



### **WORKPLACE REPS – Module 1A (5 days)**

#### **Essential for all new reps and an ideal refresher course too**

Course covers: Key skills for organising your workplace - Handling discipline and grievance cases – Communication skills - Introduction to Employment Law – Equality at Work.

|       |             |           |            |
|-------|-------------|-----------|------------|
| Block | 12-16 April | 10-14 May | 21-25 June |
|-------|-------------|-----------|------------|

### **WORKPLACE REPS – Module 1B (5 days)**

#### **For reps who have completed module 1A**

Course covers: Evaluating and assessing your experience since the part 1 course - Understanding the concept of ‘good work’ – Understanding and dealing with Issues around Dignity and Respect in the Workplace – Problem Solving skills – Bargaining Skills – Work-Life Balance – Building a strong workplace union.

|       |                           |             |           |            |
|-------|---------------------------|-------------|-----------|------------|
| Block | 15-19 March<br>19-23 July | 19-23 April | 17-21 May | 21-25 June |
|-------|---------------------------|-------------|-----------|------------|

|       |                        |
|-------|------------------------|
| Split | 20-21 May & 28-30 June |
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### **WORKPLACE REPS – Module 2A (5 days)**

#### **For reps who have completed module 1B**

Course covers: Improving confidence and knowledge in exploring, questioning and using employment law – Exploring research skills and developing ability to find out how legal provisions impact on your members’ rights in the workplace – How changes to employment law impact on your workplace rights – Planning alternative solutions other than employment law to your workplace rights – Working as a team to develop collection actions.

|       |             |           |            |
|-------|-------------|-----------|------------|
| Block | 19-23 April | 17-21 May | 14-18 June |
|-------|-------------|-----------|------------|

### **WORKPLACE REPS – Module 2B (5 days)**

#### **For reps who have completed module 2A**

Course covers: Rights to information – Workplace Rights – Collective Bargaining – Agreements – The Case for Collective Agreements – Planning for getting an agreement – Collective Bargaining and Negotiation.

|       |             |             |            |            |
|-------|-------------|-------------|------------|------------|
| Block | 22-26 March | 26-30 April | 21-25 June | 26-30 July |
|-------|-------------|-------------|------------|------------|

### **BRANCH SECRETARIES & BRANCH OFFICIALS (5 days)      12-16 April    14-18 June**

The Branch Secretary is a key player in the Unite team. The concept of this course is to develop Branch Secretaries within Unite by providing them with the knowledge and skills, and nurturing their passion to drive forward the ideology of our union, to develop our activist base to grow and strengthen our membership. This course is essential for new Branch Secretaries, and for those who have not attended the course recently. The course covers:

- the administrative role of the Branch Secretary;
- how the union works;
- how ‘lay democracy’ starts at local branch level;
- understanding organisation procedures;
- encouraging active participation within the Unite structure;
- Branch Finance
- understanding the ‘Strategy for Growth’ and the crucial role that the branch plays;
- Branch Portal

- setting out a local 'strategy for growth' for recruitment, retention and participation in branch life.
- Chairing Meetings & Organising Skills

Any Branch Secretary who experiences difficulty in obtaining paid release to attend this course should contact their Officer. Please contact the Education Department for more information.

**BRANCH FINANCE (TREASURER) SKILLS (1 day)      14 April      16 June**

The purpose of this one day briefing is to equip our branch treasurers and branch officials with the skills they need to effectively administer branch finances.

**BRANCH PORTAL TRAINING (1 day – AM time tbc)      11 March      26 March      16 April**

The branch portal allows elected branch officials access to their own branch's membership data from our membership system. Elected Branch officials can view and amend their branch details, their members' detail and view all branch notifications. This briefing will guide users in these processes.

**CHAIRING & ORGANISING SKILLS (1 day)      16 April      18 June**

The purpose of this one day briefing is to equip our branch secretaries and branch officials with the skills they need to effectively Chair Unite meetings. Chairing meetings, especially union meetings, can be a difficult and demanding job. Union meetings are often full of larger than life individuals, people with a great deal of knowledge, experience and passion. Sometimes that passion can take over and without realising it meetings can become dominated by a few individuals with quieter people feeling excluded. Union meetings are also often beset by old traditions and language which can make them less accessible to younger workers or those from different cultural and ethnic backgrounds.

