

ONTARIO NURSES' ASSOCIATION

2021 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.

www.ona.org; www.facebook.com/OntarioNurses; www.twitter.com/OntarioNurses
www.youtube.com/OntarioNurses; www.instagram.com/ontario.nurses

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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.

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:

- 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



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

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

LABOUR RELATIONS OFFICERS (LROs)

Angele Caporicci - Region 1 Prime, Timmins, ext. 3224, AngeleC@ona.org

Donna Eberle – Region 2 Prime, Kingston, ext. 4028, DonnaE@ona.org

Lorraine Harper – Region 3 Prime, Toronto, ext. 2236, LorraineH@ona.org

Amleek Mahngar – Region 4 Prime, Toronto, ext. 2821, AmleekM@ona.org (*on leave*)

Helle Little – Region 5 Prime, Windsor, ext. 5226, HelleL@ona.org (*on leave early 2021*)

Svetlana Lazareva – Provincial, Toronto, ext. 2800, SvetlanaL@ona.org

Kieran Maxwell – Provincial, Toronto, ext. 2710, KieranM@ona.org

Tanya Van Dalen – Provincial, Toronto, ext. 2925, TanyaV@ona.org (*contract*)

Catherine Gendron – Region 4 Prime, Toronto, ext. 2271, CatherineG@ona.org (*contract*)

Brittany Freer – Region 5 Prime, London, ext. 5143, BrittanyF@ona.org (*contract*)

Sarah Cowin – Member Seconded, Kingston, ext. 4026, SarahC@ona.org (*Jan–Sept 2021*)

SUPPORT STAFF

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

Carlos Parra, Labour Relations Assistant, Toronto, ext. 2304, CarlosP@ona.org

EDUCATION SUPPORT (District Service Team Labour Relations Assistants, DST LRAs)

Sharri-Anne Chevrier, Sudbury, ext. 3128, SharriC@ona.org

Laura Webster, Kingston, ext. 4040, LauraW@ona.org

Jennifer Cabana, Windsor, ext. 5229, JenniferC@ona.org

Dawn Caille, Windsor, ext. 5227, DawnC@ona.org

INTAKE: ext. 2468, MEETintake@ona.org

eLearning



ONA's eLearning Platform is 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 upgrading our programs!

Beginning in January 2021, all of our programs are coming offline to be updated and converted to an upgraded technology. These improvements will bring you the most up-to-date education content and allow you to access the platform on a tablet and mobile device, in addition to your laptop/desktop computer. We will also have brand new programs and videos to share with you!

Go to www.ona.org/elearning to create and access your account.

Videos currently available:

CONTRACT ADMINISTRATION

- Grievance Procedure
- How to be a Great ONA Unit Representative

RUNNING YOUR LOCAL/BARGAINING UNIT

- Effective Meetings

PROFESSIONAL RESPONSIBILITY

- Be a P.R.C. P.R.O.
- How to be Both a Professional and a Union Member
- Making it Count at Labour Management Meetings
- ONA Professional Practice

HEALTH AND SAFETY

- Managing Disruptive Physician Behaviour

HUMAN RIGHTS AND EQUITY

- Drop by Drop: Microinequities in the Workplace
 - Duty to Accommodate
 - Harassment, Mobbing and Bullying
-

Digital Workshop Listing



We have pivoted a great selection of “back to basics” in-person workshops to a digital environment, allowing any member to attend education from the safety of their own space while under government restrictions on mass gatherings.

Your Education Facilitators have created engaging workshops 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 workshops again. In the meantime, we will utilize technology to help us **engage, educate and exchange!**

Digital workshops are open to all members unless indicated as closed/private for a specific Local. Currently available digital 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) ***NEW***
2. Conducting Effective Meetings (Digital, Half Day)
3. Facing Professional Practice Concerns: What You Can Do (Digital, Half Day)
4. Grievance Process (Digital, Half Day)
5. Harassment, Mobbing and Bullying (Non Code) (Digital, Half Day)
6. Health and Safety: What You Need to Know (Digital, Full Day) ***NEW***
7. Introduction to Being an ONA Representative (Digital, Half Day)
8. LEAP: CNO Complaints and Reports (Digital, Half Day)
9. LEAP: Investigations Beyond the CNO (Digital, Half Day)
10. New Bargaining Unit Presidents and New Grievance Chairs (Digital, Half Day)
11. Outlook and Teams Training for Members (Digital, Lecturette) ***NEW***
12. Preparing Your Team for Negotiations (Digital, Full Day)
13. Professional Responsibility Workload Reporting Process, Multi Sector (Digital, Lecturette)
14. Resolving Conflict (Digital, Half Day)
15. Return to Work and Accommodation (Digital, Half Day)
16. Scope of Professional Practice: the Nurse, the Client and the Environment (Digital, Half Day) ***NEW***
17. The Power of the Occupational Health and Safety Act, ONA and You (Digital, Lecturette)
18. Working with Unregulated Care Providers (Digital, Half Day) ***NEW***

2021 Digital Provincial Education



Secretaries Webinar

A webinar will be held on March 23, 2021, from 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. This year, we will be delivering this full day of education digitally.

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:

- 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. When the registration website is ready, the link will be posted on the ONA website.

