

ONLINE COURSE PROGRAMME

November 2020-July 2021



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 until further notice.

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.

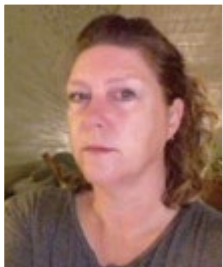


Sam Raymond

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

membereducationse@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

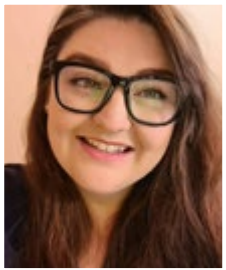
Equality & Womens Officer

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.

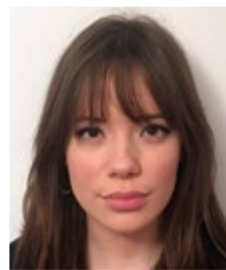


Abbey Dunn

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.

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. More details on arranging time off can be found on **page 7**.

Is there a cost for me to attend the course?

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

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 second stage online programme and runs until July 2021. Updates will be made and released as more courses and webinars are confirmed.

Facility time and managing coursework

What is facility time?

Facility time is time off from an individual's job, granted by the employer, to enable a rep to carry out their trade union role. This can include time off to complete trade union related training.

The right to time off

In workplaces where the trade union is recognised, trade union workplace representatives have a right to paid time off for the purpose of carrying out their trade union duties or to take part in union training.

Where there isn't a recognition agreement or facility time agreement, reps should seek advice from their branch in the first instance in regards to time off for training.

How do I request facility time?

You will need to request facility time from your manager in order to receive time off to complete the course. As soon as you have the dates of the course you would like to complete, approach your manager and request the facility time you require; try and give them as much notice as possible. Make sure to specify the amount of uninterrupted time needed to complete the course and any tutorial dates/times that you must attend.* If you have a work diary or calendar, block out the time that you are completing the course so colleagues know not to interrupt you. If this first conversation with your manager is a verbal discussion, follow up with an email to confirm the conversation.

**For some of our courses there are no set tutorial times and the work can be completed flexibly. Instead you should ask for the amount of hours per week needed and that this can be taken at any time during*

your working week. For example, for our Organising Stewards course, you should ask for 6 hours per week of facility time to complete the course (5 hours for the coursework, 1 hour to discuss queries and questions with your mentor) Be sure that specific time is allocated in your diary to complete the work.

Time management and managing coursework

We recommend that you dedicate time to complete the course each week. It can be hard to complete the course if you are unsure when you will get an opportunity to complete the coursework. Set aside specific times to complete the work, even if it is one of our courses that can be completed flexibly.

Points to consider

Where are you going to be doing the online course? In a busy or loud environment which may be distracting? Somewhere where you are likely to be interrupted? If possible find a quiet space to complete the course either at work or at home.

What equipment are you going to use? To access all of our E-learning courses, you will need a tablet or computer. If you are using your employer's IT equipment, then make sure you have permission to use it for a trade union course. Most facility agreements allow you to use employer equipment, but check with your branch if you are unsure.

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.



Modules 1 and 2: Organising Stewards

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Modules 3-7 will run when classroom based training resumes.

- Module 3: Further Representation Skills
- Module 4: Developing Representation Skills
- Module 5: Negotiating Skills
- Module 6: Organising around Employment Law
- Module 7: Equality in your Branch

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.



Module 1: Health & Safety Reps including Risk Assessment

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Modules 2-5 will run when classroom based training resumes.

- Module 2: Dealing with Bullying & Harassment
- Module 3: Negotiating Skills
- Module 4: Equality in your Branch
- Module 5: Breaking the Silence on Domestic Abuse

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

eLEARNING at a glance

Date	Course	
11 January – 15 February 2021	Organising Stewards >	
18 January – 26 February 2021	Health & Safety representatives >	
16 February – 26 February 2021	ERA Refresher >	
24 February – 7 April 2021	Organising Stewards >	
1 March – 9 April 2021	Health & Safety representatives >	
13 April – 23 April 2021	ERA Refresher >	
19 April – 28 May 2021	Organising Stewards >	
20 April – 28 May 2021	Health & Safety representatives >	
3 June – 15 July 2021	Organising Stewards >	
7 June – 16 July 2021	Health & Safety representatives >	
9 February 2021	Redundancy Workshop for Activists >	
2021 Dates TBC	UNISON Union Learning Representative Level One >	

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:

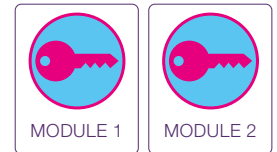
- ▶ Understand the role of an organising union in public services
- ▶ Recognise the importance of equalities in UNISON
- ▶ Work with members to tackle issues in the workplace
- ▶ Work with members in resolving cases
- ▶ Know where and when to seek advice and guidance
- ▶ Understand how procedures work 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.

