

ONLINE COURSE PROGRAMME

September-December 2020



Oxfordshire

Kent

Berkshire

Surrey

Sussex

Buckinghamshire

Hampshire

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Welcome



Firstly let me start by thanking you behalf of UNISON South East for all you are doing to provide vital support to members and citizens during these unprecedented times.

I am proud to introduce our new and exciting training programme. Whether you are a steward, branch officer, Health & Safety rep, Equality rep or Union Learning rep or a member who is interested in what UNISON does and what we can do for you, you will find something of interest to you.

Thanks also for taking the time to sign up to one of our fantastic courses and learning opportunities. The safety of our members and staff during this Covid-19 outbreak is a priority to us.

We want to reassure you that we are listening to the concerns of our members and taking appropriate action based on the best advice from the government and our national office. In light of this, we have cancelled all classroom-based training courses up until April 2021.

In place, Sam and her team have worked tirelessly to bring you this new, virtual training programme. We have worked in partnership with TUC tutors to develop and deliver our core training courses as virtual courses, our Organising Stewards and Health & Safety reps programmes, and ensured that you have access to experienced mentors every step of the way and to guide you through the process. Alongside our core training programmes, we have filled the new programme with short, easy to access webinars on key topics such as Dealing with Domestic Abuse to Facing Change and Managing Stress. We want to ensure that you have the tools and up to date information that you need whilst also responding rapidly to quickly changing circumstances.

We've ensured that equalities remain at the heart of all our activities, with a series of webinars focussed on key campaigns. We have been successfully running e-training courses and webinars on a

wide range of subjects throughout the current crisis and received excellent feedback to date from participants. We are working hard to ensure that our virtual courses are delivered to the same high standard as our classroom-based courses.

This virtual training programme is a live programme that will be continuously updated as and when we add new courses, so please keep checking back to see what's new. We'll also be updating our website regularly and keep an eye on our social media pages for exciting news and developments. Our training courses will also help signpost you to where you can receive further support or information and other opportunities to learn across the union.

We are dedicated to providing quality training to ensure you have the skills and tools you need. UNISON training doesn't just help you carry out your role within the union; it can also support career development and help you build your confidence.

Finally, I also want to take this opportunity to thank our fantastic Regional Education Team who have been working hard delivering courses throughout the pandemic, piloting new learning techniques and developing and adapting courses on a wide range of subjects, as well as conceiving and producing this programme. They will be there every step of the way to support you in your journey and will be available to support you throughout each of our e-training courses and webinar. I hope that you enjoy your course and keep checking back for more webinars and exciting new topics.

Stay safe.

Steve Torrance
Regional Secretary

Meet the team

Introducing the Regional Education Team & Women's Officers who will support you around Learning and Organising. You can contact the Regional Education Team (e-learning) on educationse@unison.co.uk or Member Learning (webinars) on membereducationse@unison.co.uk.

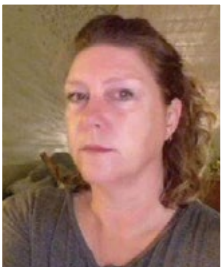


Sam Raymond

Regional Education Officer

s.raymond@unison.co.uk

Sam works closely with the Regional Education and Training Committee and has responsibility for the strategy, planning and implementation of UNISON South East's Education provision. Please contact Sam for advice on any education policy matters and how to integrate organising around learning in your Branch.



Tanya Jeffery

Regional Women's and Member Learning Course Administrator

t.jeffery@unison.co.uk

Tanya offers administrative support to members applying to attend women-only courses and Member Learning Courses in the region. She works closely with the Regional Education Officer to ensure that members have a positive learning experience. Please contact Tanya if you have any questions relating to Women's course administration.



Vicki Gibbs

Equality & Womens Officer

v.gibbs@unison.co.uk

Vicki deals with the strategic planning of Women's courses and is the Regional Equality Lead in terms of education and training and works closely with the Regional Education Officer.

Meet the team

Introducing the Regional Education Team & Women's Officers who will support you around Learning and Organising. You can contact the Regional Education Team (e-learning) on educationse@unison.co.uk or Member Learning (webinars) on membereducationse@unison.co.uk.

