

**CUPE EDUCATION**

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**CUPE**  
Local 5167  
Hamilton. Our City. Our Union.



## **CUPE INTRO TO STEWARDING & NOTE TAKING**

**WHEN: Wednesday, March 4 & Thursday,  
March 5, 2026 (Two Day Course)**

**TIME: 9:00am to 4:00pm**

**WHERE: Union Office, 886 Barton St. E.**

**Registration Deadline: Friday, February 13, 2026 @ 4pm**

This training is put on by CUPE National and is part of the CUPE's Stewards Learning Series and is not the same training as CUPE 5167 Intro to Stewarding done by the Executive Administrator.

### **DESCRIPTION**

What does a CUPE steward do? If you are a new Steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you!

### **INTRO TO STEWARDING WORKSHOP, YOU WILL LEARN:**

- Investigating Workplace Problems;
- Filing a Grievance;
- Meeting with Management;
- Dealing with Workplace Complaints.

### **NOTE TAKING WORKSHOP, YOU WILL LEARN:**

- Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these, and practice notetaking *\*This course is the perquisites to other CUPE courses\**

To register, please submit the CUPE Local 5167 Education Request form to the union office by emailing [office@cupe5167.org](mailto:office@cupe5167.org) no later than **Friday, February 13, 2026 at 4:00pm.**

For all educational inquiries, please contact Virginia Stonehouse, Education Coordinator, at [education@cupe5167.org](mailto:education@cupe5167.org).

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