This year's Health and Safety Caucus dates have been decided. They are:

- Region 1: May 27
- Region 2: May 20
- Region 3: May 6
- Region 4: May 26
- Region 5: May 18

2021 Leadership Summit

Last year's Leadership Summit, originally scheduled in September 2020, was postponed to September of this year. Within our current pandemic environment, confirmation of this event will be determined at a future date as we move through vaccination implementation and changes to government restrictions. Updated information will be posted on our Leadership Summit web page as soon as it is available.

June Provincial Coordinators Meeting Education

June 17, 2021, 0800 – 1200, topic and delivery method to be determined.

Biennial Convention Education

November 19, 2021, 0800 – 1200, topic and delivery method to be determined.

Digital Workshop Descriptions



Advocacy, Proficiency and Professionalism

Digital Full Day Workshop ***NEW***

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)

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

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

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 ***NEW***

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: this workshop was developed for members who want a more thorough understanding of the Ontario Occupational Health and Safety Act:

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

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.

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: 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 & 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.

New Bargaining Unit Presidents and New Grievance Chairs Workshop

Digital Half Day Workshop

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.

Outlook and Teams Training for Members

Digital Lecturette (1.5 hours) **NEW**

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 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

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

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

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

Digital Half Day Workshop **NEW**

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
-

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.

Working with Unregulated Care Providers

Digital Half Day Workshop **NEW**

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
-

In-Person Workshop Listing



Throughout 2021, the MEE Team will be reviewing our existing in-person workshops to determine which topics require updating, and which topics would be suitable for conversion to digital delivery.

The below is our list of workshops that were available for in-person delivery prior to the onset of the global COVID-19 pandemic. We are making this list of workshops and descriptions available to you here so you are aware of what we may be able to offer when it is safe to do so.

Please note that it is not possible to take an in-person workshop and simply deliver it via technology. Our in-person workshops are strategically designed using a model of education specifically geared towards adult learning that is in-person and in groups to facilitate discussion and the sharing of experiences and key learnings.

To ensure a productive and successful experience for attendees in a digital workshop, it is important that we adjust the workshop to be suitable for digital delivery. Please know that we are doing everything we can to quickly learn how best to do this so that attendees gain all of the knowledge and understanding possible, as well as enjoying their time with us and each other!

When it is safe for us to return to in-person teaching, we look forward to publishing a workshop calendar where we will see you in the classroom once again!

In-person workshops are specifically designed in full day, half day or lecturette formats/lengths. In the shorter versions of a workshop, there is less depth in the content of materials delivered due to time constraints. In-person 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
8. Grievance Process – Half 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. Homes Central Contract Interpretation Workshop – Full Day
 15. Hospital Central Contract Interpretation Workshop – Full Day
 16. How to be the Best Bargaining Unit President – Full Day
 17. How to be the Best Bargaining Unit President – Half Day
 18. How to be the Best Bargaining Unit President – Lecturette
 19. Introduction to Being an ONA Representative – Full Day
 20. Introduction to Being an ONA Representative - Lecturette
 21. It's More Than Social Media – Full Day
 22. It's More Than Social Media – Half Day
 23. It's More Than Social Media – Lecturette
 24. Joint Health and Safety Committee – Half Day
 25. Joint Health and Safety Committee – Lecturette
 26. Leading a Local – Two Full Days
 27. Legal Expense Assistance Plan (LEAP) – Full Day
 28. LEAP: CNO Complaints and Reports – Half Day
 29. LEAP: Investigations Beyond the CNO – Half Day
 30. LEAP: CNO Health Inquiries / Nurses' Health Program – Lecturette
 31. Local Computer Training – Half Day
 32. Making it Count at Investigations and Disciplinary Meetings – Full Day
 33. Making it Count at Labour Management Meetings – Full Day
 34. Making it Count at Return to Work and Accommodation Meetings – Full Day
 35. New Local Coordinator Workshop – Full Day
 36. Obligations in Representing Members with Human Rights Issues – Half Day
 37. Preparing Your Team for Negotiations – Full Day
 38. Privacy and Confidentiality – Lecturette
 39. Professional Responsibility Workload Reporting Process – Full Day
 40. Professional Responsibility Workload Reporting Process – Half Day
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41. Professional Responsibility Workload Reporting Process – Hospital Sector – Lecturette
 42. Professional Responsibility Workload Reporting Process – Nursing Homes – Lecturette
 43. Professional Responsibility Workload Reporting Process – Multi Sector - Lecturette
 44. Recognize and Report Violence in Your Workplace – Full Day
 45. Resolving Conflict – Half Day
 46. Return to Work and Accommodation – Half Day
 47. Return to Work and Accommodation – Lecturette
 48. Supporting Members with Addictions: An Introduction – Half Day
 49. Supporting Members with Addictions: The ONA Representatives Role – Half Day
 50. The Power of the Occupational Health and Safety Act, ONA and You – Half Day
 51. The Power of the Occupational Health and Safety Act, ONA and You – Lecturette
 52. Violence: Be Savvy and Safe – Half Day
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In-Person 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

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

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
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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

Homes Central Contract Interpretation Workshop

Full Day

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.

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

Hospital Central Contract Interpretation Workshop

Full Day

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

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

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.

Lecturette *(replaces "How to be a Great ONA Unit Representative" (lecturette))*

In this lecturette, members will:

- Gain an awareness of ONA services and benefits
- Understand ONA structure

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

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.

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.

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.

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.

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.