Unite meetings need to be chaired by activists who are progressive and skilled at driving exciting enthusiastic meetings for our union which encourage high levels of participation and have clear actions emanating from them. This course includes ideas on setting up meetings and ensuring arrangements are inclusive, made for members with disabilities to be able to attend and taking into account different requirements of other groups of potential attendees. We want Unite meetings to be enjoyable and productive. This training package should help to ensure that is the case and is particularly suitable for people involved in organising and chairing workplace or branch meetings.

**COVID 19 - RISK ASSESSMENT (3 days)**

**8-10 March      19-21 April      5-7 May      2-4 June      12-14 July**

Keeping the workplace safe. This course is designed for H&S reps. It will guide you through a Covid Risk Assessment process to help you keep your workplace safe.

**ENVIRONMENTAL REPS (5 days)      12-16 April**

This is designed for Unite Environmental Reps, Workplace Reps and Health & Safety reps. The course covers: Environmental definitions, environment - an overview, standards and legislation, environmental impact mapping, handling environmental issues, presenting information.

**EQUALITY & DIVERSITY (5 Days)****12-16 April****21-25 June**

Designed to give all Unite Reps the confidence and knowledge to address equality and diversity issues. The course provides a comprehensive overview of equality in the workplace. On completion of the course reps should be able to: Recognising equality issues within the workplace, know what constitutes discrimination, harassment and bullying, challenging the perception of equality and diversity. Decide how best to support workers in response to new equalities legislation and develop equality policies and practice.

**EQUALITY WORKSHOPS (1 day)**

These workshops are an interactive support to our current Equality Campaigns, ensuring that reps have the knowledge and tools to push equality up the bargaining agenda, and have all the support they need representing members on equality issues at work. These workshops are open to all Unite reps. If you are an equality rep, health and safety rep or shop steward, equality issues are dealt with by us all.

**WORKSHOP – NEGOTIATING REASONABLE ADJUSTMENTS (1 day)****30 April**

Equality law recognises that bringing about equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker. The duty for employers to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable. This course will cover what can be defined as a disability under the Equality Act, and how to support a member in gaining reasonable adjustments from an employer, and how to signpost members for support outside of the workplace.

**WORKSHOP - ORGANISING AROUND BULLYING & HARASSMENT (1 day) 7 May**

Bullying at work is a widespread problem, which affects an estimated two million people in Britain each year and results in the loss of some 18.9 million working days due to stress related illnesses. Many members who find themselves being bullied at work are reluctant to come forward and speak out. The likelihood is if a member in your workplace is being bullied, the bully is not just targeting this one person, it is therefore vital that union reps are pro-active about bullying in workplaces, not just taking them one case at a time. This workshop will look at what constitutes bullying and harassment in the workplace, why it is a health and safety issue, and how we can tackle bullying as a collective.

**WORKSHOP - STRESS AT WORK (1 day)****18 June**

Unite is campaigning against workplace stress and to prevent workplace discrimination for people who have a mental health condition. Unite is also campaigning against the cuts in the Health Service that support people with mental health conditions. This course will cover why it is important to explain to members that our role as Unite reps is to provide representation on issues relating to employment. It is essential that reps do not provide counselling or health advice to members as reps and to use the information provided to ensure our members can access health advice and support where necessary. It will also cover negotiating policies for workplaces on mental health.

**MENTAL HEALTH AWARENESS (5 days)****19-23 April****21-25 June**

This course will help reps develop a better understanding on mental health issues and how they affect members in the workplace. You will develop a better understanding of Disability Law and how it applies to people with mental health illnesses. This training will enable you to develop a strategy to deal with workplace mental health issues and ensure employees are not discriminated against.

