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


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An Introduction to ONA Education

This brochure has been developed by the Membership Education and Events Team (MEE Team), and 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 based on Education Plans submitted by Local Coordinators, as well as provincially planned 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.

Education for Newly Organized Bargaining Units

Five lectureettes specifically designed for newly organized Bargaining Units are available. It is recommended that at least the leadership of a newly organized Bargaining Unit attend these lectureettes, as well as the “Preparing Your Team for Negotiations” workshop.

Please review ONA Policy 25.3 – Negotiations: First Collective Agreement or Pay Equity, and ONA Policy 26.9 – Educational Support Grant for more information.

The five lectureettes are:

Membership with Entitlements
In this lecturette, the member will:
- Discover what services a dues paying member receives.
- Learn what additional benefits a member with entitlements receives according to the Constitution.
- Understand the importance of having all members sign their union card.
Introduction to Negotiations
In this lecturette, the member will:
- Describe the negotiations process and its importance to members and the Union.
- State how negotiations differ depending on the sector you work in.
- Explain your role in supporting the negotiating process.

The CNO Standards and Professional Practice
In this lecturette, the member will:
- List the College of Nurses’ of Ontario (CNO) Standards relevant to professional practice issues.
- Describe how to leverage standards to advocate for safe patient/resident/client care without having a finalized Collective Agreement that includes professional responsibility language.

Internal Responsibility System
In this lecturette, the member will:
- Define the Internal Responsibility System (IRS).
- Understand the roles and responsibilities of the employer, the Joint Health and Safety Committee, and the worker.
- Understand the components and characteristics of a successful IRS.
- Understand the role of the Ministry of Labour in Occupational Health and Safety in the workplace.

Basic Introduction to Human Rights
In this lecturette, the member will:
- Examine types of harassment and their effects of the workplace.

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 Education Registration Form by the deadline date and submit it to the appropriate District Service Team Labour Relations Assistant (DST LRA).
- The deadline date to register for a workshop is 3 weeks prior to the date of the workshop.
- Our Education Registration Form can be found online.
- Contact information for our DST LRAs is online, on the Form and in the 'Contact' section of this Brochure.
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 are designed to hold 25 members. A workshop that is full will be noted as such in the online Education Calendar.

Coffee and tea are provided at workshops that are a half day or more in duration. Lunch is not provided.

The MEE Team is responsible for the logistics of the workshop. This includes booking the venue, audio/visual equipment, coffee and tea at breaks (if applicable), and providing participant materials. It is important to register for a workshop prior to the three-week deadline date so that you are included in all of these arrangements. A late registration may result in materials not being available for you on the day of the workshop.

The MEE Team utilizes a 3-2-1 approach to workshops:

- 3 stands for: 3 weeks before a workshop is the registration deadline. If we notice a workshop has no registrations prior to this date, we will notify the Local Coordinators, Bargaining Unit Presidents and the Regional Vice-President to rally members. If registrations are low, the workshop may be altered and technology may be utilized for delivery.

- 2 stands for: 2 weeks before a workshop is when materials are ordered and logistics are confirmed. This is why it is so important to register on time.

- 1 stands for: 1 Education Registration Form, per member, for every workshop.
Contact Information

Toll Free: 1-800-387-5580  Toronto Local: 416-964-8833

Vice-President, Education Portfolio: Bernadette Robinson, BernieR@ona.org, ext. 7756.