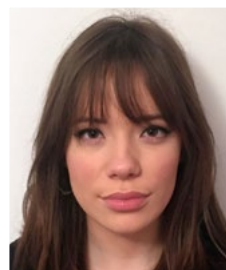


Abbey Dunn

Regional Member Learning Organiser

a.dunn@unison.co.uk

Abbey is the Regional Lead for Member Learning and is responsible for training and supporting Union Learning Reps and works in conjunction with all members of the Education Team.



Rosie Sammut

Regional Course Administrator

educationse@unison.co.uk

Rosie deals with all admin queries relating to all courses on offer in the region. She works closely with both the Regional Education Officer and the Regional Women's Officer to ensure that members have a positive learning experience and is the first point of call for newly elected Education Co-ordinators. Please contact Rosie if you have any questions relating to course administration.

Important information

What are our courses like?

Our courses are friendly and informal. Our training is aimed at making learning a fun rather than a daunting experience. Everyone's views and experiences are listened to. You will not be lectured at and given every opportunity to participate and there is no exam at the end unlike school or college.

How do I apply for an e-course or webinar?

Click on the link next to the event description which will take you to an email address where you will need to register your interest in attending.

Are there closing dates for courses?

For all e-learning courses the closing date is two weeks before the start of the course to allow time to enroll with the relevant college and to understand how the course will run and how to access materials.

For webinars it is 48 hours before the start of the event to allow for registration documents and guidance on how to access the systems to be sent.

What happens if I need to cancel my place on an e-learning course?

Due to these courses being in high demand, with waiting lists if we exceed numbers, we ask that you notify us as a matter of urgency to enable us to be able to offer the place to others who may be on the waiting list.

Do you all courses start and finish at the same time?

No, all courses start and finish at different times which are listed against each e-learning course or webinar.

Is there a cost for me to attend the course?

No, all e-learning courses and webinars are free to members.

Am I entitled to time off to attend a course?

Yes, you should approach your line manager to arrange time off in the same way you would for annual leave. You must arrange time off at the same time as applying for the course. If you are having difficulty you should contact your Branch Secretary or Area Organiser.

What do I do if I have further questions to ask before I apply for a course?

If you have any questions that have not been covered above or need any further information please contact the regional education administration team at educationse@unison.co.uk or questions relating to webinars at membereducationse@unison.co.uk

How can I book an e-course or webinar for 2021?

This is the first stage online programme and runs until December 2020. An update will be released for January-March 2021.

Passport courses which will change your life



Stewards passport

If you have recently become a UNISON Steward or workplace representative, you are probably feeling slightly anxious about what you have let yourself in for. Don't panic! UNISON Education & Training is here to help you develop the knowledge, skills and confidence you will need in your new role.

We have put together a 17-day programme of training, which we recommend for all new Stewards, and for which your employer should give you paid time off work to attend.

You do not have to commit to doing all 17 days now – the 17 days are made up of seven modules so you can spread them over a year or longer according to your needs, the availability of courses, etc. ALL modules must be completed in sequence.

The Modular courses took effect from 1 April 2008, and each new Steward will receive a booklet* (passport) which will set out the modular aims and skills objectives. The booklet is for you to keep as a record of training received, which could come in useful when asked for course information from your employer.



NB: Passports will be signed and returned when UNISON employees return to office based working.

Passport courses which will change your life



Health & Safety Representatives passport

If you have been recently elected as a UNISON Health & Safety rep, you are probably feeling slightly anxious about what you have let yourself in for. Don't panic! UNISON Education & training is here to help you develop the knowledge, skills and confidence you will need in your new role.

We have put together a 14-day programme of training, which we recommend for all new Health & Safety reps, and for which your employer should give you paid time off work to attend.

You do not have to commit to doing all 14 days now – the 14 days are made up of 5 modular courses that can be spread over months or a year, or even longer according to your needs, the availability of courses, etc.

Module 1 should be completed first but you can fit Modules 2–5 in any order.



NB: Passports will be signed and returned when UNISON employees return to office based working.

eLEARNING at a glance

Date	Course	
7 September – 16 October 2020	Health & Safety representatives >	
11 September 2020	Redundancy Workshop for Activists >	
14 September – 6 November 2020	Organising Stewards >	
12 October – 16 November 2020	ERA Refresher >	
12 October – 30 November 2020	UNISON Union Learning Representative Level One >	
14 October – 18 November 2020	Organising Stewards >	
9 November – 18 December 2020	Health & Safety representatives >	

Passport courses



Organising Stewards

This course is aimed at newly elected and less experienced UNISON stewards. We have transformed our classroom based course into an online course, delivered by experienced TUC tutors.

