



WORKING
TOGETHER FOR
SASKATCHEWAN

Saskatchewan Government and General Employees' Union

1011 Devonshire Dr. N
Regina, SK S4X 2X4
(p) 306.522.8571
1.800.667.5221
(f) 306.347.7822

201-1114 22nd St. W
Saskatoon, SK S7M 0S5
(p) 306.652.1811
1.800.667.9791
(f) 306.664.7134

33 11th St. W
Prince Albert, SK S6V 3A8
(p) 306.764.5201
1.800.667.9355
(f) 306.763.4763

 sgeu.org
 [@sgeu.sk](https://www.facebook.com/sgeu.sk)
 [@sgeu](https://twitter.com/sgeu)
 [@sgeunion](https://www.instagram.com/sgeunion)

SGEU EDUCATION

OPERATIONAL

GUIDELINES

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General description

Quality education helps prepare our members to face the challenges within their workplaces. Union education is member focused and is a powerful and valuable tool. These guidelines provide an overview of SGEU training and operational requirements. It is SGEU policy that standard training courses are conducted for members. A standard format for course schedules, budget, information dissemination, course design and process for registration is needed for consistency and transparency.

These guidelines serve as the resource and technical operational manual for SGEU-offered training courses. It contains information and documentation on planning, design, implementation, and delivery, along with operational requirements for effective training.

On occasion, situations may arise which may require a change in established procedures. These guidelines allow the Education and Publicity (E&P) committee and Education Officer authority to do so.

SGEU education

SGEU training courses are designed to develop and improve members' knowledge, skills, and engagement in union activities.

Once training has started, members are encouraged to use their newly learned skills in their workplaces and continue their engagement through ongoing union education and involvement.

Mandate for E&P in SGEU Constitution and Policy

SGEU Constitution and policy have mandated E&P to promote education to all members. The provisions are outlined in the Constitution as:

- Be responsible for the education of the members in the principles, policies and practices of the Union and shall provide training courses through the Education Officer of SGEU for all elected members.¹

The provisions are outlined in SGEU Policy as:

- Sectors/locals and the Provincial Council will make every effort to see the maintenance and further development of our education program as priority in the Union. Specifically, these bodies will take part in the identifying training and education needs in the Union and refer suggestions to the Education and Publicity Committee. Where possible, these bodies will also help provide resources in the development of course content and in the delivery of training courses which deal with the areas within their jurisdiction.²

¹ SGEU Constitution, Article 6.10.7.1

² SGEU Policy article 17.1.1

Purpose

These guidelines serve as the resource and technical operational manual for SGEU-offered training courses. They contain information and documentation on planning, design, implementation, and delivery along with operational requirements for effective training.

Scope

The E&P Committee, SGEU Education Officer, Director of Labour Relations and member facilitators are expected to follow these guidelines.

Detailed procedures/ provisions

Normal Operations

1. Efforts will be made to encourage all SGEU members to enroll into the courses they are eligible for. The course descriptions and pre-requisites are available on the website.
2. Members are required to enroll in courses near their geographical/home area. Most of the training is done in Regina, Saskatoon, and Prince Albert SGEU offices.
3. Participants can be moved to other locations only under special circumstances defined by the guidelines or as recommended by the Education Officer.
4. Members may be considered for courses outside their area, if courses are being held on dates adjacent to other SGEU events they are attending. This provision will be reviewed on a case-by-case basis.
5. Training schedules will be set before the end of each calendar year. This information will be posted online.
6. The number of enrollments will be monitored by the Education Assistant to see if there is a demand for additional courses. The status of course enrollments will be updated at each E&P Committee meeting.
7. Effort will be made to train as many members as possible each year. This will be dependent upon the approved budget and other parameters.
8. The Education Officer, in consultation with the E&P Committee Chair, can make changes to the course schedule. If additional programs are requested, they must be approved by the E&P committee. The committee may approve changes to the course dates, venue, etc. If the costs for rescheduling exceed the pre-approved budget, they must be approved by the E&P Chair.

Leadership Development Course class sizes

The number of participants in courses held in the SGEU offices in Regina, Saskatoon, and Prince Albert are as follows:

Regina

- Maximum 25 participants for LD 10, LD 11, LD 20 and other courses that **require** tablets.
- Maximum 30 participants for LD 30, LD 40, LD 61, LD 62, LD 70 and other courses that **don't require** tablets.

Saskatoon

- Maximum 15 participants for LD 10, 11, 20 and other courses that **require** tablets.
- Maximum 20 participants for LD 30, LD 40, LD 61, LD 62, LD 70 and other courses that **don't require** tablets.

Prince Albert

- Maximum 10 participants for LD 10, 11, 20 and other courses that **require** tablets.
- Maximum 15 participants for LD 30, LD 40, LD 61, LD 62, LD 70 and other courses that **don't require tablets**.

Leadership Development Courses will be held in SGEU-owned facilities. If training needs to occur outside of SGEU buildings, holding it in a unionized facility will be a priority.

Other areas

If there is a request to organize Leadership Development Courses for a single bargaining unit, there should be a minimum 10 participants. The bargaining unit will be responsible for the costs related to venue, accommodation, union leaves/stipend for participants, food, and other applicable expenses. For LD 20 courses, either a Labour Relations Officer or Education Officer will facilitate the course. For LD 10 & 11, member facilitators from the same sector will be invited to co-facilitate the course. The costs related to member facilitators will be borne by the sector/local/bargaining unit.

Course cancellation and rescheduling

1. The Education Officer, in consultation with the E&P Chair, may deviate from set procedures to offer training, if warranted.
2. **Changes** to established scheduled training (i.e., moving venues, cancellations, changing training dates, scheduling additional courses in the same calendar year) will be communicated to the E&P Committee.
3. **Cancellation** of training will be avoided if possible. Options will be explored before cancelling any courses (i.e., changing dates or venues, reducing class size, etc.). Every effort will be made to accommodate previously registered participants in other courses within the calendar year.
4. **Insufficient registration.** If registration numbers are below 40 per cent of the assigned quota four (4) weeks prior to course start date, the Education Officer will consult with the E&P Chair to determine cancelling or rescheduling.
5. Upon request, courses may be offered to newly certified bargaining units or vulnerable workplaces in an effort to strengthen the union base. Requests will be considered on a case-by-case basis.

Training team

The quality and commitment of training team members will exemplify the philosophy of working cooperatively to create an effective learning environment. The training team consists of the Education Officer, Labour Relations Officers, member facilitators and guest lecturers (for specialized courses).

Member facilitators have been trained and successfully completed the SGEU Member Facilitator Course. If external facilitators are needed, we will approach affiliated organizations or experts from within the labour movement.

Approaches to assess effectiveness of SGEU education

The E&P Committee, together with the Education Officer, will take several approaches to ensure quality education for our members. This may include feedback from different standing committees, continuous assessment of leadership development courses, and feedback and evaluation from the training participants.

A multiple review approach will be used while developing new courses, and each offering is piloted before implementing.

Role of members of E&P Committee and Education Officer

As per the SGEU Constitution and Policy, the E&P Committee governs SGEU education. Refer to website for detailed information.