Manager, MEE Team: Lynda Hoff, CMM, CMP, LyndaH@ona.org, ext. 2307

<table>
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<th>Supporting District Service Team Labour Relations Assistant (DST LRA)</th>
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<tr>
<td>1</td>
<td>Pat Caldwell</td>
<td>Sharri-Anne Chevrier</td>
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<td></td>
<td>Sudbury, ext. 3123</td>
<td>Sudbury, ext. 3128</td>
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<td></td>
<td><a href="mailto:PatCa@ona.org">PatCa@ona.org</a></td>
<td><a href="mailto:SharriC@ona.org">SharriC@ona.org</a></td>
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<tr>
<td>2</td>
<td>Donna Eberle</td>
<td>Laura Webster</td>
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<td></td>
<td>Kingston, ext. 4028</td>
<td>Kingston, ext. 4040</td>
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<td></td>
<td><a href="mailto:DonnaE@ona.org">DonnaE@ona.org</a></td>
<td><a href="mailto:LauraW@ona.org">LauraW@ona.org</a></td>
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<tr>
<td>3</td>
<td>Lorraine Harper</td>
<td>Danielle Street</td>
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<td></td>
<td>Toronto, ext. 2236</td>
<td>Toronto, ext. 2365</td>
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<td><a href="mailto:LorraineH@ona.org">LorraineH@ona.org</a></td>
<td><a href="mailto:DanielleS@ona.org">DanielleS@ona.org</a></td>
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<td>4</td>
<td>Pennee Koczka</td>
<td>Jennifer Cabana</td>
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<td>Toronto, ext. 2347</td>
<td>Windsor, ext. 5229</td>
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<td><a href="mailto:PenneeK@ona.org">PenneeK@ona.org</a></td>
<td><a href="mailto:JenniferC@ona.org">JenniferC@ona.org</a></td>
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<td>5</td>
<td>Helle Little</td>
<td>Dawn Caille</td>
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<td>Windsor, ext. 5226</td>
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<td>Provincial</td>
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<td>Toronto, ext. 2800</td>
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</table>

Andrea Bright, Meeting and Event Planner, Toronto, ext. 2207, AndreaB@ona.org

Danielle Street, Labour Relations Assistant, Toronto, ext. 2365, DanielleS@ona.org

Julia Palozzi, Labour Relations Assistant, Toronto, ext. 2802, JuliaP@ona.org (returning September 2020)

Carlos Parra, Labour Relations Assistant, Toronto, ext. 2304, CarlosP@ona.org (Contract January – August, 2020)
Section 1 – Foundational Workshops

Foundational Workshops

Each year, the ONA Board of Directors selects a handful of workshops deemed critical to ONA work and the functioning of union business. The MEE Team schedules these workshops automatically in every region of the province throughout the year to ensure they are available for members to access.

In 2020, our Foundational Workshops are:

1. Introduction to Being an ONA Representative *(full day)*
2. Grievance Process *(full day)*
3. Professional Responsibility Workload Reporting Process *(full day)*
4. Election Process at the Local and Bargaining Unit Level *(half day)*

Note: Foundational workshop #1 replaces “How to be a Great ONA Unit Representative” *(full day)*!
Section 2 – Provincial Workshops

**New Bargaining Unit Presidents and New Grievance Chairs Workshop via Webinar**

This workshop will provide new Bargaining Unit Presidents and new Grievance Chairs with an awareness of the tools and resources to begin their new role within the Union. Participants will gain an understanding of the structure of the Union, their role within the structure and the resources available to them. Participants will acquire a basic understanding of the services offered by the Union and a more in depth understanding of the grievance process. This workshop is not intended to be the only education a New Bargaining Unit President and new Grievance Chair receive. This is intended to support them until further education can be accessed.

Target Members:
- New Bargaining Unit Presidents
- New Grievance Chairs

This half day workshop is scheduled every month throughout the year to ensure it is readily available. It is only delivered via webinar.

Completed Education Registration Forms should be submitted as soon as possible (and no later than 3 weeks prior to the webinar date) to:
- January – August, to Carlos Parra (CarlosP@ona.org)
- September onwards to Julia Palozzi (JuliaP@ona.org)

**Hospital Central Contract Interpretation Workshop**

This workshop is designed to assist ONA representatives to further develop their knowledge and skills in interpreting the Hospital Central Collective Agreement.

In this workshop, the member will:
- Gain knowledge of how to navigate through the manual in conjunction with accessing resources on the memory key;
- Recognize changes to collective agreement language and verbalize the impact of those changes;
- Utilize the central agreement in conjunction with the manual to ensure consistent interpretation of the language with problematic areas of the collective agreement including premium pay, seniority, accommodation and layoff language;
- Determine key messages to ensure appropriate use of the manual and other resources.

Target Members: Hospital Sector Bargaining Unit Presidents and Grievance Chairs

The date and location of this workshop will be posted in the Education Calendar found at www.ona.org.

A minimum of 10 registrants is required for this workshop to proceed.

Completed Education Registration Forms should be submitted as soon as possible (and no later than 3 weeks prior to the workshop date) to:
- January – August, to Carlos Parra (CarlosP@ona.org)
- September onwards to Julia Palozzi (JuliaP@ona.org)
Homes Central Contract Interpretation Workshop

This workshop is designed to assist ONA representatives to further develop their knowledge and skills in interpreting the Homes Central Collective Agreement.

