

ONTARIO NURSES' ASSOCIATION

2024 Learning Pathways



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

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Learning Pathways – An Introduction and Explanation

Igniting leadership, advocacy, and activism is fundamental to carry out the work of the union and ensuring ONA's presence is known by all levels of government, employers, fellow members, and the public. ONA has a dynamic array of education programs available to assist members who are wanting to become more informed about ONA, what the Union does, how they can become active, and how they can support a newly elected leader in their leadership abilities and advocacy skills.

The goal of ONA's Learning Pathways and education programs is to assist membership and Local and Bargaining Unit leadership teams in developing competencies and skills related to:

- ✓ The development of labour relations knowledge regarding the services provided to membership.
- ✓ Coordinating labour relations services for members at the Bargaining Unit level.
- ✓ Providing leadership in the effective running of the Local.
- ✓ Developing and building relationships, fostering teamwork and succession planning.

For many workshops, there are a variety of durations available to meet learning needs: multi-day, full day, half day and lecturette. ONA has developed several workshops that can be delivered in a digital format as well. There is also an eLearning platform containing video lecturettes that members can review at their own pace on various union related topics. Depending on the role of the member, their experience, and available funding, the format chosen to meet learning needs should be discussed with the Bargaining Unit leadership team and/or the Local Coordinator.

By using the learning pathways, members/leaders will be guided and directed to acquire key learnings and an understanding of not only their own role but also the other roles/positions they will interact with. While every member will have their own unique requirements for education, the learning pathways will guide members to select and complete the pertinent core competencies for each position. This document can help direct the member to the most effective components to meet their needs.

Navigation

Each pathway is divided into 3 segments: Year 1, Year 2 and Year 3.

Core knowledge that should be acquired in each year the leadership position is held is marked with a ★ and listed in order of importance.

Any other workshops that are supportive of the role are listed underneath each year or in an additional segment titled 'Anytime'.

It is **highly recommended** that all representatives attend "Introduction to Being an ONA Representative" as their first workshop.

Note: Yearly Leadership Meetings are, for example, Area Coordinators Conferences, Provincial Coordinators Meetings, Biennial Convention, Special Meetings, Provincial Leadership Meeting, etc. (Reference: Constitution Article 6).

Click on the name of the leadership position below to jump forward to that page.

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Local Coordinator

Year 1

1. ★ Introduction to Being an ONA Representative
 2. ★ New Executive Partnership Workshop: Local Coordinators and Local Treasurers
 3. ★ New Executive Partnership Workshop: New Local Coordinator
 4. ★ Yearly Leadership Meetings
 5. ★ Local Executive Training: The Importance of the MIRE, Entitlements and Digital Engagement
 6. ★ Executive Skills I: Leading a Local
 7. ★ Executive Skills II: Leadership Moving Forward
- Privacy and Confidentiality
 - Microsoft Teams for Local Leadership

Year 2

1. ★ Conducting Effective Meetings
 2. ★ Yearly Leadership Meetings
- Resolving Conflict

Year 3

1. ★ Yearly Leadership Meetings
- Advocacy in Action 101

Anytime

- eLearning: Effective Meetings
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
 - eLearning: Demystifying Microaggressions and Decolonizing our Language
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Treasurer

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ New Executive Partnership Workshop: Local Coordinators and Local Treasurers
3. ★ New Executive Partnership Workshop: New Treasurer
4. ★ Yearly Leadership Meetings
5. ★ Executive Skills I: Leading a Local
6. ★ Executive Skills II: Leadership Moving Forward

Year 2

1. ★ Yearly Leadership Meetings
2. ★ Local Executive Training: The Importance of the MIRE, Entitlements and Digital Engagement
 - Conducting Effective Meetings
 - Resolving Conflict
 - Privacy and Confidentiality

Year 3

1. ★ Yearly Leadership Meetings

Anytime

- eLearning: Effective Meetings
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
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Secretary

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Secretaries Workshop
3. ★ Yearly Leadership Meetings
4. ★ Executive Skills I: Leading a Local
5. ★ Executive Skills II: Leadership Moving Forward
6. ★ Microsoft Teams for Local Leadership

Year 2

1. ★ Yearly Leadership Meetings
2. ★ Conducting Effective Meetings
3. ★ Resolving Conflict
4. ★ Privacy and Confidentiality

Year 3

1. ★ Yearly Leadership Meetings

Anytime

- eLearning: Effective Meetings
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
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Bargaining Unit President