The structure of this course is a combination of set tutorials times and coursework which can be completed 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. 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 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. five hours per week inclusive of tutorial times (An additional one hour may be necessary to receive support from your mentor)
- ▶ 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



Organising Stewards

The course will be 30 hours spread between
11 January 2021 to 19 February 2021.

Tutorial dates



Monday 11 January (10:00–12:00)
Monday 25 January (10:00–12:00)
Monday 1 February (10:00–12:00)

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.

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: 08-21-0008

The course will be 30 hours spread between
24 February 2021 to 7 April 2021.

Tutorial dates



Wednesday 24 February (10:00–12:00)
Wednesday 10 March (10:00–12:00)
Wednesday 17 March (10:00–12:00)

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.

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: 08-21-0010

Passport courses



Organising Stewards

The course will be 30 hours spread between
19 April 2021 to 28 May 2021.

Tutorial dates



Monday 19 April (10:00–12:00)
Tuesday 4 May (10:00–12:00)
Tuesday 11 May (10:00–12:00)

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.

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: 08-21-0009

The course will be 30 hours spread between
3 June 2021 to 15 July 2021.

Tutorial dates



Thursday 3 June (10:00–12:00)
Thursday 17 June (10:00–12:00)
Thursday 24 June (10:00–12:00)

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.

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: 08-21-0011

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
18 January 2021 to 26 February 2021.

The course will be 30 hours spread between
1 March 2021 to 9 April 2021.

Tutorial dates



Monday 18 January (11:00–14:00)
Friday 29 January (11:00–13:00)
Monday 1 February (11:00–13:00)
Friday 12 February (11:00–13:00)
Monday 15 February (11:00–13:00)
Friday 26 February (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 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: 08-21-0004

Tutorial dates



Monday 1 March (11:00–14:00)
Friday 12 March (11:00–13:00)
Monday 15 March (11:00–13:00)
Friday 26 March (11:00–13:00)
Monday 29 March (11:00–13:00)
Friday 9 April (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 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: 08-21-0006

Passport courses



Health & Safety Representatives

The course will be 30 hours spread between
20 April 2021 to 28 May 2021.

The course will be 30 hours spread between
7 June 2021 to 16 July 2021.

Tutorial dates



Tuesday 20 April (11:00–14:00)
Friday 30 April (11:00–13:00)
Tuesday 4 May (11:00–13:00)
Friday 14 May (11:00–13:00)
Tuesday 18 May (11:00–13:00)
Friday 28 May (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 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: 08-21-0005

Tutorial dates



Monday 7 June (11:00–14:00)
Friday 18 June (11:00–13:00)
Monday 21 June (11:00–13:00)
Friday 2 July (11:00–13:00)
Monday 5 July (11:00–13:00)
Friday 16 July (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 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: 08-21-0007

Non-passport courses



Redundancy Workshop for Activists

Date: 9 February 2021 **Time:** 9:30-13:00 **Course code:** 08-21-0024

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:

- ▶ Understanding the impact of Covid-19 on redundancy legislation
- ▶ Knowing what an employer's responsibility is when making employees redundant
- ▶ Understanding how redundancy pay is calculated
- ▶ Considering equality issues around redundancy
- ▶ Sharing good practice when negotiating around redundancy.

UNISON Union Learning Representative Level One

Dates to be confirmed

Date: **Course code:**

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

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

Non-passport courses



ERA (Employment Relations Act 1999) Refresher Training

16 February 2021 to 26 February 2021.

Tutorial dates

Tuesday 16 February (11:00–13:00)
Friday 19 February (11:00–13:00)
Tuesday 23 February (11:00–13:00)
Friday 26 February (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: 08-21-0002

13 April 2021 to 23 April 2021.

Tutorial dates

Tuesday 13 April (11:00–13:00)
Friday 16 April (11:00–13:00)
Tuesday 20 April (11:00–13:00)
Friday 23 April (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: 08-21-0003