This course will help you to understand the steward's role in organising members at local level and help you to feel confident in carrying out your duties as a steward.

The course will help you:

- ▶ Understand the role of an organising union in public services
- ▶ Recognise the importance of equalities in UNISON
- ▶ Work with members to tackle issues in the workplace
- ▶ Work with members in resolving cases
- ▶ Know where and when to seek advice and guidance
- ▶ Understand how procedures work in practice
- ▶ Handle grievance and disciplinary and similar types of cases as the representative of UNISON members within your workplace
- ▶ Become certified as competent to accompany members at a disciplinary and grievance hearing in line with Employment Relations Act 1999
- ▶ Understand the broader roles in which UNISON operates, including internationally.

It is important you are able to commit 4-5 hours a week to complete the course.

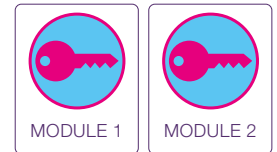
The structure of this course means that you can complete the work within each week flexibly. The tutor of the course as well as an assigned mentor will be on hand to help with any questions you may have.

Much like a face to face course, you are entitled to time off to complete the course. If you are experiencing difficulties with time off, please speak to your branch.

Here are a number of other criteria which you must be able to commit to before embarking on the course and these are listed below.

- ▶ A computer or tablet
- ▶ Permission from your employer if you are using their IT equipment

We are not able to send out hard copies of course related resources at the moment, you will be able to access them electronically.



Passport courses



Organising Stewards

**The course will be 30 hours spread between
14 September 2020 to 6 November 2020.**

What happens next



If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with the college delivering the course. This will be either West Thames College or Southampton City Central.

Course code: 08-20-0125

**The course will be 30 hours spread between
14 October 2020 to 18 November 2020.**

What happens next



If you would like to attend this course, then please register your interest below remembering to **quote your membership number.**

Spaces are **limited to 25** and will be booked on a first come first served basis.

Once you have been enrolled your contact will be directly with the college delivering the course. This will be either West Thames College or Southampton City Central.

Course code: 08-20-0147

Passport courses



Health & Safety Representatives

This course is aimed at new health and safety representatives. We have transformed our classroom based course into an online course, delivered by experienced TUC tutors.

You will learn about health and safety legislation, including the law relating to risk assessment, and also your employer's responsibilities. It will help you work with members to tackle workplace issues and develop your confidence to represent them effectively.

The course will help you:

- ▶ Find out more about your role as a UNISON Health & Safety rep
- ▶ Practice the skills you will need
- ▶ Develop your confidence to represent your members effectively
- ▶ Understand your employer's key responsibilities for health and safety at work
- ▶ Understand the law relating to health and safety at work
- ▶ Show an awareness of the risks in the workplace
- ▶ Understand the key legal requirements concerning risk assessments and the criteria used
- ▶ Be familiar with the UNISON approach to risk assessment
- ▶ Understand how risk assessment can be used as part of a workplace strategy for improving the health, safety and welfare of their members
- ▶ Develop a risk assessment resource pack for use in the workplace and union

As the course involves group work and discussion, you will be expected to attend webinar based tutorials at fixed times. There are a number of other criteria which you must be able to commit to before embarking on the course and these are listed below.

You will need:

- ▶ A computer or tablet on which you can access Microsoft Teams
 - ▶ Permission from your employer if you are using their IT equipment
 - ▶ Agreed Facility Time (time off) from your employer. If you need any help with this, then please speak to your branch
 - ▶ To be able to commit to attending all tutorials
 - ▶ Learners will need approx. 2-3 hours per week for group work (5 hours per week including tutorials)
 - ▶ There will also be time slots for 1:1 sessions with the tutor if needed, this will be discussed at the beginning of the course.
- As well as the tutor support, you will be assigned a mentor to help with questions.

We are not able to send out hard copies of course related resources at the moment, you will be able to access them electronically.



