



Memorandum

Note de service

Date : September 10, 2010
To / À : Local Leadership
From / De : Jean Ouellette, Director of Labour Relations
RE / Objet : **Training Schedule – Fall 2010**

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 am.

Training courses provided in English:

Basic Stewards' Training (one-day course)	October 25 (8:30 am to 4 pm)
Duty to Accommodate Training Course (one-day course)	October 26 (8:30 am to 4 pm)
Know Your Collective Agreement EC (one and a half day course)	October 27 (8:30 am to 4 pm) and October 28 (8:30 am to noon)
Know Your Collective Agreement TR (one and a half day course)	October 27 (8:30 am to 4 pm) and October 28 (8:30 am to noon)

Training courses provided in French:

Basic Stewards' Training (one-day course)	November 1 (8:30 am to 4 pm)
Duty to Accommodate Training Course (one-day course)	November 2 (8:30 am to 4 pm)
Know Your Collective Agreement EC (one and a half day course)	November 3 (8:30 am to 4 pm) and November 4 (8:30 am to noon)
Know Your Collective Agreement TR (one and a half day course)	November 3 (8:30 am to 4 pm) and November 4 (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 via e-mail at clebel@acep-cape.ca, or at (613) 236-9181 or 1-800-265-9181, no later than **October 8, 2010**. The schedule will be posted on the CAPE web site. Thank you.