



Memorandum

Note de service

Date : March 16, 2011
To / A : Local Leadership
From / De : Jean Ouellette, Director of Labour Relations
RE / Objet : **Training Schedule – Spring 2011**

The following is the spring 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	May 30 (8:30 am to 4 pm)
Know Your Collective Agreement EC	May 31 (8:30 am to 4 pm) and June 1 (8:30 am to noon)
Know Your Collective Agreement TR	May 31 (8:30 am to 4 pm) and June 1 (8:30 am to noon)
Occupational Health & Safety Course	June 2 (8:30 am to noon)

Training courses provided in French:

Basic Stewards' Training	June 6 (8:30 am to 4 pm)
Know Your Collective Agreement EC	June 7 (8:30 am to 4 pm) and June 8 (8:30 am to noon)
Know Your Collective Agreement TR	June 7 (8:30 am to 4 pm) and June 8 (8:30 am to noon)
Occupational Health & Safety Course	June 9 (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 Veronik Guy by e-mail at vguy@acep-cape.ca or by telephone at (613) 236-9181 or 1-800-265-9181, no later than **May 13th, 2011**. The schedule will be posted on the CAPE web site.

Thank you.