**ORGANISING BUS SCHEDULES (5 days) 19-23 April**

This course is designed to better equip bus schedule reps with the skills and confidence to enable them to successfully negotiate improvements in working conditions and organising around these issues. The course includes:

- raising awareness of different workplace terms and conditions;
- developing skills to encourage a greater understanding of schedule rep functions;
- examining issues arising from the introduction of a new route;
- constructing a working timetable and blocks of driving time. Analysing information held on a flat line graph;
- understanding duty compilations, roster formulas, rest day patterns and transferring this information onto a roster;
- Scheduling costing
- examining issues surrounding the law and union policies;
- devising and implementing strategies to improve health and safety cultures.

Please bring your schedule agreement to the course for self-review.

**PENSIONS STAGE 1 (5 days) 10-14 May 12-16 July**

These courses are designed to provide an understanding of pensions to enable workplace/pension representatives to develop their representational skills in basic pension provisions.

As the prospect of retirement at a reasonable age seems further and further away, good pension arrangements are more important than ever, whether provided by employers, the Government or a combination of the two.

In a world of change, can you prevent a change in pension arrangements from turning out to be a disaster? Is your pension at work good enough and, if not, what can you do about it? Is there a threat of your scheme closing, as many have others have done, and, if there is, can closure be prevented? And what about the State pension, auto-enrolment and NEST (National Employment Savings Trust)? What's going on? - What can you do about it? This just what this Pensions introductory course is all about. Sign up for it now and make sure you are in the know.

Please bring a copy of your scheme handbook and annual benefit statement for self-review.

**REDUNDANCY (3 days)**

**22-24 March**

**26-28 April**

**24-26 May**

**28-30 June**

**26-28 July**

This course provides reps with the legal framework to confront a redundancy situation.

**UNION LEARNING REPS – STAGE 1 (5 days) 26-30 April**

This course is designed to be the core initial training for all new Unite Union Learning Reps (ULRs) and is an ideal refresher for experienced reps too. It helps them develop the basic knowledge and skills needed as a new rep to enable them to develop the skills and knowledge of colleagues in the workplace. The course forms a solid foundation for the new ULR to develop their skills and their own personal development.

**FOR COURSE BOOKINGS CONTACT THE EDUCATION DEPARTMENT:**

Please advise your name, membership number, course(s) type and date(s) requested.

Email: [education.londoneastern@unitetheunion.org](mailto:education.londoneastern@unitetheunion.org)

Telephone: 020 8800 4281 (Option 4)

Online booking service at: [www.unitetheunion.org/education](http://www.unitetheunion.org/education)

Please visit: [www.unitetheunion.org/education](http://www.unitetheunion.org/education) where up-to-date information on Unite education courses and services for reps and activists is available.

Unite's Learn with Unite team can also be found at: [www.unitetheunion.org/education](http://www.unitetheunion.org/education) providing a range of lifelong learning opportunities for all members to increase personal skills, qualifications and long-term employability.

