



# 2024 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](http://www.ona.org)  
[www.facebook.com/OntarioNurses](https://www.facebook.com/OntarioNurses)  
[www.twitter.com/OntarioNurses](https://www.twitter.com/OntarioNurses)  
[www.youtube.com/OntarioNurses](https://www.youtube.com/OntarioNurses)  
[www.instagram.com/ontario.nurses](https://www.instagram.com/ontario.nurses)

**Ontario Nurses' Association © 2023**

**Table of Contents**

	<b>Page</b>
<b>An Introduction to ONA Education</b>	
Workshop & Events Calendar	3
Benefits of Participating	3
How to Register & What to Expect	4
Workshops delivered via Zoom	5
Contact Information	6
<b>eLearning</b>	7
<b>Provincial Education</b>	8
<b>Workshops</b>	
List	11
Descriptions	14



---

## An Introduction to ONA Education

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



### Workshop & Events Calendar

Available on ONA's website, the 'Workshop & Events Calendar' displays all scheduled:

- Workshops
- Provincial Education
- Contract Administration Connects
- Events
- Commemorative Dates
- Holidays

### The Benefits of Participating in ONA Education

- Gain a better understanding of how the collective agreement and legislation impacts members' workplaces and work lives.
- Understand ONA's governance structure at Provincial, Local and Bargaining Unit levels.
- Obtain and enhance skills to empower members to take on leadership roles at the Bargaining Unit, Local and Provincial levels.
- Develop the skills required to represent members in all aspects of service delivery so 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 or other regulatory college requirements.

---



## How to Register & What to Expect

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

If you are interested in attending a workshop, please self-register through your Access ONA account by the registration deadline.

*Access ONA* is ONA's secure online portal where you can register for workshops, cancel your registration, print a certificate after attending a workshop, and much more.

Log in via [www.ona.org/access/](http://www.ona.org/access/)

Once your registration has been processed, you will receive a confirmation email that includes additional information and instructions on attending the workshop.

### **Reimbursement Requires Pre-Approval**

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 Coordinator or designate 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 education.

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

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

### Expectations of Members during a Zoom Workshop

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

### Best Practices for a Successful Zoom Experience

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

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

---

## Contact Information



**Vice-President, Education Portfolio:** Dawn Armstrong, ext. 7706, [DawnA@ona.org](mailto:DawnA@ona.org)

**Manager, Member Education (ME) Team:** Lorrie Daniels, ext. 5028, [LorrieD@ona.org](mailto:LorrieD@ona.org)

**INTAKE: ext. 2468, [METintake@ona.org](mailto:METintake@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.

A wide variety of topics are available:

- Anti-Racism and Anti-Oppression (ARAO), Human Rights and Equity
- Contract Administration
- Health and Safety
- IT Training
- Professional Responsibility
- Running Your Local/Bargaining Unit

We have launched a number of new programs recently:

- Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
- ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
- OneDrive for Local Leaders (video lecturette)
- Outlook 365 for Local Leaders (video lecturette)

And we have new programs to launch soon. Expect to see another ARAO program, an updated Negotiations Series, and more!

You can now log in to your eLearning account via your *Access ONA* account.

Visit [www.ona.org](http://www.ona.org) today!

---

## 2024 Provincial Education



### Ask a Specialist

ONA's "Ask a Specialist" sessions have relaunched!

Beginning October 10, 2023, these sessions will run most Tuesday's from 11:00am to Noon via Zoom. Topics will rotate between Professional Practice, Health and Safety, and Workplace Safety Insurance Board (WSIB) issues. A specialist from each team will conduct each session.

"Ask a Specialist" sessions now appear in our online Workshop Calendar, and registration for each session can be completed via Access ONA.

### Provincial Leadership Meeting

In 2024, ONA's Provincial Leadership Meeting will take place March 27 and 28 at the Sheraton Centre Hotel Toronto, 123 Queen St. W., Toronto. More information will be shared closer to the date.

### Spring Leadership Summit

Based on feedback from advanced local leaders and in support of ONA's Strategic Plan, a one-time leadership event is being held April 22–26, 2024, in Niagara Falls. Information about the scope and content of this education, application criteria, expression of interest (EOI), and deadlines will be provided shortly. This will be an in-person only event.