Passport courses



Health & Safety Representatives

**The course will be 30 hours spread between
7 September 2020 to 16 October 2020.**

Tutorial dates



Monday 7 September (11:00–14:00)
Friday 18 September (11:00–13:00)
Monday 21 September (11:00–13:00)
Friday 2 October (11:00–13:00)
Monday 5 October (11:00–13:00)
Friday 16 October (11:00–14:00)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 20** and will be booked on a first come first served basis.

Course code: 08-20-0122

**The course will be 30 hours spread between
9 November 2020 and 18 December 2020.**

Tutorial dates



Monday 9 November (11:00–14:00)
Friday 20 November (11:00–13:00)
Monday 23 November (11:00–13:00)
Friday 4 December (11:00–13:00)
Monday 7 December (11:00–13:00)
Friday 18 December (11:00–14:00)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 20** and will be booked on a first come first served basis.

Course code: 08-20-0148

Non-passport courses



Redundancy Workshop for Activists

Date: 11 September 2020 **Time:** 09.30-13:00 **Course code:** 08-20-0124

This course is aimed at reps who negotiate on behalf of the branch and members who would like information on how redundancy could affect them.

The course will cover:

- ▶ Basic redundancy law
- ▶ How redundancy pay is calculated
- ▶ What does consultation really mean?
- ▶ Equality issues around redundancy

UNISON Union Learning Representative Level One

Date: 12 October - 30 November 2020 **Course code:** 08-20-0154

This course is aimed at all untrained Union Learning Reps or those wanting a refresher.

This will be ran as a self-study course and you will have a mentor to help throughout. There are three online sessions which need to be attended for successful completion.

The course will cover:

- ▶ The role of the Union Learning Rep
- ▶ What it means being part of a Union
- ▶ Identify learning needs
- ▶ Developing your own skills.

Non-passport courses



ERA (Employment Relations Act 1999) Refresher Training

Date: 12 October to 6 November 2020

What is it?

By law, all workplace representatives are required to undertake training at least once every five years to keep up to date and maintain their ERA certification. The refresher course aims to update reps on new legislation which is relevant to their role and introduce new developments within UNISON.

The legal position

The Trade Union and Labour Relations (Consolidation) Act 1992 makes provision for trades unions to elect officials in workplaces to act as representatives of the union. The Act, in conjunction with the ACAS Code, requires the employer to give reasonable time off to these trade union officials to carry out duties which are concerned with industrial relations, and to undergo training in aspects of industrial relations. UNISON identifies officials accredited under the 1992 Act as Stewards.

As the course involves group work and discussion, you will be expected to attend webinar based tutorials at fixed times. There are a number of other criteria which you must be able to commit to before embarking on the course and these are listed below.

You will need:

- ▶ A computer or tablet on which you can access Microsoft Teams
- ▶ Permission from your employer if you are using their IT equipment
- ▶ Agreed Facility Time (time off) from your employer. If you need any help with this, then please speak to your branch
- ▶ To be able to commit to attending all tutorials
- ▶ Learners will need approx. 2-3 hours per week for group work (5 hours per week including tutorials)
- ▶ There will also be time slots for 1:1 sessions with the tutor if needed, this will be discussed at the beginning of the course. As well as the tutor support, you will be assigned a mentor to help with questions.

We are not able to send out hard copies of course related resources at the moment, you will be able to access them electronically.

NB: This is the only course that complies with ERA recertification

Tutorial dates

Monday 12 October (11:00–13:00)
Thursday 15 October (11:00–13:00)
Monday 19 October (11:00–13:00)
Thursday 22 October (11:00–13:00)

If you would like to attend this course, then please register your interest below remembering to **quote your membership number**.

Spaces are **limited to 25** and will be booked on a first come first served basis.

Course code: 08-20-0131

WEBINARS at a glance

Date	Webinar
2 September 2020	Education update >
3 September 2020	New Young Members Officers Training >
3 September 2020	Redundancy Support and Information > 
9 September 2020	Dealing with Domestic Abuse >
17 September 2020	Moving on: The introduction to finding a new job > 
21-22 September 2020	Makaton Level 1 > 
23 September 2020	Numeracy: Culture, Maths Anxiety, and Impact > 
23-24 September 2020	Makaton Level 1 > 
24 September 2020	Care After Covid: A Social Care Webinar >
30 September 2020	An Attitudinal Approach: Value, Belief and Persistence > 
1 October 2020	How to write a successful CV and covering letter > 
2-4 October 2020	Regional Womens Forum Online > 
7 October 2020	How to implement a National Numeracy Project > 
9 October 2020	Digital Champions 1 > 
13 October 2020	Black Members Tackling Racism > 