**Important training information for reps and activists**

**ONLINE COURSE SCHEDULE  
JANUARY - JULY 2021**

**‘AT A GLANCE – REP PLANNER’**

| COURSE / MONTH                     | JAN       | FEB       | MAR                 | APR       | MAY       | JUN       | JUL       |
|------------------------------------|-----------|-----------|---------------------|-----------|-----------|-----------|-----------|
| BRANCH SECRETARIES                 | ~~~       | 15-19 Feb | ~~~                 | 12-16 Apr | ~~~       | 14-18 Jun | ~~~       |
| BRANCH FINANCE (TREASURER) SKILLS  | ~~~       | 17-Feb    | ~~~                 | 14-Apr    | ~~~       | 16-Jun    | ~~~       |
| BRANCH PORTAL SKILLS (AM)          | ~~~       | ~~~       | 11 Mar<br>Or 26 Mar | 16 Apr    | ~~~       | ~~~       | ~~~       |
| BUS SCHEDULING                     | ~~~       | ~~~       | ~~~                 | 19-23 Apr | ~~~       | ~~~       | ~~~       |
| CHAIRING & ORGANISING SKILLS       | ~~~       | 19-Feb    | ~~~                 | 16-Apr    | ~~~       | 18-Jun    | ~~~       |
| COVID 19 - RISK ASSESSMENT         | ~~~       | 8-10 Feb  | 8-10 Mar            | 19-21 Apr | 5-7 May   | 2-4 Jun   | 12-14 Jul |
| ENVIRONMENTAL AWARENESS            | ~~~       | ~~~       | ~~~                 | 12-16 Apr | ~~~       | ~~~       | ~~~       |
| EQUALITY & DIVERSITY               | 18-22 Jan | ~~~       | ~~~                 | 12-16 Apr | ~~~       | 21-25 Jun | ~~~       |
| FLEXIBLE/FAMILY FRIENDLY WORKING   | ~~~       | ~~~       | ~~~                 | ~~~       | ~~~       | ~~~       | ~~~       |
| HEALTH & SAFETY 1A                 | ~~~       | 8-12 Feb  | 8-12 Mar            | 19-23 Apr | 10-14 May | 21-25 Jun | ~~~       |
| HEALTH & SAFETY 1B                 | 25-29 Jan | 22-26 Feb | 22-26 Mar           | 26-30 Apr | 24-28 May | ~~~       | 26-30 Jul |
| HEALTH & SAFETY 2A                 | ~~~       | 1-5 Feb   | 1-5 Mar             | 12-16 Apr | 10-14 May | 7-11 Jun  | ~~~       |
| HEALTH & SAFETY 2B                 | ~~~       | 15-19 Feb | 15-19 Mar           | 26-30 Apr | ~~~       | 7-11 Jun  | 26-30 Jul |
| MENTAL HEALTH AWARENESS            | ~~~       | 15-19 Feb | ~~~                 | 19-23 Apr | ~~~       | 21-25 Jun | ~~~       |
| NEGOTIATING REASONABLE ADJUSTMENTS | ~~~       | ~~~       | ~~~                 | 30-Apr    | ~~~       | ~~~       | ~~~       |
| ORGANISING BUS SCHEDULES           | ~~~       | ~~~       | ~~~                 | 19-23 Apr | ~~~       | ~~~       | ~~~       |
| PENSIONS STAGE 1                   | ~~~       | ~~~       | 1-5 Mar             | ~~~       | 10-14 May | ~~~       | 12-16 Jul |
| PENSIONS STAGE 2                   | ~~~       | ~~~       | ~~~                 | ~~~       | ~~~       | ~~~       | ~~~       |
| REDUNDANCY                         | 25-27 Jan | 22-24 Feb | 22-24 Mar           | 26-28 Apr | 24-26 May | 28-30 Jun | 26-28 Jul |
| STRESS AT WORK                     | ~~~       | ~~~       | ~~~                 | ~~~       | ~~~       | 18-Jun    | ~~~       |
| TACKLING BULLYING & HARRASSMENT    | ~~~       | ~~~       | ~~~                 | ~~~       | 07-May    | ~~~       | ~~~       |
| TACKLING RACE DISCRIMINATION       | ~~~       | ~~~       | ~~~                 | ~~~       | ~~~       | ~~~       | ~~~       |
| UNION LEARNING REPS 1              | ~~~       | ~~~       | ~~~                 | 26-30 Apr | ~~~       | ~~~       | ~~~       |
| UNION LEARNING REPS 2              | ~~~       | ~~~       | ~~~                 | ~~~       | ~~~       | ~~~       | ~~~       |
| WORKPLACE REPS 1A                  | ~~~       | 1-5 Feb   | 1-5 Mar             | 12-16 Apr | 10-14 May | 21-25 Jun | ~~~       |
| WORKPLACE REPS 1B                  | 18-22 Jan | 15-19 Feb | 15-19 Mar           | 19-23 Apr | 17-21 May | 21-25 Jun | 19-23 Jul |
| WORKPLACE REPS 2A                  | ~~~       | 8-12 Feb  | 8-12 Mar            | 19-23 Apr | 17-21 May | 14-18 Jun | ~~~       |
| WORKPLACE REPS 2B                  | 25-29 Jan | 22-26 Feb | 22-26 Mar           | 26-30 Apr | ~~~       | 21-25 Jun | 26-30 Jul |

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