### Health and Safety Caucus

Each May, the Health and Safety Caucus is delivered in each region, often attached to the region's Area Coordinators Conference. The topic of the Caucus changes each year and is determined by staff and the Board based on 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. Registration for the Caucus is often conducted through an online registration website rather than by online Workshop Registration Form or through Access ONA. When the website is ready, the link will be posted on ONA's website.

---



---

Target audience:

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

In 2024, the following dates have been confirmed:

- Region 1: May 2 (Virtual)
- Region 2: May 14
- Region 3: May 23
- Region 4: May 28
- Region 5: April 29

### **June Provincial Coordinators Meeting Education**

In 2024, ONA's June Provincial Coordinators Meeting will take place at the Westin in Ottawa on June 11 and 12. A half-day of education will follow on June 13. The exact timeframe of the education, along with the topic, is to be determined.

### **Leadership Summit**

In 2024, ONA's Leadership Summit is scheduled September 23-27 at the Oakwood Resort in Grand Bend. More information will be posted online as soon as it becomes available.

### **Treasurers Conference**

In 2024, a Treasurers Conference will be held October 8 and 9. Information about the scope and content of this education, as well as the registration criteria will be provided closer to the date. This will be an in-person only education, location to be determined.

### **Human Rights and Equity Education**

In 2024, ONA's Human Rights and Equity education day is November 12 at the Sheraton Centre Hotel in Toronto. The exact timeframe of the education, along with the topic, is to be determined.

### **November Provincial Coordinators Meeting Education**

In 2024, ONA's November Provincial Coordinators Meeting will take place November 13 and 14 at the Sheraton Centre Hotel in Toronto. A half-day of education will follow on November 15. The exact timeframe of the education, along with the topic, is to be determined.

---

---

## December New Executive Partnership Workshops

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

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

The Local Coordinators and Treasurers Workshop (day 1) brings everyone together to focus on collaboration and responsibilities. The second workshop (days 2 and 3) focuses on the specialized skills of each role. These workshops are often held at ONA's provincial office, in-person only.

### **Local Coordinators and Treasurers Workshop – December 10**

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

### **New Local Coordinators Workshop – December 11 and 12**

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

### **New Treasurers Workshop – December 11 and 12**

The goal of this workshop is to train new Local Treasurers on their monthly and year end responsibilities, record transactions in the Sage 50 accounting program and maintain financial records in compliance with ONA's Local provincial policies. As well, it will guide new Local Treasurers on key accounting dates, including reporting to the Canada Revenue Agency (CRA) and Ministry of Finance, audit responsibilities and completing a budget, while ensuring the Local's financial accountabilities are met.

---

---

## List of Workshops



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

1. Advocacy, Proficiency and Professionalism (Full Day, Digital & In-Person)
  2. Advocacy in Action 101 (Half Day, Digital & In-Person)
  3. Basic Introduction to Human Rights (Half Day, Digital & In-Person)
  4. Basic Introduction to Human Rights (Lecturette (90 mins), Digital & In-Person)
  5. CNO Quality Assurance Learning Plans (Half Day, Digital & In-Person)
  6. CNO Standards and Accountabilities (Half Day, Digital & In-Person)
  7. Conducting Effective Meetings (Half Day, Digital & In-Person)
  8. Executive Skills I: Leading a Local (Two Full Days, Digital & In-Person)
  9. Executive Skills II: Leadership Moving Forward (Two Full Days, Digital & In-Person)
  10. Facing Professional Practice Concerns: What You Can Do (Half Day, Digital & In-Person)
  11. Gathering the Facts and Documents: An Incident Checklist (Lecturette (60 mins), Digital) *\*Unavailable after March 2024 – incorporated into our new half day JHSC Toolkit Workshop\**
  12. Grievance Process (Half Day, Digital & In-Person)
  13. Harassment, Mobbing and Bullying (Half Day, Digital & In-Person)
  14. Harassment, Mobbing and Bullying (Lecturette (90 mins), Digital & In-Person)
  15. Health and Safety: What You Need to Know (Full Day, Digital & In-Person)
  16. Health and Safety: Now That You Know (Full Day, Digital & In-Person)
  17. Health and Safety: Taking It One Step Further (Full Day, Digital & In-Person)
  18. Homes Central Contract Interpretation Workshop (Full Day, Digital)
  19. Hospital Central Contract Interpretation Workshop (Half Day, Digital)
-