Date	Webinar
14 October 2020	Taking Learning into Practice > 
15 October 2020	Interviews > 
16 October 2020	Digital Champions 2 > 
23 October 2020	Digital Champions 3 > 
28 October 2020	Eradicating Racism in the workplace > 
29 October 2020	Understanding Debt, Borrowing and Budgeting > 
5-6 November 2020	Makaton Level 2 > 
26 November 2020	How can I improve my Digital skills? > 
20 November 2020	Trans Awareness >
25 November 2020	Dealing with Domestic Abuse >
1 December 2020	Dealing with HIV in the Workplace >
3 December 2020	Power to be You > 
11 December 2020	Facing Change and Managing Stress > 

Black History Month



Black Members Tackling Racism

Date: 13 October 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0133

This webinar is aimed at black members and will cover the definition of racism and the ways in which racism can be experienced. We will then look to why victims and onlookers do not always report racism when it happens before exploring what legal protections – both inside and outside the workplace are available to those experiencing or witnessing racism.

Eradicating Racism in the workplace

Date: 28 October 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0153

A one hour webinar aimed at supporting UNISON stewards who want to learn more about how to move towards eradicating racism where you work.

Topics covered:

- ▶ Examining the issues that might be affecting black UNISON members right now
- ▶ Learning how to support black members facing racism and discrimination in the workplace
- ▶ Identifying signs of systemic racism and consider how to tackle it
- ▶ Exploring ways of increasing UNISON activism amongst Black members
- ▶ Receiving guidance on the importance and use of UNISON Race Protocol in branch casework



#BlackLivesMatter #BlackHistoryMonth

Care After Covid: A Social Care Webinar

Date: 24 September 2020 **Time:** 14:00-15:30 **Course code:** 08-20-0152

We are delighted to announce a new webinar for UNISON's social care activists.

This marks the beginning of an exciting new project to revitalise the region's approach to the sector and will include details of 'Care After Covid', UNISON's vision for social care and a National Care Service.

This webinar is open to all activists working in social care.

Dealing with HIV in the Workplace

Date: 1 December 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0139

#WorldAidsDay. This one hour webinar is aimed at all activists. Topics include:

- ▶ What are HIV and AIDS?
- ▶ Fighting Discrimination
- ▶ Representing Members with HIV
- ▶ Impact of Employer Policies
- ▶ Health, Safety and Training.

Dealing with Domestic Abuse

Date: 9 September 2020 **Time:** 15:00-16:00 **Course code:** 08-20-0123

Date: 25 November 2020* **Time:** 13:00-14:00 **Course code:** 08-20-0137

The aims of this webinar are to equip activists with information and confidence when responding to members issues around Domestic Abuse. By the end of the webinar, participants should:

- ▶ develop an understanding of domestic abuse and the forms it takes
- ▶ consider how it can affect members at work
- ▶ identify ways to provide information, advice and guidance.

*International Day for the Elimination of Violence Against Women.

Digital Champion training

Date: Fridays **Time:** 11:00-12:00 **Spaces:** Limited to Eight

This training is available for all members and activists wanting to help those in the workplace who may have limited digital skills. We are asking for those in prominent positions within the workplace to take on the training of a digital champion, this consists of three sessions at one hour each. The COVID-19 pandemic has showed us that it is very easy for those with limited digital skills to become isolated at a time where we must keep our distance from others. There are some people who were shielding for months and now heading back to the workplace, if we can help these people by aiding the setup of an email or downloading WhatsApp on a phone we really will be making a huge difference to the connectivity of our colleagues to their loved ones. It looks as though social distancing and the potential for feeling isolated will not stop anytime soon.



- ▶ [Digital Champions 1](#)
- ▶ [Digital Champions 2](#)
- ▶ [Digital Champions 3](#)

Digital Champions 1

Date: 9 October 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0130



Digital Champion training: An introduction to why digital champions matter, what they are and barriers that restrict digital interaction. Topics covered:

- ▶ Why Digital skills matter
- ▶ Barriers to digital engagement
- ▶ What are digital Champions

Digital Champions 2

Date: 16 October 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0145



Digital Champion training: We will look at resources available to digital champions and introduce you to the Digital Champions Network. Topics covered:

- ▶ Using resources correctly
- ▶ What kind of digital Champion are you?