Year 1

1. ★ New Bargaining Unit President Workshop
2. ★ Introduction to Technology for New Bargaining Unit Presidents
Brand new workshop available Spring 2024!
3. ★ Yearly Leadership Meetings
4. ★ Grievance Process
5. ★ Rocking Your Role as a Bargaining Unit President
6. ★ Privacy and Confidentiality
7. ★ Professional Responsibility Workload Reporting Process (Multi-Sector or Sector-Specific)
8. ★ Facing Professional Practice Concerns: What You Can Do
9. ★ Health and Safety: What You Need to Know
10. ★ Executive Skills I: Leading a Local
11. ★ Executive Skills II: Leadership Moving Forward
12. ★ Making it Count at Labour Management Meetings
13. ★ CNO Standards and Accountabilities
14. ★ Gathering the Facts and Documents: An Incident Checklist
15. ★ ONA's Investigation Guide to Fatality, Critical Injury, Illness, Accident and Exposure
16. ★ Microsoft Teams for Local Leadership
17. ★ Local Executive Training: The Importance of the MIRE, Entitlements and Digital Engagement

Year 2

1. ★ Hospital/Homes Central Contract Interpretation Workshop
2. ★ Advocacy, Proficiency and Professionalism
3. ★ Conducting Effective Meetings
4. ★ Making it Count at Investigations and Disciplinary Meetings
5. ★ Basic Introduction to Human Rights
6. ★ Violence: Be Savvy and Safe
7. ★ LEAP: CNO Complaints and Reports
 - Working with Unregulated Care Providers
 - Health and Safety: Now That You Know
 - Resolving Conflict
 - Right to Strike

Year 3

1. ★ Preparing Your Team for Negotiations
 2. ★ Harassment, Mobbing and Bullying (Non-Code)
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- Scope of Professional Practice
- Health and Safety: Taking It One Step Further
- Return to Work and Accommodation
- Advocacy in Action
- It's More Than Social Media
- LEAP: Investigations Beyond the CNO
- LEAP: CNO Health Inquiries and the Nurses' Health Program

Anytime

- eLearning: Effective Meetings
 - eLearning: Grievance Process
 - eLearning: Grievance Arbitrations Level 2
 - eLearning: PRWRP (*appropriate sector*)
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
 - eLearning: Negotiation Basics
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Unit Representative

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Grievance Process
3. ★ Privacy and Confidentiality
4. ★ Professional Responsibility Workload Reporting Process (Multi-Sector or Sector-Specific)
5. ★ Resolving Conflict
6. ★ LEAP: CNO Complaints and Reports
 - Health and Safety: What You Need to Know

Year 2

1. ★ Harassment, Mobbing and Bullying (Non-Code)
 - Facing Professional Practice Concerns: What You Can Do
 - Working with Unregulated Care Providers
 - Basic Introduction to Human Rights
 - Health and Safety: Now That You Know
 - LEAP: Investigations Beyond the CNO

Year 3

1. ★ Return to Work and Accommodation
 - Scope of Professional Practice
 - LEAP: CNO Health Inquiries and the Nurses' Health Program

Anytime

- eLearning: Grievance Process
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
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Human Rights and Equity Representative

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Basic Introduction to Human Rights
3. ★ Disability Income Protection Plan **new workshop, release date TBD**

Year 2

1. ★ Resolving Conflict
2. ★ Privacy and Confidentiality

Year 3

1. ★ Harassment, Mobbing and Bullying (Non-Code)
 - Violence: Be Savvy and Safe
 - Making it Count at Investigations and Disciplinary Meetings

Anytime

- eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
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Health and Safety Representative & Return to Work Representative

Year 1

1. ★ Introduction to Being an ONA Representative
 2. ★ Health and Safety: What You Need to Know
 3. ★ The Power of the Occupational Health and Safety Act, ONA and You
 4. ★ Health and Safety Caucus
 5. ★ Return to Work and Accommodation
 6. ★ Return to Work and Accommodation: Representing Members with Mental Health Illnesses or Injuries **new workshop, release date TBD**
- Basic Introduction to Human Rights

Year 2

1. ★ Health and Safety: Now That You Know
 2. ★ Health and Safety Caucus
 3. ★ Joint Health and Safety Committee Toolkit
 4. ★ Privacy and Confidentiality
 5. ★ Gathering the Facts and Documents: An Incident Checklist
 6. ★ ONA's Investigation Guide to Fatality, Critical Injury, Illness, Accident and Exposure
 7. ★ Disability Income Protection Plans **new workshop, release date TBD**
- Conducting Effective Meetings

