

## How can I get involved with the UNW Mentorship program?

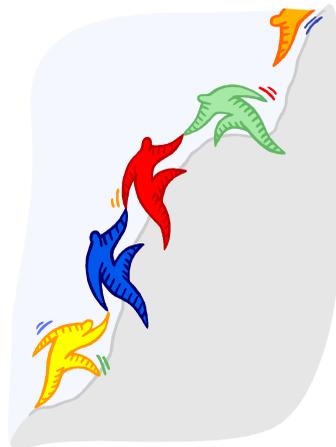
Contact the UNW 1<sup>st</sup> Vice President!

Email: [larocgm@unw.ca](mailto:larocgm@unw.ca)

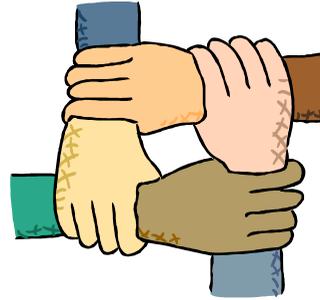
Telephone: 867-873-5668 ext. 234

Toll Free: 1-877-906-4447

Address: Suite 400, 4910 – 53<sup>rd</sup> Street  
Yellowknife, NT X1A 1V2



[www.unw.ca](http://www.unw.ca)



## How can I find out more about Union education?

The UNW offers 7 courses:

- Module 1: The UNW, Your Union
- Module 2: Handling Workplace Harassment
- Module 3: Understanding your Collective Agreement
- Module 4: UNW Shop Steward Course
- Module 5: Local Executive Training Program
- Module 6: Occupational Health & Safety
- Module 7: Labour Ware Training

Please contact the Service Department at [saa@unw.ca](mailto:saa@unw.ca) for scheduling and more information.

PSAC North also offers training. Visit their website for more information:

[www.psnorth.com](http://www.psnorth.com)

Canadian Labour Congress is a great resource for training opportunities and labour school: [www.canadianlabour.ca](http://www.canadianlabour.ca)



## Mentorship Program for Local Officers (LOs)

Updated October 2019

**The Union of Northern Workers (UNW)** is committed to Building at the Base and this includes supporting Local Officers, with the goal that Locals are able to function at a higher level. The UNW provides advanced training which will include hands-on experience with the guidance of UNW staff and employees. Mentoring will be the main focus, enabling Local Officers to represent their members effectively.



## Eligibility

All Local Officers are eligible to request mentorship, they must be elected through their local at a meeting, and the minutes are forwarded to HQ to proceed with scheduling. They must have already taken the UNW TUB, PSAC Shop Steward and Grievance Handling courses.

Each Local has access to three months of training per three-year cycle. These three months are split into training sessions of four weeks duration. This enables each local to have up to three individuals take part in the Mentorship Program each cycle.

## The Mentorship Program

- Main contact is [larocqm@unw.ca](mailto:larocqm@unw.ca)
- For scheduling and follow up, contact the Service Department at [saa@unw.ca](mailto:saa@unw.ca)
- Four weeks of training will be provided “in house” at either UNW Headquarters, and/or at one of the regional offices. There will be a checklist training plan, and participants will work with UNW employees. Most of this time will be spent with UNW Service Officers.
- Upon returning to the Local after the in-house training, participants will be expected to handle 1<sup>st</sup> level grievances, investigative duties and representation within their own Local for which they sign a commitment contract.
- Participants may also be assigned to work on other Locals or issues.
- Participants will continue to receive support and assistance from the Service Officers during the program and after completion.
- There is no expectation of overtime during the program.
- Travel may be required.
- If any political issues arise, they must be dealt with through the normal organizational channels at the UNW.



## Expectations of the Local Officer

- **Prerequisites:** Introduction to unionism (TUB), Shop Steward and Grievance Handling training, at least one year serving as a Local Executive Officer, must have attended 3 official meetings representing a member as a union rep in the last year, have provided those notes to UNW Headquarters for review and participate in an Interview with the Service department via phone.
- **Commitment** to the UNW, to the program and a keen interest in learning.
- **Commitment and availability** to UNW for the entire four weeks set for the mentorship program. This includes not scheduling vacations or taking extended time off during the four-week mentorship.
- **The Service Department reserves the right to deny applications that have met all other Pre-requisites.**

## After the mentorship, the Local Officers are expected to:

- take on the responsibility of a representation role, including filing 1<sup>st</sup> level grievances;
- pass on experiences that were learned to other Union members;
- continue Building at the Base by mentoring Shop Stewards for their own and other Locals;
- actively encourage others to participate in the Mentorship Program.