- 
20. Introduction to Being an ONA Representative (Half Day, Digital & In-Person)
  21. Introduction to Technology for New Bargaining Unit Presidents (Half Day, Digital)
  22. It's More Than Social Media (Lecturette (90 mins), Digital & In-Person)
  23. Joint Health and Safety Committee Toolkit (Half Day, Digital & In-Person)
  24. LEAP: CNO Complaints and Reports (Half Day, Digital & In-Person)
  25. LEAP: CNO Health Inquiries and the Nurses' Health Program (Lecturette (90 mins), Digital & In-Person)
  26. LEAP: Investigations Beyond the CNO (Half Day, Digital & In-Person)
  27. Local Executive Training: The Importance of the MIRE, Entitlements and Digital Engagement (Lecturette (120 mins), Digital)
  28. Making it Count at Labour Management Meetings (Full Day, Digital)
  29. Making it Count at Investigations and Disciplinary Meetings (Full Day, Digital & In-Person)
  30. Managing Disruptive Physician Behavior (Lecturette (90 mins), Digital & In-Person)
  31. Microsoft Teams for Local Leadership (Lecturette (60 mins), Digital)
  32. New Bargaining Unit President Workshop (Half Day, Digital & In-Person)
  33. New Grievance Chair Workshop (Half Day, Digital)
  34. ONA's Investigation Guide to Fatality, Critical Injury, Illness, Accident and Exposure (Lecturette (90 mins), Digital)
  35. Preparing Your Team for Negotiations (Half Day, Digital & In-Person)
  36. Privacy and Confidentiality (Lecturette (90 mins), Digital & In-Person)
  37. Professional Responsibility Workload Reporting Process - Hospital Sector (Lecturette (90 mins), Digital)
  38. Professional Responsibility Workload Reporting Process - Multi Sector (Lecturette (90 mins), Digital & In-Person)
  39. Professional Responsibility Workload Reporting Process – Long Term Care Homes (Lecturette (90 mins), Digital & In-Person)
  40. Resolving Conflict (Half Day, Digital & In-Person)
  41. Return to Work and Accommodation (Half Day, Digital & In-Person)
  42. Right to Strike (Half Day, Digital)
  43. Right to Strike (Lecturette (90 mins), Digital)
-

- 44. Rocking Your Roll as a Bargaining Unit President (Two Full Days, Digital and In-Person)
  - 45. Scope of Professional Practice (Half Day, Digital & In-Person)
  - 46. Secretaries Workshop (Full Day, Digital)
  - 47. The Power of the Occupational Health and Safety Act, ONA and You (Lecturette (120 mins), Digital & In-Person)
  - 48. Violence: Be Savvy and Safe (Half Day, Digital)
  - 49. Working with Unregulated Care Providers (Half Day, Digital & In-Person)
-

## Workshop Descriptions



### Advocacy, Proficiency and Professionalism

#### Full Day Workshop – Digital & In-Person

In this workshop, the member will:

- Review the professional responsibility and workload process.
- Articulate the role of the Professional Responsibility and Workload Representative.
- Identify trends from evidence gathered and use to populate relevant tools and resources.
- Advocate for change at Labour Management Meetings.
- Identify strategies to use if external resources are needed to ensure resolution.

This workshop, revised in October 2023, reflects the recent changes to practice standards introduced by the College of Nurses of Ontario in the Summer of 2023.

Target Members:

- Bargaining Unit Professional Responsibility and Workload (PRW) Representatives, or the member holding the portfolio of PRW in the bargaining unit.
- Bargaining Unit Presidents

### Advocacy in Action 101

#### Half Day Workshop – Digital & In-Person

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

In this workshop, members will:

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

Target Members: all ONA Members.

