Target Members: Negotiating Committee Members.

Privacy and Confidentiality

Digital Lecturette

Description coming soon!

Professional Responsibility Workload Reporting Process – Hospital Sector

Digital Lecturette (1.5 hours)

In this workshop delivered digitally via Zoom, the member will:

- Recognize professional practice issues.
- Verbalize how to leverage use of the Professional Responsibility Workload Reporting Process (PRWRP).
- Understand the importance of completing the Professional Responsibility Workload Reporting Form (PRWRF).

Target Members:

- Workload Reporting Representatives.
- Bargaining Unit Presidents.
- Unit Representatives.
- Any member of the Bargaining Unit leadership team/member with an interest in Professional Responsibility issues.
- Front Line Members.

Professional Responsibility Workload Reporting Process – Multi Sector

Digital Lecturette (1.5 hours)

In this lecturette delivered via Zoom, the member will be able to verbalize how to leverage use of the Professional Responsibility Workload Reporting Process (PRWRP), and will learn how to complete the Professional Responsibility Workload Reporting Form (PRWRF).

Target Members: This lecturette is general in nature and does not speak to a specific sector, so is suitable for any member wanting to know more about the Professional Responsibility Workload Reporting Process.

Resolving Conflict

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Define conflict.
- Articulate how to deal with difficult behaviours.
- List approaches on how to resolve conflict.

Target Members:

- Bargaining Unit Leadership Team.
 - Local Executive.
 - Any member interested in creating a more positive work atmosphere.
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Return to Work and Accommodation

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Understand the duty to accommodate, how it is triggered, and the role of the workplace parties involved in the accommodation.
- Understand the steps and elements of return to work and accommodation
- Understand best practices when representing members in return to work and accommodation.

Target Members:

- Bargaining Unit Leadership Team member(s) responsible for representing members in return to work and accommodation.

Right to Strike

Digital Half Day Workshop

It is essential that the members of ONA's right to strike sector understand the many dimensions of a successful strike. A strike is an important right that must be understood thoroughly.

In this workshop delivered digitally via Zoom, members will:

- Understand their right to strike under the Collective Agreement, the Employment Standards Act, the Labour Relations Act, as well as relevant obligations under the College of Nurses of Ontario (CNO).
- Recognize committee responsibilities to prepare for a successful strike.
- Learn how to encourage mass participation both within their unit and the community.
- Learn how to utilize effective messaging and ONA resources.

Target Members: right to strike sector members.

Digital Lecturette

It is essential that the members of ONA's right to strike sector understand the many dimensions of a successful strike. A strike is an important right that must be understood thoroughly.

In this workshop delivered digitally via Zoom, members will:

- Understand their right to strike.
- Recognize their roles.
- Know how to prepare for a strike.
- Learn how to build solidarity both within their union and their community.

Target Members: right to strike sector members.

Rocking Your Role as a Bargaining Unit President

Digital and In-Person Two Full Days Workshop

In this workshop, the member will:

- Discover ONA's history and achievements.
- Understand ONA's structure and governance.
- Understand ONA's dues structure and member entitlements.
- Define the role and accountabilities of the Bargaining Unit President.
- Learn how to conduct effective meetings.
- Learn how to prepare for negotiations.
- Understand the Bargaining Unit Presidents' role in the grievance process.
- Understand the Bargaining Unit Presidents' role in the Professional Responsibility Workload Reporting Process.
- Build awareness of resources available to support the role of Bargaining Unit President.

Target Members: new Bargaining Unit Presidents.

Interested in attending this workshop?

Contact your Regional Vice-President to discuss and complete the specific registration form required for this workshop.

Scope of Professional Practice: the Nurse, the Client and the Environment

Digital Half Day Workshop

With the emergence and expansion of the Health Care Team scope of practice, ONA members need to understand the role of each team member, apply the Three Factor Framework, and use communication strategies to advocate for the best possible care.

Target Members:

- Front Line members.
- Professional Responsibility Representatives.
- Bargaining Unit Leadership.

Secretaries Workshop

Digital Full Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- Understand ONA's governance structure and where the Local Secretary position fits into the Local structure.
 - Understand the competencies and accountabilities of the Local Secretary.
 - Improve communication and member engagement, including the use of social media.
 - Understand the templates within ONA's "Minutes, Motions and Meticulous Meetings Toolkit" and ONA policies to ensure the accurate maintenance of Local records.
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- Gain an understanding of how to review, utilize and access the MIRE, DRR, One Drive, Access ONA member portal and other resources.
- Understand the role the Local Secretary plays in supporting the ONA Election Policy at the Local and Bargaining Unit level.

Target Members: new and returning Secretaries.

The Power of the Occupational Health and Safety Act, ONA and You

Digital Lecturette (2 hours)

In this lecturette delivered via Zoom, the member will gain a high-level understanding of what the Occupational Health and Safety Act is, what some of the health and safety issues are in their workplace, and what tools and resources ONA has to offer.

Target Members: all ONA members who have an interest in health and safety.

Violence: Be Savvy and Safe

Digital Half Day Workshop

In this workshop delivered digitally via Zoom, the member will:

- List their role in working toward eliminating violence in the workplace.
- Describe obstacles to ensure members/workers can recognize and report violence.
- Record, in writing, Internal Responsibility System (IRS) activities and ONA resources that assist in working toward eliminating violence.

Target Members:

- Joint Health and Safety Committee (JHSC) members.
- Health and Safety Representatives.
- Any grassroots/frontline members interested in knowing more about violence and their role in working toward eliminating it in their workplace.

Working with Unregulated Care Providers

Digital Half Day Workshop

With the emergence and expansion of the Health Care Team scope of practice, ONA members need to understand their roles and responsibilities in relation to working with Unregulated Care Providers (UCPs): teaching, assigning, delegating, and supervising. This workshop will assist ONA members with understanding the concept of safe staffing levels and tools to advocate for safe and ethical care.

Target Members:

- Front Line members.
- Professional Responsibility Representatives.
- Bargaining Unit Leadership.