In this workshop, the member will:
- List the general use of the manual.
- Describe how to use the manual in relation to terminations and just cause.
- State how to use the manual with premium pay issues.
- Write about how to use the manual related to protection of bargaining unit work and staffing.
- Assess how to use the manual with various issues (scheduling, vacation and disability income protection plans).

Target members: Bargaining Unit Presidents and Grievance Chairpersons.

The date and location of this workshop will be posted in the Education Calendar found at www.ona.org.

A minimum of 10 registrants is required for this workshop to proceed.

Completed Education Registration Forms should be submitted as soon as possible (and no later than 3 weeks prior to the workshop date) to:
- January – August, to Carlos Parra (CarlosP@ona.org)
- September onwards to Julia Palozzi (JuliaP@ona.org)

Making It Count at Labour Management Meetings

The workshop will outline how to leverage this committee to deal with labour relations and membership issues. The workshop includes a simulation of a Labour Management Meeting where participants will present to the “employer.” The employer group may include a District Service Team Manager, a Regional Vice-President, a Labour Relations Officer and/or a Professional Practice Officer.

In this workshop, the member will:
- Value the importance and power of preparation prior to labour management meetings when dealing with professional practice/workload concerns and other issues.
- Identify best practices to follow during labour management meetings and how to effectively present issues to the employer.
- Recognize the importance of the work that is done after the meeting has concluded.

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

This workshop is offered on a regional basis only and rotates each year. In 2020, this workshop will take place in Region 1, 2 and 4. Dates are established by the MEE Team and will be posted in the Education Calendar found at www.ona.org.
A minimum of 15 registrants is required for this workshop to proceed.

Completed Education Registration Forms should be submitted as soon as possible (and no later than 3 weeks prior to the workshop date) to:
- January – August, to Carlos Parra (CarlosP@ona.org)
- September onwards to Julia Palozzi (JuliaP@ona.org)

Making It Count at Return to Work and Accommodation Meetings

In this workshop, the member will:
- List the applicable legislation.
- Describe the roles and responsibilities of the Employer, Employee, Union and other workers.
- Verbalize best practices in representing members effectively at meetings.

Target Members are:
- Return to Work Representatives
- Bargaining Unit Presidents
- Grievance Committee Representatives
- Any Bargaining Unit Representative who provides representation on return to work issues

This workshop is offered on a regional basis only and rotates each year. In 2019, the workshop will take place in Region 1, 3 and 5. Dates are established for this workshop by the MEE Team and will be posted in the Education Calendar found at www.ona.org.

A minimum of 15 registrants is required for this workshop to proceed.

Completed Education Registration Forms should be submitted as soon as possible (and no later than 3 weeks prior to the workshop date) to:
- January – August, to Carlos Parra (CarlosP@ona.org)
- September onwards to Julia Palozzi (JuliaP@ona.org)

Making It Count at Investigations and Disciplinary Meetings

This workshop will prepare Bargaining Unit Leaders with knowledge of the disciplinary process. It will also give Bargaining Unit Leaders an in-depth understanding of the Union’s role in the disciplinary process up to and including the steps taken during an investigation, interviewing the member and witnesses, gathering facts and data, and preparing an investigation report for the Labour Relations Officer to proceed, if necessary, to the grievance and/or arbitration process.

Target Members: All Bargaining Unit Leaders
- Bargaining Unit Presidents
- Grievance Officers
- ONA Unit Representatives
- Local Coordinators

This workshop is offered on a regional basis only and rotates each year. In 2019, the workshop will take place in Region 1, 2 and 4. Dates are established by the MEE Team and will be posted in the Education Calendar found at www.ona.org.
A minimum of 15 registrants is required for this workshop to proceed.

Completed Education Registration Forms should be submitted as soon as possible (and no later than 3 weeks prior to the workshop date) to:

- January – August, to Carlos Parra (CarlosP@ona.org)
- September onwards to Julia Palozzi (JuliaP@ona.org)

**Secretaries Teleconnect**

A teleconnect will be held on March 24, 16:30-18:00, for all Secretaries. A memo will be distributed with more details closer to the date.