---

## Basic Introduction to Human Rights

### Half Day Workshop – Digital & In-Person *\*Available June 2024\**

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 (90 mins.) – Digital & In-Person

In this lecturette, the member will:

- Become familiar with human rights terminology.
- Discuss the effects of discriminatory and harassing behaviour.
- Understand ONA resources available to help when there is discrimination in the workplace.

Target members:

- Front Line Members
- Human Rights and Equity Representatives
- Bargaining Unit Leadership

---

## CNO Quality Assurance Learning Plans

### Half Day Workshop - Digital & In-Person

In this workshop, the member will:

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

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

---

---

## CNO Standards and Accountabilities

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

- Understand the CNO Code of Conduct, Practice Standards and Guidelines.
- Understand and advocate for nurses' accountabilities and professional responsibility in the workplace and to the CNO.
- Understand the consequences for failing to meet the CNO Code of Conduct, Standards and Guidelines.
- Identify and access resources that will assist them in addressing practice concerns or when they are reported to the CNO.

Target Members:

- Bargaining Unit Presidents
- PRW Representatives
- Registered Nurses
- Registered Practical Nurses
- Nurse Practitioners

## Conducting Effective Meetings

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

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

Target Members: Bargaining Unit Executives, Local Leaders.

## Executive Skills I: Leading a Local

### Two Full Days Workshop – Digital & In-Person *\*By Request Only\**

In this workshop, the member will:

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

Target Members:

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



## Executive Skills II: Leadership Moving Forward

### Two Full Days Workshop– Digital & In-Person *\*By Request Only\**

On day one of this workshop, the member will:

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

On day two of this workshop, the member will:

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

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

## Facing Professional Practice Concerns: What You Can Do

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

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

Target Members:

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

---

## Gathering the Facts and Documents: An Incident Checklist

### Lecturette (60 mins.) – Digital Only *\*Expires March 2024\**

In this lecturette, the member will come to understand ONA's Gathering the Facts and Documents Incident Checklist and the process for completion. Members will also:

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

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

Target Members:

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

---

## Grievance Process

### Half Day Workshop – Digital & In-Person

This workshop will provide members and leaders with basic knowledge of the grievance process necessary to ensure their rights are maintained. In this workshop, the member will:

- Learn about the grievance process, including the types of grievances, steps, and time limits.
- Gain an understanding of the resources available to assist union representatives and members in the grievance process.
- Understand the role of the leader and member to achieve success in the grievance process.

Target members:

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

---

## Harassment, Mobbing and Bullying (Non Code)

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

- Define what harassment, mobbing and bullying look like in the workplace.
- Identify union supports and resources to use in their workplace to prevent and deal with harassment issues.

Target members:

- Front Line Members
- Union Representatives including Human Rights and Equity Members
- Bargaining Unit Presidents

### Lecturette (90 mins) – Digital & In-Person

In this lecturette, the member will:

- Distinguish between Code and Non-Code harassment.
- Describe the prevalence of Non-Code harassment in healthcare.
- Outline the effects of Non-Code harassment.
- Identify strategies to respond to Non-Code harassment.

Target members:

- Bargaining Unit Presidents
- Grievance Chairperson
- Unit Representatives
- Front Line Members

---

## Health and Safety: What You Need to Know

### Full Day Workshop – Digital & In-Person

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.

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

Target Members:

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

---

## Health and Safety: Now That You Know

### Full Day Workshop - Digital & In-Person

In this workshop, the member will:

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

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

Target Members:

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

## Health and Safety: Taking It One Step Further

### Full Day Workshop - Digital & In-Person

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

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

Target Members:

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

---

## Homes Central Contract Interpretation Workshop

### Full Day Workshop – Digital Only

In this workshop, the member will:

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

Target Members:

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

## Hospital Central Contract Interpretation Workshop

### Half Day Workshop – Digital Only

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

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

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

## Introduction to Being an ONA Representative

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

- Gain an awareness of ONA services and benefits.
- Learn about ONA structure and governance.
- Gain insight into the accountabilities and responsibilities of being an ONA representative.
- Describe who to refer issues to in the bargaining unit.

