



## Memorandum

## Note de service

**Date :** September 11, 2009  
**To / À :** Local Leadership  
**From / De :** Jean Ouellette, Director of Labour Relations  
**RE / Objet :** **Training Schedule – Fall 2009**

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The following is the Fall training schedule for CAPE. The following training will be conducted at the national office, starting each day at 8:30 a.m.

### **Training courses provided in English:**

Basic Stewards' Training (one-day course)	October 26 (8:30 am to 4 pm)
Duty to Accommodate Training Course (one-day course)	October 27 (8:30 am to 4 pm)
Know Your Collective Agreement EC (one and a half day course)	October 28 (8:30 am to 4 pm) and October 29 (8:30 am to noon)
Know Your Collective Agreement TR (one and a half day course)	October 28 (8:30 am to 4 pm) and October 29 (8:30 am to noon)

### **Training courses provided in French:**

Basic Stewards' Training (one-day course)	November 2 (8:30 am to 4 pm)
Duty to Accommodate Training Course (one-day course)	November 3 (8:30 am to 4 pm)
Know Your Collective Agreement EC (one and a half day course)	November 4 (8:30 am to 4 pm) and November 5 (8:30 am to noon)
Know Your Collective Agreement TR (one and a half day course)	November 4 (8:30 am to 4 pm) and November 5 (8:30 am to noon)

Please see the enclosed documents entitled "[Training Opportunities at CAPE](#)" and "[Protocol on the Reimbursement of Member Expenses - CAPE Training Courses](#)". For further information on the above or if you wish to express interest in a course, please contact Chantale Lebel at [clebel@acep-cape.ca](mailto:clebel@acep-cape.ca) at 613-236-9181 or 1-800-265-9181), no later than **October 9, 2009**. The schedule will be posted on the CAPE web site.  
Thank you.