**Health & 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.

Target audience:
- Bargaining Unit Health and Safety representatives
- Front-line members
- Union representatives
- Bargaining Unit Presidents
- Local Coordinators

Registration for the Caucus is conducted through an online registration system rather than by Education Registration Form. A memo will be delivered to leaders detailing the topic of the Caucus and the dates once details are organized.
Section 3A – Workshop Listing

Workshops may be available in full day, half day and lecturette formats. In the shorter version of the workshop, there is less depth in the content of materials delivered due to time constraints. Leaders are asked to consider which length of workshop will best meet their members’ needs when requesting education.

Workshops are listed below in alphabetical order:

1. Attendance Management – Half Day
2. Basic Introduction to Human Rights – Half Day
3. Basic Introduction to Human Rights – Lecturette
4. Conducting Effective Meetings – Half Day
5. Election Process at the Local and Bargaining Unit Level – Half Day
6. Grievance Arbitration – Full Day
7. Grievance Process – Full Day
9. Grievance Process – Lecturette
10. Harassment, Mobbing and Bullying – Full Day
11. Harassment, Mobbing and Bullying – Half Day
12. Harassment, Mobbing and Bullying – Lecturette
13. Health & Safety: The Basics – Full Day
14. How to be a Great ONA Unit Representative – Lecturette
15. How to be the Best Bargaining Unit President – Full Day
16. How to be the Best Bargaining Unit President – Half Day
17. How to be the Best Bargaining Unit President – Lecturette
18. Introduction to Being an ONA Representative – Full Day
19. It’s More Than Social Media – Full Day
20. It’s More Than Social Media – Half Day
21. It’s More Than Social Media – Lecturette
22. Joint Health and Safety Committee – Half Day
23. Joint Health and Safety Committee – Lecturette
24. Leading a Local – Two Full Days
25. Legal Expense Assistance Plan (LEAP) – Full Day
26. LEAP: CNO Complaints and Reports – Half Day
27. LEAP: Investigations Beyond the CNO – Half Day
28. LEAP: CNO Health Inquiries / Nurses’ Health Program – Lecturette
29. Local Computer Training – Half Day *NEW*
30. New Local Coordinator Workshop – Full Day
31. Obligations in Representing Members with Human Rights Issues – Half Day
32. Preparing Your Team for Negotiations – Full Day
33. Privacy and Confidentiality – Lecturette
34. Professional Responsibility Workload Reporting Process – Full Day
35. Professional Responsibility Workload Reporting Process – Half Day
36. Professional Responsibility Workload Reporting Process – Hospital Sector – Lecturette
37. Professional Responsibility Workload Reporting Process – Nursing Homes – Lecturette
38. Professional Responsibility Workload Reporting Process – Multi Sector - Lecturette
40. Resolving Conflict – Half Day *NEW*
41. Return to Work and Accommodation – Half Day
42. Return to Work and Accommodation – Lecturette
43. Supporting Members with Addictions: An Introduction – Half Day
44. Supporting Members with Addictions: The ONA Representatives Role – Half Day
46. The Power of the Occupational Health and Safety Act, ONA and You – Lecturette
47. Violence: Be Savvy and Safe – Half Day
Section 3B – Workshop Descriptions

Attendance Management

Half Day

In this workshop, the member will:
• Clarify difference between Culpable and Innocent absenteeism.
• Understanding Confidentiality and Privacy Issues.
• Understand how to represent members in Attendance Management process.

Target Audience: Bargaining Unit Leadership Team member responsible for representing members in RTW, Accommodation and Attendance management.

Basic Introduction to Human Rights

Half Day

In this workshop, the member will:
• Understand human rights terminology
• Understand discriminatory and harassing behaviour

Target members:
• Front Line Members
• Human Rights and Equity Representatives
• Bargaining Unit Leadership

Lecturette

In this lecturette, the member will:
• Get an overview of the Ontario Human Rights Code
• Examine types of harassment and their effects on the workplace

Target members:
• Front Line Members
• Human Rights and Equity Representatives
• Bargaining Unit Leadership
**Conducting Effective Meetings**

**Half Day**

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

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**Election Process at the Local and Bargaining Unit Level**

**Half Day**

In this workshop, the member will:
- Describe the Constitutional requirements regarding the election process.
- Explain the election process at the Local and Bargaining Unit level as based on the Local and Bargaining Unit election policy.
- Recognize leadership accountabilities and best practices in the election process.

The Regional Vice-President will be in attendance to share best practices to ensure Locals and Bargaining Units adhere to ONA Policy and the ONA Constitution when guiding and participating in elections.

