

**ONTARIO NURSES' ASSOCIATION**

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# **Education Brochure**

**September – December, 2020**



**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 Education Registration Form by the deadline date and submit it to the appropriate District Service Team Labour Relations Assistant (DST LRA).

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.

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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.

### **Zoom Delivery**

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:

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



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Region	MEE Team Prime Labour Relations Officer (LRO)	Supporting District Service Team Labour Relations Assistant (DST LRA)
1	<b>Angele Caporicci</b> Timmins, ext. 3224 AngeleC@ona.org	<b>Sharri-Anne Chevrier</b> Sudbury, ext.3128 SharriC@ona.org
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## Provincial Workshops



### New Bargaining Unit Presidents and New Grievance Chairs Workshop via Zoom

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 Zoom. Please consult the Workshop Calendar web page for scheduled dates and registration instructions.

### Health & Safety Caucus

Due to COVID-19, all Health and Safety Caucuses have been rescheduled to October:

- Region 1 – October 6
- Region 2 – October 8
- Region 3 – October 13
- Region 4 – October 29
- Region 5 – October 22

This year's topic is "Workplace Violence – Take Action".

In this workshop delivered online via Zoom, members will:

- Learn how to move an unresolved violence issue through the Joint Health and Safety Committee and reporting to the Ministry of Labour.
- Develop critical thinking skills building on their existing knowledge of workplace violence by:
  - Examining and analyzing the issue
  - Identifying barriers
  - Developing strategies to address barriers
  - Determining the best course of action
  - Implementing best practices

Throughout the workshop, learnings will be linked to resources, tools and legislation. Coaching assistance will focus on addressing gaps in flagging, training and security/personal safety devices available to assist members in achieving resolutions to issues identified in their workplace by holding the employer accountable to take action on workplace violence and prevention. Learning points will be achieved utilizing an expert panel, case studies, small group work and networking.

Target Members:

- Bargaining Unit Health and Safety Representatives
- Front-line members
- Union Representatives
- Bargaining Unit Presidents
- Local Coordinators

Registration is conducted through an online registration system rather than by our Education Registration Form. Please visit [www.ona.org](http://www.ona.org) to register.

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:

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

### eLearning



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](http://www.ona.org/elearning) to create and access your account and view a list of all available programs and videos!

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## Workshop Listing



We have pivoted all in-person meetings/workshops to a digital environment, allowing any member to attend education from the safety of their own space while under stage 3 government restrictions on mass gatherings.

Your Education Facilitators have created engaging sessions that will provide you with the education you need now to stay safe and know your rights and responsibilities during these challenging times. We look forward to when we can hold in-person education sessions again. In the meantime, we will utilize technology to help us **engage, educate and exchange!**

All sessions are open to all members unless indicated as closed or specified region.

We look forward to seeing you at education sessions in the fall!

Available workshops are listed below in alphabetical order.

Descriptions of the learning points for each workshop, along with the target audience, are provided in the next section of the Brochure.

1. Conducting Effective Meetings – Digital Half Day Workshop
  2. Election Process at the Local and Bargaining Unit Level – Digital Half Day Workshop
  3. Facing Professional Practice Concerns: What You Can Do – Digital Half Day Workshop
  4. Grievance Process – Digital Half Day Workshop
  5. Harassment, Mobbing and Bullying – Digital Half Day Workshop
  6. Homes Central Contract Interpretation – Digital Half Day Workshop
  7. Hospital Central Contract Interpretation – Digital Half Day Workshop
  8. Introduction to Being an ONA Representative – Digital Half Day Workshop
  9. LEAP: CNO Complaints and Reports – Digital Half Day Workshop
  10. Outlook Training for Members – Digital Lecturette
  11. Professional Responsibility Workload Reporting Process, Multi Sector – Digital Lecturette
  12. Resolving Conflict – Digital Half Day Workshop
  13. Return to Work and Accommodation – Digital Half Day Workshop
  14. The Power of the Occupational Health and Safety Act, ONA and You – Digital Lecturette
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## Workshop Descriptions



### 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

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.

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## Election Process at the Local and Bargaining Unit Level

### Digital Half Day Workshop

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

- Describe the Constitutional requirements regarding the election process. *This is pre-work that should be done prior to digital delivery if members are not familiar with this content.*
- 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

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.
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## 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

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:

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

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.
-

## 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

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.
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## 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.

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.
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## 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

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.
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## Outlook Training for Members

### Digital Lecturette

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)

Target Members:

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

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.
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## Professional Responsibility Workload Reporting Process – Multi Sector

### Digital Lecturette

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.

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.
-

## 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

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.
-

## 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

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

### Digital Lecturette

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.

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.
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