



Memorandum

Note de service

Date : March 16, 2010
To / À : Local Leadership
From / De : Jean Ouellette, Director of Labour Relations
RE / Objet : **Training Schedule – Spring 2010**

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:

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|-------------------------------------|---|
| Basic Stewards' Training | May 31 (8:30 am to 4 pm) |
| Know Your Collective Agreement EC | June 1 (8:30 am to 4 pm) and June 2 (8:30 am to noon) |
| Know Your Collective Agreement TR | June 1 (8:30 am to 4 pm) and June 2 (8:30 am to noon) |
| Occupational Health & Safety Course | June 3 (8:30 am to noon) |

Training courses provided in French:

| | |
|-------------------------------------|---|
| Basic Stewards' Training | June 7 (8:30 am to 4 pm) |
| Know Your Collective Agreement EC | June 8 (8:30 am to 4 pm) and June 9 (8:30 am to noon) |
| Know Your Collective Agreement TR | June 8 (8:30 am to 4 pm) and June 9 (8:30 am to noon) |
| Occupational Health & Safety Course | June 10 (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 by e-mail at clebel@acep-cape.ca or by telephone at (613) 236-9181 or 1-800-265-9181, no later than **May 11th, 2010**. The schedule will be posted on the CAPE web site.

Thank you.