Target Members: ONA Unit Representative and interested grassroots members.

---

---

## Introduction to Technology for New Bargaining Unit Presidents

### Half Day Workshop – Digital *\*Brand New - Available Spring 2024\**

Description coming soon!

## It's More Than Social Media

### Lecturette (90 mins.) – Digital & In-Person

In this lecturette, the member will:

- Hear about prominent types of social media.
- Learn what to look for in a social media workplace policy.
- Receive a high-level overview of current case law relating to social media.

Target Members: all ONA members.

## Joint Health and Safety Committee Toolkit

### Half Day Workshop – Digital & In-Person *\*Available April 2024\**

Description coming soon!

## LEAP: CNO Complaints and Reports

### Half Day Workshop – Digital & In-Person

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, combined with “LEAP: Investigations Beyond the CNO” creates a full-day of LEAP education and provides an overall understanding of the services provided by ONA’s Legal Expense Assistance Plan (LEAP) and LEAP staff. These workshops are scheduled and delivered concurrently to achieve that education.

---

---

## LEAP: CNO Health Inquiries and the Nurses' Health Program

### Lecturette (90 mins.) – Digital & In-Person

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.
- Gain an understanding of the potential outcomes of the process.
- Obtain an overview of the Nurses' Health Program (established in January 2019).

Target Members:

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

## LEAP: Investigations Beyond the CNO

### Half Day Workshop – Digital & In-Person

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 their rights and responsibilities regarding coroners' investigations, inquests and criminal matters, and the assistance available through LEAP.
- Learn about Personal Health Information Protection Act (PHIPA) proceedings, Ministry of Health and Long Term Care Inspections, and the assistance available under LEAP.

Target Members:

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

\*Note: This workshop, combined with "LEAP: CNO Complaints and Reports" creates a full-day of LEAP education and provides an overall understanding of the services provided by ONA's Legal Expense Assistance Plan (LEAP) and LEAP staff. These workshops are scheduled and delivered concurrently to achieve that education.

---

---

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

### Lecturette (120 mins) – Digital Only

In this workshop, the member will:

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

Target Members:

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

## Making it Count at Labour Management Meetings

### Full Day Workshop – Digital *\*In-Person version coming soon!\**

The purpose of this workshop is to provide ONA leaders with the skills and knowledge necessary to achieve the best possible outcomes at Labour Management Meetings (LMMs).

In this workshop, the member will:

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

Target Members:

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



## Making it Count at Investigations and Disciplinary Meetings

### Full Day Workshop – Digital & In-Person

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 investigations and the disciplinary process including the steps taken during an investigation, interviewing the member and witnesses, gathering the facts and data, and preparing an investigation report for the Labour Relations Officer to proceed, if necessary, to the grievance and/or arbitration process.

The member will:

- Outline the disciplinary process.
- Describe the role of the Union in workplace investigations.
- Demonstrate how to conduct workplace investigations.

Target members:

- Bargaining Unit Presidents
- Grievance Chairs
- ONA Unit Representatives

## Managing Disruptive Physician Behaviour

### Lecturette – 90 mins, Digital & In-Person

In this lecturette, the member will:

- Define disruptive physician behaviour and its effects on the recipient and environment.
- Identify strategies to deal with disruptive physician behaviour.

Target members:

- Frontline members
- Bargaining Unit leaders

## Microsoft Teams for Local Leadership

### Lecturette – 60 mins, Digital Only *\*NEW in 2024\**

In this lecturette, the Local leader will:

- Learn to use the *Chat* function to communicate with other Local leaders as an alternative to email.
  - Understand where chats are located
  - Learn how to send a chat to one or more participants
  - Learn how to send files and where files are stored
- Learn how to create Teams meeting and how to invite meeting participants
- Understand the various Teams Meeting functionalities
- Understand the *Record* function:
  - Understand who can see recordings from Teams meetings
  - Understand where recordings are saved
  - Learn how to replay saved recordings
  - Learn how to share recordings to those who were not participants of the recorded meeting

Target members: Local leaders

---

## New Bargaining Unit Presidents Workshop

### Half Day Workshop – Digital & In-Person

In this workshop, the member will gain an understanding of the structure of the union, their role within the structure, and the importance of building a strong bargaining unit team.