Target members:
- Bargaining Unit Presidents
- Local Coordinators
- Local Executive and/or Bargaining Unit leadership team members
- Local Election Committee

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**Grievance Arbitration**

**Full Day**

In this workshop, the member will explore laws affecting ONA members; duty of fair representation; filing a grievance; understanding roles and accountabilities of grievance representatives beyond the final step grievance meeting; the grievance representative’s role at arbitration; arbitration of common issues including discipline, accommodation, substance abuse and job postings.

Target members:
- Grievance committee members
- ONA Unit Representatives
- Novice Bargaining Unit Leadership Team members
Grievance Process

Full Day

After completion of this workshop, the member will be able to:
- Identify the differences in the four types of grievances.
- Outline the grievance process.
- Define the duty of fair representation.
- Summarize available resources offered by ONA, their relevance and how to use them.
- Identify the tasks of a Union Representative and/or Grievance Chair.

Target members:
- Any member interested in increasing their knowledge of the grievance process
- Unit Representatives
- Grievance Committee members
- Bargaining Unit Presidents

Half Day

This workshop 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:
- Any member interested in increasing their knowledge of the grievance process
- Unit Representatives
- Novice Grievance Committee members
- Novice Bargaining Unit Presidents

Lecturette

In this lecturette, the member will: define what a grievance is, be able to describe the different types of grievances, and explain their role in the grievance process.

Target Members: Any member interested in a basic understanding of the grievance process.

Harassment, Mobbing and Bullying (Non Code)

Full Day

In this workshop, the member will learn to identify situations of harassment, mobbing and bullying in the workplace, including the differences between Code and Non-Code harassment, the prevalence of harassment in your workplace, and the costs of harassment. 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

**Half Day**

In this workshop, 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

**Lecturette**

In this workshop, members will discuss the definitions of harassment, understand why harassment is rampant in healthcare, and discover tools and resources to end harassment in the workplace.

Target members:
- Any front line member

**Health & Safety: The Basics**

**Full Day**

In this workshop, the member will:
- Understand what health and safety is
- Understand how to use the Occupational Health and Safety Act (OHSA) in your workplace
- Relate workplace violence and health and safety
- Learn how to engage members in health and safety and what the benefits are
- Understand supervisor competency

Target Members: Members new to health and safety

**How to be a Great ONA Unit Representative**

**Lecturette**

In this workshop, the member will...
- Translate Unit Representative accountabilities into actions.
- List ONA services and advantages of (bona fide) membership with entitlements.
- Refer labour relations matters in the Bargaining Unit.
• Understand the Unit Representative’s role in the Grievance Process.
• Understand the Unit Representative’s role in the Workload Reporting Process.

Target Members: All ONA Members

**How to be the Best Bargaining Unit President**

**Full Day**

This workshop provides Bargaining Unit Presidents with the opportunity to become familiar with their accountabilities, roles and responsibilities, best practices, tasks and deadlines, meetings and the administrative tasks of the Bargaining Unit President. More importantly, Bargaining Unit Presidents will benefit from the experience of others in the workshop and have the opportunity to discuss best practices in every aspect of their role.

Target Members: Bargaining Unit Presidents who have at least 6 months or more experience.

**Half Day**

This workshop provides Bargaining Unit Presidents with the opportunity to become familiar with their accountabilities, best practices, tasks, and the administrative work of the Bargaining Unit President. More importantly, Bargaining Unit Presidents will benefit from the experience of others in the workshop and have the opportunity to discuss best practices they’ve adopted in their role.

Target Members: Bargaining Unit Presidents who have at least 6 months or more experience.

**Lecturette**

In this workshop, the member will gain an understanding of the accountabilities and responsibilities of a Bargaining Unit President to the extent that the member will identify any gaps in meeting those accountabilities they have and the general day to day, month to month tasks of a Bargaining Unit President.

Target Members: Bargaining Unit Presidents who have been in the position for a minimum of 6 months.

**Introduction to Being an ONA Representative**

**Full Day (replaces “How to be a Great ONA Unit Representative” (full day))**

In this workshop, 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

Full Day
In this workshop, the member will:
- Learn about different types of social media
- Understand how social media can be used in the workplace
- Understand the relationship between your regulatory college and social media
- Understand current case law on social media

Target Members: any front line member, Bargaining Unit leaders, Local leaders.

