



November 21, 2024

Secretary-Treasurers

Dear Union Family:

**Subject: Intro Shop Steward Level 1 Workshops 2025 (in-person or online)**

HEU invites you to participate in Intro Shop Steward Level 1 workshops using both an online format and in-person.

The workshops are two days long and are designed to offer information, skills and tools for members who are active shop stewards, or interested in becoming active shop stewards, at the worksite.

**Intro Shop Steward Level 1** is intended for members new to stewarding. Workshop participants will:

- learn about the role and responsibilities of a shop steward
- learn about HEU's structure and the importance of union solidarity
- review guidelines for interpreting and defending collective agreement provisions
- practice the basics of investigating and writing grievances

WORKSHOP DATE	LOCATION	APPLICATION DEADLINE
February 19 & 20 2025	Online (All Regions)	January 1, 2025
February 25 & 26, 2025	Lower Mainland (Burnaby)	January 7, 2025
March 4 & 5, 2025	Vancouver Island Region (Victoria)	January 28, 2025
March 26 & 27, 2025	Vancouver Island Region (Nanaimo)	February 5, 2025

Please fill out the attached application form by the indicated deadline and return to the provincial office to the attention of Deb Howe, Education and Human Rights Department. Please return only one copy of the application by mail, email to [education@heu.org](mailto:education@heu.org) or fax to 604-739-1510. Alternatively, an online form is available on our website at [www.heu.org](http://www.heu.org).

**Please note the chairperson or secretary-treasurer of your local must endorse the application.**

We will contact successful applicants by email to confirm further details. Please ensure the email address on your application is current and is your primary email contact where we will send information regarding the workshop. Please do not use your employer's email address. Once applicants have been notified, they will be required to apply for leave of absence for union business.

If you should have any questions regarding this workshop, please contact Deb Howe 604-456-7124 or email at [education@heu.org](mailto:education@heu.org).

In solidarity,

A handwritten signature in black ink, appearing to read 'Bueckert', with a stylized, cursive script.

**Lynn Bueckert**  
Secretary-Business Manager

Attachment

cc: Chairpersons  
Reps and Directors  
Provincial Executive