Participants will explore their competencies and accountabilities as it relates to being an effective Bargaining Unit President and advocate.

This workshop will provide a new Bargaining Unit President with an awareness of the tools and resources to begin their new role within the Union.

Note: This is an introductory workshop and is not intended to be the only education a newer Bargaining Unit President receives. We recommend that Bargaining Unit Presidents register for “Rocking Your Role as a Bargaining Unit President” following this workshop.

Target Members:

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

## New Grievance Chair Workshop

### Half Day Workshop – Digital Only

In this workshop, the member will:

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

Target Members:

- New Grievance Chairs.
- New Bargaining Unit Presidents.

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

---

---

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

### Lecturette (90 mins) – Digital Only

In this lecturette, the member will:

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

Target Members:

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

## Preparing Your Team for Negotiations

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

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

Target Members: Negotiating Committee Members.

## Privacy and Confidentiality

### Lecturette (90 mins.) – Digital & In-Person

In this lecturette, the member will:

- Recognize how privacy and confidentiality affects ONA members.
- Identify your obligations and the consequences of privacy breaches.

Target Members: all ONA members.

---

---

## Professional Responsibility Workload Reporting Process – Hospital Sector

### Lecturette (90 mins) – Digital

In this lecturette, the member will:

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

Target Members:

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

## Professional Responsibility Workload Reporting Process – Multi Sector

### Lecturette (90 mins) – Digital & In-Person

In this lecturette, the member will:

- Understand the Professional Responsibility Workload Reporting Process (PRWRP).
- Learn how to complete the Responsibility Workload Reporting Form (PRWRP).

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.

## Professional Responsibility Workload Reporting Process – Nursing Homes

### Lecturette (90 mins) – Digital & In-Person

In this lecturette, the member will:

- Understand the Professional Responsibility language in the Homes Central Collective Agreement.
- Recognize professional practice issues.
- Learn how to complete a Professional Responsibility Workload Reporting Form (PRWRF).

Target members:

- Workload Reporting Representatives
  - Bargaining Unit Presidents
  - Unit Representatives
  - Any member of the bargaining unit leadership team or member with an interest in professional responsibility issues
  - Frontline members
-

---

## Resolving Conflict

### Half Day Workshop – Digital & In-Person

In this workshop, 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

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

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

Target Members:

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

## Right to Strike

### Half Day Workshop – Digital Only

In this workshop, members will:

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

Target Members: right to strike sector members.

### Lecturette – Digital Only (90 minutes)

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

---

---

In this lecturette, members will:

- Understand their right to strike under the Collective Agreement, the Employment Standards Act, the Labour Relations Act, as well as relevant obligations under the College of Nurses of Ontario (CNO).
- Recognize resources to support a successful strike.

Target Members: right to strike sector members.

## Rocking Your Role as a Bargaining Unit President

### Two Full Days Workshop – Digital & In-Person

In this workshop, the member will:

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

Target Members: new Bargaining Unit Presidents.

## Scope of Professional Practice

### Half Day Workshop – Digital & In-Person

In this workshop, the member will:

- Understand the College of Nurses of Ontario's newest overarching Practice Standards, the Code of Conduct, and the Scope of Practice concept.
- Understand applying the standards in your practice session.
- Discover key communication strategies to advocate for the best possible care.

Target Members:

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

---

## Secretaries Workshop

### Full Day Workshop – Digital Only

In this digital workshop, the member will:

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

Target Members: new and returning Secretaries.

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

### Lecturette (120 mins) – Digital & In-Person

In this lecturette, the member will:

- Gain a high-level understanding of the Occupational Health and Safety Act.
- Understand what some of the health and safety issues are in their workplace.
- Learn 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 Workshop – Digital Only

In this workshop, the member will:

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

Target Members:

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

---

## Working with Unregulated Care Providers

### Half Day Workshop – Digital & In-Person

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, revised in September 2023, reflects the recent changes to the practice standards introduced by the College of Nurses of Ontario. 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.
-