



**Alberta - Area School Schedule
 Winter/Spring 2024**

To Register: areaschools@unifor.org

Please check our website for the most up-to-date course schedule.

www.unifor.org/resources/education/area-schools

Date	Course Offered	City
Calgary		
April 23-25 Registration Deadline: April 2	<u>Grievance Handling & Workplace Leadership (AGHWL3)</u>	Calgary
May 14-16 Registration Deadline: April 23	<u>Health & Safety: Beyond the Basics (AHS3)</u>	Calgary
June 4-6 Registration Deadline: May 14	<u>Collective Bargaining (ACB3)</u>	Calgary
Edmonton		
March 18 Registration Deadline: February 26	<u>Getting to Know Your Union (AUNION1)</u>	Edmonton
March 19-21 Registration Deadline: February 27	<u>Grievance Handling & Workplace Leadership (AGHWL3)</u>	Edmonton
April 15 Registration Deadline: March 25	<u>Bullying in the Workplace: An Occupational Hazard (ABWP1)</u>	Edmonton
April 16-18 Registration Deadline: March 26	<u>Health & Safety: Beyond the Basics (AHS3)</u>	Edmonton
May 7-9 Registration Deadline: April 16	<u>Local Executive Board Training (ALUEB3)</u>	Edmonton
May 21-23 Registration Deadline: April 30	<u>Collective Bargaining (ACB3)</u>	Edmonton

Course Times:

All courses commence at 8:30 am and end at 4:30 pm unless otherwise noted at the beginning of the course. Participants must attend all days of the course.

50/50 Reimbursement Guidelines for Area Schools:

Locals, please read the 2024 Reimbursement Guidelines for Area Schools which can be found on our website: <https://www.unifor.org/resources/our-resources/guidelines-local-union-reimbursement>

Before you register a member, please read through the guidelines to make sure that you know what will be reimbursed by Unifor Education and what will not be.

Registration:

To register a member for a course, send an email to areaschools@unifor.org (**Subject Line: Course Name, Course Date, Course Location**) with the following information (**members cannot be registered if partial information is provided**):

- **First Name**
- **Last Name**
- **Email (Individual and unique email mandatory for each member)**
- **Local Number**
- **City**
- **Province**
- **Mobile Phone**

3 weeks prior to the scheduled course date, the local and the enrolled member/s will receive a confirmation email. This email will confirm the course location, and will include any other information they may need.

We require a minimum of 15 participants to run a course. In order to maintain a manageable class size, once 24 participants have registered for a course, we will consider it full. The education website will be updated often to reflect any schedule changes.

Cancellations:

Cancellations can occur if we do not have sufficient participants. Locals and registered participants will be contacted 3 weeks in advance of the course date.

NOTE: This schedule is subject to change. Please check our website for the most up to date information and course descriptions at www.unifor.org/resources/education/area-schools

Online Schedule Winter/Spring 2024

Date	Course Offered	Time Zone
Eastern Time		
January 9-10 Registration Deadline: December 19	Online Local Union Finance (OLLUF2)	ET
February 13-14 Registration Deadline: January 23	Online Local Union Finance (OLLUF2)	ET
May 14 Registration Deadline: April 23	Online Mental Health Matters (OLMHU1)	ET
May 28-30 Registration Deadline: May 7	Online Grievance Handling & Workplace Leadership (OLGHWL3)	ET
Pacific Time		
April 10-11 Registration Deadline: March 20	Online Local Union Finance (OLLUF2)	PT
April 30-May 2 Registration Deadline: April 9	Online Grievance Handling & Workplace Leadership (OLGHWL3)	PT
May 13 Registration Deadline: April 22	Online Mental Health Matters (OLMHU1)	PT

Online Course Registration:

To register a member for an online course, please click on the course name that will take you to our online registration page. <https://onlineeducation.unifor.org/>

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