

WRITTEN REPORT for CONFERENCES and EDUCATION COURSES

CUPE Local 973



The CUPE Education policy states that members funded to participate in conferences or education courses are to provide a written report of the program they attended and must do so before being reimbursed for their expenses. Please complete this form and forward to Liz McGee, Recording Secretary. Also include it with your Expense Reimbursement and Mileage forms (if applicable) and forward to Kelly Patzer, Treasurer-Secretary, for processing.

Conference/Course Name: Notetaking and Handling Discipline and Discharge

Course Date: August 5th, 2026

Location: Guelph Museum

Member Name: Maria Salgado



City



County

Phone Number: 519-7609747

Email Address: msalgado7@icloud.com

Summary Report:

Through this course, I learned how to accurately document workplace incidents and effectively represent members during employer investigations, disciplinary meetings, and the preparation of grievance statements. I gained knowledge of important legal definitions and labor relations terminology. The course also strengthened my understanding of a steward's role during internal employer investigations and taught me strategies to support members when disciplinary action or termination occurs.

Member Signature: Maria Salgado

Date: August 20, 2026

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Conference/Course Name: Introduction to Stewarding, Grievance Handling

Course Date: 29-30 July 2026

Location: CUPE National Office, 550 Bingham Centre Drive, Kitchener, ON, N2B 3X9

Member Name: Maria Salgado



City



County

Phone Number: 519-7609747

Email Address: msalgado7@icloud.com

Summary Report:

This course taught me: How effectively represented coworkers. Learned how to interpret and apply the collective agreement in the workplace and developed skills to investigate workplace issues and disputes.

Learned when and how to resolve disputes informally or file formal grievances when required. I also gained a strong understanding of a steward's responsibilities and the duty of fair representation.

Learned the importance of actively listen to members and understand their concerns.

Developed skills in documenting facts accurately and gathering relevant information.

Practiced effective communication techniques when working with members, supervisors, and management.

Strengthened negotiation and problem-solving skills to address workplace concerns.

Learned strategies for resolving workplace issues and disputes before they escalate.

Increased confidence in advocating for members and supporting them throughout the grievance process.

Enhanced my ability to communicate professionally and effectively in challenging workplace situations

Member Signature: Maria Salgado

Date: August 4, 2026