Half Day
In this workshop, the member will:
- Understand how social media can be used in the workplace
- Understand the relationship between your regulatory college and social media

Target Members: any front line member, Bargaining Unit leaders, Local leaders.

Lecturette
In this workshop, the member will hear about prominent types of social media, what to look for in a Social Media Workplace Policy, and receive a high-level overview of current case law relating to Social Media.

Target members: All front line members.

Joint Health and Safety Committee

Half Day
This workshop provides an overview of the Joint Health and Safety Committee inclusive of the powers, duties, functions, roles and responsibilities of the Committee within the workplace and within the Ontario Occupational Health and Safety Act. The resources and supports offered by ONA is also addressed.

Target Members: This workshop is geared to members of the Joint Health and Safety Committee to assist them in facilitating their role on the Committee in their workplace.

Lecturette
In this lecturette, members will gain an:
- Understanding of the function of the Joint Health and Safety Committee (JHSC).
- Understanding of the roles and responsibilities of the JHSC.
- Understanding of the health and safety resources within ONA to support you in your role on the Joint Health and Safety Committee and in the workplace.

Target Members: This lecturette is geared to members of the Joint Health and Safety Committee to assist them in facilitating their role on the Committee in their workplace.
**Leading a Local (previously known as Executive Skills I)**

**Two Full Days**

This workshop will provide Local leadership with the knowledge to understand the structure of ONA and how that supports effective leadership. Accountabilities will be discussed, including the need for policy adherence and review and recognizing tools to efficiently run the Local. Responsibilities related to the election process will also be reviewed. Leaders will learn how to engage (grass roots) members and ignite their interest to get more involved in the work of the Union. The importance of strategic planning and budgeting will be discussed as well. Members will create a two year strategic planning line for their Local to be utilized to support efficiency and a Local Executive that evolves into a high functioning team.

Target members: It is recommended that the entire Local Executive participate in this workshop as a group in order to gain the greatest benefit for the Team.

**Legal Expense Assistance Plan (LEAP)**

**Full Day**

In this workshop, 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.
- 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 & Long-Term Care Inspections and the assistance available under LEAP.

Target members:
- Front-Line Members
- Union Representatives
- Bargaining Unit Presidents
- Local Leaders

*Note: the 2 half day workshops listed below provide the content of the full day workshop when delivered together.*

**Half Day - LEAP: CNO Complaints and Reports**

In this workshop, 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.*

**Half Day - LEAP: Investigations Beyond the CNO**

In this workshop, 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 & 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.*

**Lecturette - LEAP: CNO Health Inquiries / Nurses’ Health Program**

In this lecturette, 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. Potential outcomes of the process will also be discussed. The newly launched (January 2019) Nurses’ Health Program will also be highlighted.

Target Members:
- Union representatives
- Any grass roots member wanting to know more about CNO processes and the Nurses’ Health Program

**Local Computer Training**

**Half Day *BRAND NEW WORKSHOP!***

In this workshop, members will understand the following concepts in GroupWise:
- Reviewing E-mail messages
- Replying to E-mail messages
- Adding/editing an E-mail signature
- Working with E-mail attachments
- Filing E-mail messages in the cabinet
- Adding a vacation rule (out-of-office)
As well, members will also understand the following concepts in Word and Excel:

- Understanding printer settings
- Saving a Word document or Excel spreadsheet as a PDF
- Using page setup in Excel to print on one page wide

Target Members:

- Bargaining Unit Presidents
- Local Coordinators
- Treasurers
- Local Secretaries
- Site Representatives

It is highly recommended that members bring the laptop or tablet they use for Union business to the workshop, fully charged.

**New Local Coordinator Workshop**

**Full Day**

New Local Coordinators coming into their role mid-term will be provided with a 1.5 day New Local Coordinator workshop in Toronto. The workshop includes a half-day of basic computer skills training. This workshop will be funded centrally by ONA. To arrange this workshop, new Local Coordinators should contact their Regional Vice-President.

This program will focus on roles and responsibilities of the Local Coordinator necessary to effectively manage a Local in co-operation with the Local Executive Team and ONA Board of Directors.

After this workshop, the member will be able to:

- Describe the role of the Local Coordinator
- Explain the structure of ONA according to the ONA Constitution
- List requirements as needed for the Local Education Planning process
- Articulate regarding the election process
- State highlights of the Strategic Planning and Budgeting process

Target Members: newly elected/acclaimed Local Coordinators and Local Coordinators with less than 3 years experience.