Digital Champions 3

Date: 23 October 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0146



Digital Champion training: We will reflect on what we have learnt so far and discuss what we will plan to do in the future with the knowledge that we gained.

Topics covered:

- ▶ Next steps
- ▶ Projects within the workplace

Education update

Date: 2 September 2020 **Time:** 14:00-15:00 **Course code:** 08-20-0119

Available to all education activists, (Education coordinators, Life-long learning coordinators and Union Learning reps). A small meeting to discuss both activist and member learning across the South East ahead of the launch of our new webinar series commencing in September. Speakers will include Sam Raymond; Regional Education Organiser for the South East, Vicki Gibbs; Regional Equalities and Educational Team and Abbey Dunn; Regional Learning and Development Organiser.

The National Numeracy Project: Becoming a Numeracy Champion

Date: Wednesdays **Time:** 10:00-13:30

An Inclusive Learning Project funded CPD training event for all Union learning activists; hosted by the National Numeracy project. Over four interactive sessions you will learn why upskilling the workforce in maths is so important, you will learn why some people avoid maths due to do anxiety and how to implement your own project in the workplace. There is absolutely no maths learning involved and no teaching required, this training will help you to help members that may approach you regarding their numeracy skills. Although we ideally would like all four sessions to be attended please let us know if you will miss a week and we can send a recording of the missing week to you.



- ▶ [Numeracy: Culture, Maths Anxiety, and Impact](#)
- ▶ [An Attitudinal Approach: Value, Belief and Persistence](#)
- ▶ [How to implement a National Numeracy Project](#)
- ▶ [Taking Learning into Practice](#)

Numeracy: Culture, Maths Anxiety, and Impact

Date: 23 September 2020 **Time:** 10:00-13:30 **Course code:** 08-20-0127



National Numeracy: An introduction to the course, we will look at numeracy problems in the UK and how it affects both individuals and the workplace. We will be introducing the idea of maths anxiety.

Topics covered:

- ▶ Introductions
- ▶ Numeracy in the UK
- ▶ How does poor numeracy affect individuals and workplaces?
- ▶ What is Maths Anxiety?

An Attitudinal Approach: Value, Belief and Persistence

Date: 30 September 2020 **Time:** 10:00-13:30 **Course code:** 08-20-0142



National Numeracy: We will continue to look at why we need to advance maths in the workplace, we will start by looking at the value of maths itself and common myths that are alongside it. We will also look at the mind set and persistence, how they impact the success of a maths project.

Topics covered:

- ▶ Value of maths
- ▶ Myth busting
- ▶ Mindset and persistence
- ▶ Looking at case studies

How to implement a National Numeracy Project

Date: 7 October 2020 **Time:** 10:00-13:30 **Course code:** 08-20-0143



National Numeracy: Starting to look at the National Numeracy project as a key tool for support members in the workplace.

Topics covered:

- ▶ The National Numeracy Challenge
- ▶ How to reach learners
- ▶ Idea sharing

Taking Learning into Practice

Date: 14 October 2020 **Time:** 10:00-13:30 **Course code:** 08-20-0144



National Numeracy: We will reflect on what we have covered across the three sessions, we will look at barrier on implementing action place and what best practice looks like.

Topics covered:

- ▶ Action plans
- ▶ Best practice
- ▶ Barriers
- ▶ Case studies

Regional Womens Forum Online

'The Patriarchy and the Pandemic'. Open to all women members.

Women's Health & Safety

Date: 2 October 2020 **Time:** 13:00-14:00 **Course Code:** 08-20-0129

Women and Sleep

Date: 2 October 2020 **Time:** 15:00-16:00 **Course Code:** 08-20-0149

The impact of Covid-19 on women and lowpaid workers

Date: 2 October 2020 **Time:** 17:00-16:00 **Course Code:** 08-20-0150

Grand Panel Event. Hosted by Sandra Charles, Chair of the Regional Women's Committee, and including special guest speakers.

