

Canadian Union of Skilled Workers

Capacity Building for National Committees - Workshop

Workshop Plan

Building capacity for productive collaboration in our national committee community so that they can more easily achieve their goals.

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Workshop Context

CUSW is a place where workers come together, express their voice, and create their own future. We have a long history of standing up for workers, protecting their rights, and improving the lives of members and their families. We are a proud, independent, and democratic union based on membership engagement, fairness, and participation from the ground up.

Our National Committees play such a vital role in supporting our vision. They are the pathway by which members contribute to the policies and processes that guide the union between Conventions. With the National Capacity Building Committee in place, we are finding ways to support the work of committees to overcome stumbling blocks, so that it's easier to achieve their goals.

We are excited to invite you to this *National Committee Workshop, February 23-24th, 2024*, and look forward to working with you.

Workshop Purpose

- To provide tools, training and guidance to Committee members so that they can productively perform their roles and meet their committee mandate
- To provide active working time for Committees to collaborate on and begin their annual plan and budget for the September NEB Strategy Session
- To thank you, and your families, for all the work you do supporting the work of CUSW.

Workshop Objectives

- Understand the mandate of National Committees, and the roles and responsibilities of Committee Members
- Build relationships with Committee members and NEB representatives
- Align the work of your Committee to the related NEB Motions and Actions
- Engage in the planning required to meet your committee's mandate
- Use tools and templates to advance the work of your committee for the next year, and make recommendations for the longer term
- Explore opportunities for collaboration with other Committees

Workshop Logistics

Timing and Location

Details

Date	February 23-24 th , 2024
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	Horseshoe Resort 1101 Horseshoe Valley Road
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Location	Barrie, ON
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[Google Map](#)

COMMITTEE MEMBERS

	Breakfast 8:00 – 9:00 each day
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Timing	Workshop 9:00 – 4:00 each day
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More Information	<u>https://www.cusw.ca/nc-training-winter</u>
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Agenda – Day 1 – February 23rd

Timing	What	Lead
8:00 – 9:00	<i>Breakfast – Members and Families</i>	
9:00 – 10:00	Opening and Welcome <ul style="list-style-type: none"> • Introductions • Objectives and agenda • Plan your day 	Facilitators
10:00 – 10:30	<i>Break</i>	
<i>The Importance of Committees to CUSW</i>		
10:30 – 11:30	<ul style="list-style-type: none"> • What National Committees do and why • How you operate and who you work with – a look at your mandates • Show me – Committee highlight • Checkpoint – Committee discussion 	NEB with Facilitators
<i>How Committees Develop Their Plans</i>		
11:30 – 12:00	<ul style="list-style-type: none"> • What planning looks like for Committees • How planning is done – The planning calendar, and motions and actions 	NCBC with Facilitators
12:00 – 1:00	Lunch	All
1:00 – 2:00	Planning <ul style="list-style-type: none"> • Show Me – Committee highlight • Checkpoint – Committee discussion 	Facilitators
2:00-2:30	Break	All
<i>How To Function Well as a Committee</i>		
2:30-3:45	<ul style="list-style-type: none"> • The impact of a high-functioning committee • How to do it – the basics of functioning well together 	Facilitators
3:45 – 4:00	Wrap up the Day	Facilitators

Agenda – Day 2 February 24th

Timing	What	Lead
8:00 – 9:00	<i>Breakfast</i>	All
<i>How to Function Well As A Committee</i>		
9:00 – 9:30	Saving yourself time and effort by communicating on the CUSW portal	Brandy Cremascoli
9:30-10:30	<ul style="list-style-type: none"> • The basics of functioning well together (cont'd) • Show Me – Committee Highlight • Checkpoint – Committee Discussion 	Facilitators
10:30-11am	Break	All
Morning Working Session		
11:00 – 12:00	Options – Work with your Committee on your own <ul style="list-style-type: none"> • Get help with planning • Get help with your budget • Get help with Convention presentation • Get help with Committee Web Page 	All – support available for all options
12:00 – 1:00	Lunch	All
Afternoon Working Session		
1:00 – 2:00	Working Session- Switch committees if needed	
2:00-2:30	Break	
2:30-3:30	Working Session- Switch committees if needed	
3:30 –4:00	Lessons Learned and Next Steps	Facilitators

Preparing for the Workshop

What To Do	What To Bring
<p>If you are new to your role, take the National Committees courses on https://.courses.alliancelearning.ca</p>	<p>Your committee’s current mission/mandate (and operating guidelines if you have them) from your Committee page on https://www.cusw.ca/committees.</p>
<p>Have a meeting with your committee(s) to:</p> <ol style="list-style-type: none"> 1. Review your current mandate from the cusw.ca website, and have initial discussions – is this still accurate? 2. Identify where you need to be spending your time during the working portions of the days 3. Identify which other committees you need to work with to accomplish your goals 	<p>Your committee’s current Business Plan or documents you are using to guide your planning efforts. This would include your last budget, meeting minutes, action items, future schedules, etc.</p> <p>A laptop or iPad – ideally everyone has one to bring, and if not, at minimum, the Committee Chair should have one. You will be using it to practice accessing and editing your committee portal.</p>
<p>For committee members who are not able to attend the session, please consider having them join your committee working sessions via zoom on Day 2 to help participate as needed.</p>	<p>The August 2022 Workshop Binder – if you have one. You will receive a new one, however you may have had notes and action plans you should have with you.</p> <p>If you are zooming in other committee members, consider bringing headphones</p> <p>A mindset for learning and readiness to collaborate with your fellow National Committee Members</p>

We look forward to seeing you and your families in Barrie!