Year 3

1. ★ Health and Safety: Taking It One Step Further
 2. ★ Health and Safety Caucus
 3. ★ Harassment, Mobbing and Bullying (Non-Code)
 4. ★ Resolving Conflict
- Violence: Be Savvy and Safe

Anytime

- eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
- eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression

For more advanced education, access training through the Workers Health & Safety Centre, www.whsc.on.ca/

Negotiating Committee Member

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Preparing Your Team for Negotiations
3. ★ Hospital/Homes Central Contract Interpretation Workshop
4. ★ Resolving Conflict
 - Right to Strike

Anytime

- eLearning: Effective Meetings
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
 - eLearning: Negotiation Basics
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Grievance Committee Representative

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ New Grievance Chairs Workshop
3. ★ Grievance Process
4. ★ Basic Introduction to Human Rights
 - Return to Work and Accommodation
 - Making it Count at Investigations and Disciplinary Meetings
 - Making it Count at Return to Work and Accommodation Meetings

Year 2

1. ★ Hospital Central Contract Interpretation Workshop or Homes Central Contract Interpretation Workshop
2. ★ Basic Introduction to Human Rights
3. ★ LEAP: CNO Complaints and Reports
4. ★ Resolving Conflict
 - Conducting Effective Meetings
 - LEAP: Investigations Beyond the CNO
 - It's More Than Social Media

Year 3

1. Harassment, Mobbing and Bullying
2. Violence: Be Savvy and Safe
3. LEAP: CNO Health Inquiries and the Nurses' Health Program

Anytime

- eLearning: Grievance Procedure
 - eLearning: Grievance Arbitration Level 2
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
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Workload and Professional Responsibility Representative

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Professional Responsibility Workload Reporting Process – Multi-Sector or Sector-Specific
3. ★ Facing Professional Practice Concerns: What You Can Do
4. ★ CNO Standards and Accountabilities
 - Making it Count at Labour Management Meetings
 - LEAP: CNO Complaints and Reports

Year 2

1. ★ Working with Unregulated Care Providers
2. ★ Scope of Professional Practice
3. ★ Advocacy, Proficiency and Professionalism
 - LEAP: Investigations Beyond the CNO
 - Conduct Effective Meetings

Year 3

1. ★ CNO Quality Assurance Learning Plans
2. ★ Resolving Conflict
 - LEAP: CNO Health Inquiries and the Nurses' Health Program

Anytime

1. ★ Ask a Specialist
 - eLearning: Effective Meetings
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
 - eLearning: PRWRP (*appropriate sector*)
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Labour Management Committee Member

Year 1

1. ★ Introduction to Being an ONA Representative
2. ★ Professional Responsibility Workload Reporting Process – Multi-Sector or Sector-Specific
3. ★ Making it Count at Labour Management Meetings
4. ★ Conduct Effective Meetings

Year 2

1. ★ Facing Professional Practice Concerns: What You Can Do
2. ★ Working with Unregulated Care Providers
3. ★ Resolving Conflict
 - It's More Than Social Media

Year 3

1. ★ Scope of Professional Practice
 - Advocacy, Proficiency and Professionalism

Anytime

- eLearning: Effective Meetings
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
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ONA Members & CNSA Students

Year 1

1. ★ CNO Standards and Accountabilities
2. ★ CNO Quality Assurance Learning Plans
3. ★ Professional Responsibility Workload Reporting Process – Multi-Sector or Sector-Specific
4. ★ Grievance Process
5. ★ The Power of the Occupational Health and Safety Act, ONA and You
 - Health and Safety: What You Need to Know
 - Basic Introduction to Human Rights
 - Violence: Be Savvy and Safe

Year 2

1. ★ It's More than Social Media
2. ★ Harassment, Mobbing and Bullying (Non-Code)
3. ★ LEAP: CNO Complaints and Reports
4. ★ Resolving Conflict
5. ★ Advocacy in Action 101
 - Facing Professional Practice Concerns: What You Can Do
 - Working with Unregulated Care Providers
 - Health and Safety: Now That You Know

Year 3

1. ★ Introduction to Being an ONA Representative
2. ★ Scope of Professional Practice
 - LEAP: Investigations Beyond the CNO
 - LEAP: CNO Health Inquiries and the Nurses' Health Program

Anytime

- eLearning: Grievance Procedure
 - eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series
 - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression
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