Tackling the Discrimination facing Black Women and increasing activism in UNISON

Date: 3 October 2020 **Time:** 11:00-12:00 **Course Code:** 08-20-0151

Maternity Rights

Date: 3 October 2020 **Time:** 13:00-14:00 **Course Code:** 08-20-0152

Time for Change

Date: Thursdays

Time: 13:00-14:00

A series of eight webinars to help support UNISON members in the South East through COVID-19 and beyond. Each webinar will be designed to equip attendees with the knowledge to help overcome potential obstacles such as stress, redundancy, debt and advancing digital skills as a result of the COVID-19 pandemic. All webinars are open to all members, you have the choice to attend as many as you would like, though you only have to sign up once.



- ▶ [Redundancy Support and Information](#)
- ▶ [Moving on: The introduction to finding a new job](#)
- ▶ [How to write a successful CV and covering letter](#)
- ▶ [Interviews](#)
- ▶ [Understanding Debt, Borrowing and Budgeting](#)
- ▶ [Facing Change and Managing Stress](#)
- ▶ [How can I improve my Digital skills?](#)
- ▶ [Power to be You](#)

Redundancy Support and Information

Date: 3 September 2020

Time: 13:00-14:00

Course code: 08-20-0120



Time for Change: A webinar to help those who are worried about job security. We will talk about redundancy generally and the law that surrounds it. We will be looking at the impacts mass redundancies may have on the job market and how UNISON is helping members at this time.

Topics covered:

- ▶ What is redundancy?
- ▶ What does law say about redundancy?
- ▶ The impact of redundancies on UNISON members
- ▶ How UNISON is trying to help members in the South East to overcome future barriers

Moving on: The introduction to finding a new job

Date: 17 September 2020 **Time:** 13:00-14:00 **Course code:** 08-20-0126



Time for Change: A webinar designed to help those who are changing career, looking at the reasons why people may look for other jobs and how to get started when searching for jobs. We will cover Application forms in this session.

Topics covered:

- ▶ Reasons for looking for jobs
- ▶ How /where to look for jobs
- ▶ Looking at job adverts
- ▶ Application Forms

How to write a successful CV and covering letter

Date: 1 October 2020 **Time:** 13:00-14:00 **Course code:** 08-20-0128



Time for Change: A webinar designed to explore how to write a CV and covering letter, the use of positive words and the universal format of the document.

Topics covered:

- ▶ Covering letters
- ▶ Format
- ▶ Layout
- ▶ Use of positive words

Interviews

Date: 15 October 2020 **Time:** 13:00-14:00 **Course code:** 08-20-0132



Time for Change: This webinar will allow attendees an insight on how to prepare for face to face interviews as well as virtual ones. It will cover what to expect from an interview and offer hints and tips to those who may have not attended an interview for some time.

Topics covered:

- ▶ Preparations, physically and mentally
- ▶ What to expect from online interviews
- ▶ Potential questions
- ▶ Tips to be successful

Understanding Debt, Borrowing and Budgeting

Date: 29 October 2020 **Time:** 13:00-14:00 **Course code:** 08-20-0134



Time for Change: An interactive webinar where we explore the impacts of debt and how many people it affects in the UK. This is through a series of interactive exercises.

Topics covered:

- ▶ What are priority debts
- ▶ Repaying debts
- ▶ Budgeting
- ▶ Payday lending
- ▶ Credit unions

How can I improve my Digital skills?

Date: 26 November 2020 **Time:** 13:00-14:00 **Course code:** 08-20-0138



Time for Change: A webinar to explore how the internet and computers can aid in our everyday life. We will signpost to organisations that offer free training on all areas of digital skills.

Topics covered:

- ▶ What are digital skills?
- ▶ Automation in the workplace
- ▶ Positives and Negatives of the use of computers
- ▶ Signposting

Power to be You

Date: 3 December 2020 **Time:** 13:00-14:00 **Course code:** 08-20-0140



Time for Change: This webinar will allow attendees to find out about building confidence, speaking skills and what education opportunities are available through UNISON

Topics covered:

- ▶ Ways to improve self-esteem
- ▶ Ideas and tips for addressing own confidence and assertiveness issues
- ▶ Educations and development opportunities in UNISON

Facing Change and Managing Stress

Date: 11 December 2020 **Time:** 13:00-14:00 **Course code:** 08-20-0135



Time for Change: Covid-19 has impacted all areas of our lives, we have faced many changes throughout 2020. We will be looking at ways stress impacts our everyday lives and how we can manage that, both inside and outside of the workplace.

