



SOUTHEAST REGIONAL BLACK MEMBERS TRAINING WEEKEND

Meeting and Public Speaking Skills Development Course

**Double Tree Hotel by Hilton Woking
Victoria Way, Woking GU21 8EW
21-23 September 2018
Friday 6pm – Sunday 1pm**

The weekend course is aimed at Black members in UNISON who want to improve their ability to participate more effectively within the decision making structures of UNISON. This may be at national conferences, regional and branch meetings; or small working groups.

The closing date for all application forms to be received is no later than 24th August 2018.

<p>This course is open to all Black members in the South East Region. Places will be given on a strictly first come first served basis.</p>	<p>The attached Application form <u>MUST</u> be signed by the Branch <u>before</u> being returned to address as on the application form.</p>
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Course Details

Course date: 21-23 September 2018
Course title: Meeting and Public Speaking Skills Development Course
Closing date for course: Friday 24th August
Closing date for crèche places: Friday, 17th August

****Please note** This is a residential Course. Your room, catering & refreshments will be booked for you. This will be confirmed when you receive your joining instructions. Confirmation will be sent to the email address given below.**

Your Details

Membership Number: _____

Surname: _____

First name: _____

Branch: _____

Address: _____

Contact Telephone: _____

Email address: _____

Applicant's Signature: _____

Date: _____

Accommodation/Facilities

Do you require assistance with child/dependent care to attend this course? **Yes / No**

If you need Creche facilities for attending with children you must return your completed form with the Branch Signature before 17th August 2018. Forms received after this date will not be offered child care places.

Do you have special dietary needs? **Yes / No**

Do you require disabled facilities? **Yes / No**

Are you disabled? **Yes / No**

If you have answered yes to any of the above questions please give details: _____

APPLICANTS PLEASE READ

It is the responsibility of the applicant to contact Regional centre if they cannot attend once they have been given a place on this training. Details on who and how to contact are below, please retain. Your Branch may be charged the full cost of the course and an additional fee if your place was held and you do not attend, as a member on the waiting list may have attended instead.

All applicants must ask their Branch Secretary/Branch Education Officer to complete this section before the completed application form is sent to region.

IMPORTANT NOTE: *Please ensure the Membership Number of applicant is shown on all application forms to assist with the administration process.*

THIS APPLICATION IS SUPPORTED BY THE BRANCH

Signed: _____

Date: _____

Branch: _____

Branch Position: _____

All Branches will be invoiced as follows for this course:

Residential events (meals and accommodation) 2 nights £190 pp

Please note: Travel expenses for UNISON Training are paid by the branch, hence delegates attending should contact their own branch to claim travel expenses.

Please send the completed form to:
Clare Boorman

UNISON, Christchurch House, Beaufort Court, Sir Thomas Longley Road, Strood, Kent ME2 4FX

**Email: c.boorman@unison.co.uk
Tel: 01634 285713**