

OECTA'S leadership TRAINING PROGRAM SPECIALIZED

OECTA's Leadership Training Program reflects the Association's commitment to training strong teacher advocates and activists at the local and provincial levels. The program includes a year of foundational training followed by specialized training in areas of membership service.

CERTIFICATE OF SPECIALIZED TRAINING

The prerequisite for application to a specialized training program is either completion of the Certificate of Foundational Training or service to OECTA membership in the role of a release officer for a period of at least one year. Applicants will select one of the following areas of specialized programs: Advocacy and Member Engagement, Collective Bargaining, Conflict Management, or Grievance Officer. OECTA will cover each participant's release time, travel, accommodation and program costs for four training days. Additional information can be found on OECTA's website at catholicteachers.ca in the Members' Area.

ADVOCACY AND MEMBER ENGAGEMENT CERTIFICATE

The heart of a union is its members. Strength comes from members being engaged both within the organization itself, and externally on behalf of the union and its causes. This certificate program is designed to give participants a better understanding of the nature of leadership and engagement in the union context, helping them to build the knowledge and skills needed to be effective advocates for teachers and Catholic education.

Modules will focus on:

- Understanding current issues affecting Catholic teachers and publicly funded Catholic education.
- Using basic knowledge of human behaviour to identify priorities, set objectives, and develop strategies for interacting with a wide range of audiences.
- Developing core communication skills, including how to choose appropriate messages and tools.
- Leveraging your professional judgement to take on leadership roles.

After completing the program, participants should have an increased level of comfort and capability, which will enable them to help build support and solidarity within the Association, and between Catholic teachers and the public at large.

GRIEVANCE OFFICER'S CERTIFICATE

This program encompasses the major areas necessary to be successful as a unit grievance officer. Through modules such as Grievance Officer Part I, II and III and specialized modules on Accommodation, Health & Safety and WSIB for Grievance Officers, participants will be prepared to assume the role of unit grievance officer, possessing a broad knowledge of the grievance arbitration process and ancillary skills.

As a result of participating in this program, participants will:

- Understand the major concepts necessary to be successful as a unit grievance officer
- Gain a broad knowledge of the grievance arbitration process and ancillary skills
- Understand principles and practices related to Accommodation, Health & Safety and WSIB for Grievance Officers

COLLECTIVE BARGAINING CERTIFICATE

This program provides an opportunity for committed OECTA activists to develop the skills necessary to participate as team members in building a stronger union through the collective bargaining process. Participants will acquire the essential tools needed to play an active role on a local collective bargaining committee. Five of the seven modules will present the various components of collective bargaining. Modules six and seven will simulate a collective bargaining session. In groups, participants will prepare an abridged initial proposal for either the board or the union. They will develop arguments in support of their proposal and present the proposal to the other party.

As a result of participating in this program, participants will:

- Understand the OECTA Handbook collective bargaining policies and OECTA's systemic and local objectives, and the role they play in collective bargaining
- Identify the legislation and policies governing collective bargaining
- Identify and describe the significance of the major components of a collective agreement
- Source information relevant to the collective bargaining process
- Locate source documents relevant to education funding and identify key elements relevant to teacher collective agreements
- Identify and understand the stages of the bargaining cycle
- Understand the importance of effective communication
- Identify and understand preparation involved in the bargaining process
- Design and analyze the characteristics of an effective collective bargaining survey
- Identify the characteristics necessary in forming an effective bargaining team
- Understand and apply the steps involved in developing an initial proposal
- Understand and apply the strategies and tactics used in negotiation

CONFLICT MANAGEMENT CERTIFICATE

This certificate program introduces participants to OECTA's conflict-management continuum. Participants will gain an understanding of the nature of conflict and the various responses and approaches to conflict. Participants will practice effective communication skills to determine the appropriate response to the conflict. Participants will use the skills acquired to apply the four-phase collaborative negotiation model while working through various conflict scenarios. By the end of this program, participants will be able to determine the most appropriate response to workplace conflict and to act as an "early interventionist" in helping to facilitate a possible resolution to conflict situations.

As a result of participating in this program, participants will:

- Become aware of OECTA's conflict-management continuum
- Understand what conflict is as well as your personal response to conflict
- Review various responses to conflict
- Examine the co-operative and the adversarial approaches to conflict
- Learn and apply effective communication skills in conflict management
- Understand and apply a collaborative four-phase conflict-management model
- Understand and practice the skills of managing anger in conflict situations
- Explore the effect of power, culture, gender, etc., on managing conflict
- Learn how to shift from a positional to an interest-based approach in personal negotiations
- Understand and practice a collaborative negotiation problem-solving model using the four-phase process
- Use the steps within the phases to negotiate an outcome
- Understand and be able to determine the roles in managing conflict among others
- Understand when and where to direct others to seek third-party intervention
- Understand the concept and role of a third-party mediator