Topics covered:

- ▶ What is stress?
- ▶ How does stress affect your body?
- ▶ The importance of identifying sources of stress
- ▶ Rest and Relaxation

Trans Awareness

Date: 20 November 2020 **Time:** 10:00-12:00 **Course code:** 08-20-0136

On Transgender Remembrance Day, UNISON South East are running a 2-hour online training event aimed at supporting activists representing trans members in the workplace. We will look at how equality law can help us to fight discrimination, and how to raise Trans awareness within the branch and beyond.

Young Members' Officers Training

Date: 3 September 2020 **Time:** 16:00-17:00 **Course code:** 08-20-0121

This one hour webinar will aim to support you in carrying out key functions such as:

- ▶ recruiting new members and organising and encouraging existing young members to become active in the branch and in UNISON campaigns;
- ▶ building a branch young members' organisation and making sure there are potential new young members' officers in the future;
- ▶ making sure issues of concern to young workers are raised through the branch;
- ▶ acting as a focal point for all young workers in the branch and workplaces;
- ▶ receiving and distributing UNISON young members' information.

Makaton Level 1

Date: 21-22 September 2020 **Time:** 17:00-21:00 **Course code:** 08-20-0056

Date: 23-24 September 2020 **Time:** 10:00-14:00 **Course code:** 08-20-0057



Today over 100,000 children and adults use Makaton symbols and signs, either as their main method of communication or as a way to support speech. By using Makaton, children and adults can take a more active part in life, because communication and language are the key to everything we do and learn.

UNISON have organised and funded sessions with The Makaton Charity to offer Makaton training opportunities to our members.

NB. Training takes place over two consecutive days, both need to be attended to achieve your certificate.

Makaton Level 2

Date: 5-6 November 2020 **Time:** 10:00-14:00 **Course code:** 08-20-0058



In order to secure a funded position for this training, you **must** have completed Level 1 Makaton training through UNISON. Very limited spaces available for Makaton Level 2; continue to learn core vocabulary that over 100,000 children and adults use as their main method of communication or to support speech.

NB. Training takes place over two consecutive days, both need to be attended to achieve your certificate.

TUC Centres

TUC Education provides training for more than 57,000 union representatives, Health & Safety representatives and union learning representatives each year.

They offer high quality training through a network of TUC approved providers across the UK where learners achieve nationally recognised educational credits and qualifications.

TUC courses encourage everyone to learn in a friendly, supportive environment, usually in surroundings designated for trade union courses. Courses are offered flexibly to suit the needs of union representatives and through the traditional day-release model.

For many reps this is a second chance to learn. A range of learning pathways has been established, offering all reps the opportunity to achieve their full potential.

The following are the TUC approved colleges and contacts that UNISON South East uses for training.

Michael Cudjoe

West Thames College
London Road
Isleworth TW7 4HS

Tel: 020 8326 2000

Email: michael.cudjoe@west-thames.ac.uk

Sucha Singh

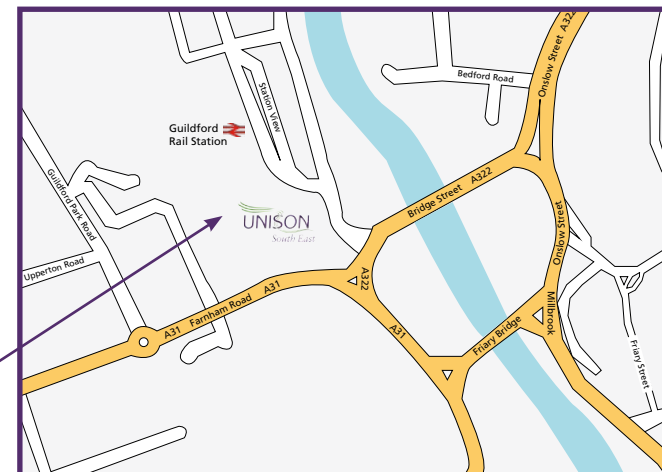
TU Studies Department
Southampton City College
St Mary Street
Southampton SO14 1AR

Tel: 023 8057 7359

Email: sucha.singh@southampton-city.ac.uk



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