**Obligations in Representing Members with Human Rights Issues**

**Half Day**

In this workshop, the member will:

- Understand how to use the Human Rights Code to represent members with human rights issues
- Understand the Union’s obligations to represent members with human rights issues
- Understand how the ONA representative can effectively deal with human rights violations

Target members: Human Rights and Equity committee members and any other members that require basic Human Rights knowledge in the area of representing members.
Preparing Your Team for Negotiations

Full Day
In this workshop, the member will:
- State the goals of collective bargaining
- Describe how negotiating committees are formed
- Articulate the negotiating committee’s roles and accountabilities
- List ONA’s negotiations process – all sectors

Target members:
- Negotiating Committee Members

Privacy and Confidentiality

Lecturette
In this lecturette, the member will understand:
- How does privacy and confidentiality affect ONA members?
- What are my obligations and what are the consequences to breaches?

Target members:
- All ONA members

Professional Responsibility Workload Reporting Process

Full Day
In this workshop, the member will:
- Identify Professional Practice issues and utilize the complaints concern indicator tool
- Utilize the Professional Standards and Practice Guidelines in the Professional Responsibility Workload Reporting Process
- Understand the Professional Responsibility Workload Reporting Form
- Understand the Professional Responsibility Workload Reporting Process

Target Members: Any member of the Bargaining Unit leadership team, and any member with an interest in Professional Responsibility Complaints issues, including:
- Unit Representatives
- Workload Reporting Representatives
- Bargaining Unit Presidents

Half Day
In this workshop, the member will:
- Understand the Professional Responsibility Workload Reporting Form
- Understand the Professional Responsibility Workload Reporting Process
Target Members:
- Members
- Any member of the Bargaining Unit leadership team, and any member with an interest in Professional Responsibility Complaints issues

Lecturette:
- Multi-Sector
- Hospital Sector
- Nursing Homes

Local Coordinators: Please specify which lecturette you are interested in when requesting.

In this lecturette, the member will:
- Understand the Professional Responsibility Workload Reporting Form
- Understand the Professional Responsibility Workload Reporting Process

Target Members:
- Workload Reporting Representatives
- Bargaining Unit Presidents
- Unit Representatives
- Any member of the Bargaining Unit leadership team, and any member with an interest in Professional Responsibility Complaints issues
- Frontline Members

Recognize and Report Violence in Your Workplace

Full Day

In this workshop, the member will:
- Understand how individuals can make a difference when dealing with violence in the workplace
- Understand the legislation and the roles and responsibilities within the Internal Responsibility System (IRS) with an emphasis on the worker’s duty to report
- Understand the strategies ONA has adopted to assist members in dealing with violence in the workplace

Target Members:
- Members
- ONA Unit Representatives
- Health and Safety Representatives
- Bargaining Unit Leadership Teams
- Local Executive

Resolving Conflict

Half Day *NEW*

In this workshop, the member will:
- Define conflict
- Articulate how to deal with difficult behaviours
- List approaches on how to resolve conflict
Target Members: Any members, Bargaining Unit leadership teams and/or executive committee members who want to improve their skills in resolving conflict.

**Return to Work and Accommodation**

**Half Day**

In this workshop, the member will:
- Clarify roles and responsibilities of the workplace parties
- Understand elements of accommodation
- Identify best practices when representing members

Target members:
- Bargaining Unit Leadership Team member responsible for representing members in return to work and accommodation

**Lecturette**

In this workshop, the member will:
- Understand the duty to accommodate and how it is triggered
- Identify best practices when representing members

Target members:
- Bargaining Unit Leadership Team member responsible for representing members in return to work and accommodation

**Supporting Members with Addictions: An Introduction**

**Half Day**

This workshop will help members identify types of addictions and review statistical information, risk factors and potential indicators of addictions in health care settings. Raising awareness of addiction issues and debunking of myths will be explored.

Target Members: Members and Bargaining Unit Representatives (return to work, grievance) and any other members wanting to increase their awareness of how to support members with addictions.

**Supporting Members with Addictions: The ONA Representative’s Role**

**Half Day**

Representatives will gain an understanding of resources available to assist them in representing members, both internally to ONA and externally, will be identified. Co-worker and ONA representative’s accountabilities in providing representation for members while recognizing their obligations as a Regulated Health Professional will be explored.

Target Members: Members and Bargaining Unit representatives (return to work, grievance) and any other members wanting to increase their awareness of how to support members with addictions.
The Power of the *Occupational Health and Safety Act*, ONA and You

Half Day

In this workshop, the member will identify three new things they learned about the *Occupational Health and Safety Act (OHSA)*, identify health and safety issues in the workplace, barriers they face in addressing health and safety hazards, identify strategies going forward for dealing with hazards and tools and resources that ONA offers members.

Target Members:
- All front-line members interested in health and safety
- All Joint Health and Safety Committee representatives who are new to the position or who want a refresher on the *OHSA*, workplace hazards, strategies, resources and tools offered by ONA.

Lecturette

In this workshop, the member will gain a high level understanding of what the *Occupational Health and Safety Act (OHSA)* is, what some of the health and safety issues are in their workplaces 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

Half Day

Members will feel an increased sense of confidence to do the following:
- Understand the member's role in working toward eliminating violence in the workplace
- Respond to obstacles to ensure members/workers can report violence
- Be aware of Internal Responsibility System (IRS) activities and ONA resources/activities to assist in working toward eliminating violence.

Target Members: grass roots/frontline members wanting to know more about their role in working toward eliminating violence in their workplace.
Section 4 – Leadership Summit

Continuing in the tradition of past Leadership Conferences, the 2020 Leadership Summit is designed specifically to engage our members and ignite their passion for life in and of our Union. It brings together both the experienced and the brand-new leader and affords them the opportunity to learn from and with each other, thus ensuring that we build an enriching environment for our ONA community and the larger community we service in Ontario.

The Summit will encompass educational streams that will engage members regardless of leadership experience and will ignite our leadership to engage their members by creating activism in all that we do! The streams will be surrounded with an opening and closing plenary session that will speak to the theme, share the story of ONA activism and engagement and recap learning points from a very exciting week!

Educational streams will include:

**Novice Stream**: This stream targets new Bargaining Unit Presidents with less than two years' experience, ONA representatives and emerging leaders. This stream allows for experiential learning opportunities that augment the foundational program delivered and is skill based.

**Advanced Stream**: This stream is a high-energy, interactive learning opportunity for seasoned leaders to expand their knowledge in many topic areas. It is a great opportunity for a Bargaining Unit President or Local leader with more than two years' experience, a working knowledge of the Collective Agreement, and a good understanding of the services ONA offers to its members.

**Activist Stream**: This stream brings grassroots members into a leadership capacity! Members will be introduced to ONA, sparking their interest in ONA’s work and igniting their pride as ONA members. A variety of guest speakers will make presentations throughout the week including how ONA members make a difference - making things better for members, our patients and our communities.

Specific curriculum content delivered will be based on delegate feedback, identified needs, and priorities determined by the Board of Directors.

The 2020 Leadership Summit will be held September 21 - 25, 2020, at the Oakwood Resort in Grand Bend.

Applications for all streams is by Expression of Interest released in April of 2020. Twenty-five members are accepted in each stream.
Section 5 – Provincial Teleconnects

Delivering ‘hot topic’ education to members over the phone – ‘teleconnects’ – has been extremely successful over the past seven years.

We are currently delivering teleconnects in eight different areas:
1. Hospital Contract Interpretation
2. Long Term Care Sector
3. Health and Safety
4. Human Rights and Equity
5. Professional Practice
6. Nurse Practitioner
7. Local Health Integration Networks (LHINs)
8. Public Health Network

Teleconnects are pre-scheduled by ONA. Once a topic has been chosen, a notice is emailed to leaders and posted on the ONA website. This notice contains a description about the session and how to register.

All ONA members and CNSA students are welcome to participate in provincial teleconnects. The materials from the session are posted on the ONA website afterwards as a resource.

Please go to the Teleconnects page of the ONA website for the dates and topics chosen in each of the topic areas.

Section 6 – eLearning

In November 2010, ONA launched its very own eLearning platform. Available to all ONA members and Canadian Nursing Students’ Association (CNSA) students, eLearning is free and easy to access. Users complete education at their own pace and convenience. Certificates are available at the successful completion of any program or video!

Go to www.ona.org/elearning to create and access your account and view a list of all available programs and videos!