WEBINARS at a glance

Date	Webinar
20 November 2020	Trans Awareness >
25 November 2020	Dealing with Domestic Abuse >
26 November 2020	How can I improve my Digital skills? > 
27 November 2020	Wellbeing and Mental Health >
1 December 2020	Dealing with HIV in the Workplace >
2 December 2020	Cancer in the Workplace >
3 December 2020	Power to be You > 
8 December 2020	Coping at Christmas >
15 December 2020	Using the Equality Act >
17 December 2020	Changing workplaces: Become Active in Health and Safety >
5 January 2021	Education update >
7 January 2021	Dry January: Dealing with Alcohol and Other Addictive Substances > 
14 January 2021	Blue Monday: Mental Health and Wellbeing > 
20 January 2021	How to Meditate > 
21 January 2021	Working From Home: Love it or Loathe it, it's here to stay > 

Date	Webinar
26 January 2021	Essential Pet Care >
27 January 2021	Guided Meditation > 
28 January 2021	Budget Busting Workshop – Oh dear! The Credit Card Bills are Here! > 
1 February 2021	Difficult Conversations > 
4 February 2021	World Cancer Day: Dealing with Cancer in the Workplace > 
11 February 2021	Bullying in the Workplace: How to Beat the Bullies > 
16 February 2021	School Support Staff, Know Your Rights >
17 February 2021	Guided Meditation > 
18 February 2021	Dealing with the Menopause > 
25 February 2021	Managing Change > 
4 March 2021	History of Suffragettes (Women's History Month) > 
11 March 2021	Essential Nutrition and Eating Disorders > 
18 March 2021	History of Women's Health > 

WEBINARS at a glance

Date	Webinar
24 March 2021	Guided Meditation > 
25 March 2021	Confidence Building, Personal Development and Public Speaking > 
1 April 2021	Stress Awareness (Stress Awareness Month) > 
21 April 2021	Guided Meditation > 
26 May 2021	Guided Meditation > 

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.

Dealing with Domestic Abuse

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.

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

Wellbeing and Mental Health

Date: 27 November 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0169

This year has been demanding and has taken a toll on mental health across the country; there has been 1.7 million visits to the Mind Coronavirus Hub since it's launch. This is a webinar for all UNISON members who would like to know they are not alone.

We will talk about stress, how this can impact on our everyday lives and what steps we can take to minimise stress exposure. Topics include: what is good mental health?, the links between good wellbeing habits and mental health as well as accessing the impact of COVID-19.

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 covered:

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

Cancer in the Workplace

Date: 2 December 2020 **Time:** 14:00-15:00 **Course code:** 08-20-0165

This webinar is open to all members within the South East.

Trade Unions have been at the forefront of the campaign against the use of carcinogens in the workplace, including asbestos, which UNISON members are still working around.

UNISON reps can offer practical advice and assistance to members suffering from a range of cancers who might need adjustments to roles, working hours, place of work throughout their treatment and beyond. UNISON can negotiate with employers to ensure that policies and procedures do not discriminate against those with cancer, or caring for someone with cancer. This one hour webinar will give participants some of the tools and knowledge needed to guide and support members who have been diagnosed with cancer or who have become carers for someone who has, and will include relevant case studies, as well as an examination of the impact of COVID-19 on those with cancer in the Workplace.

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

Coping at Christmas

Date: 8 December 2020 **Time:** 12:00-13:00 **Course code:** 08-20-0166

This webinar is open to all UNISON members.

Christmas takes its toll on our mental health and wellbeing every year, and this year it could be exceptionally difficult for many UNISON members. We will consider:

- ▶ What makes Christmas so Stressful?
- ▶ The Impact of COVID-19 this Christmas
- ▶ Strategies for coping with Christmas 2020

Using the Equality Act

Date: 15 December 2020 **Time:** 12:00-13:30 **Course code:** 08-20-0167

This webinar is open to UNISON Activists.

Since 2010 UK employees have been protected from discrimination by the Equality Act – so how come there are still around 35,000 such claims in England and Wales each year?

This Webinar clarifies the legislation and invites participants to give judgement on case studies. We will also examine unconscious bias and the part it plays in workplace discrimination.

Changing workplaces: Become Active in Health and Safety

Date: 17 December 2020 **Time:** 11:00-12:00 **Course code:** 08-20-0168

This webinar is for all UNISON members who would like to know more about the Health and Safety representative role within UNISON. COVID-19 has prompted huge changes in the way workplaces operate and Health and Safety reps have played a key part in protecting UNISON members throughout the pandemic.

We will discuss the importance of the role, the legal rights that come with this and take a look at how health and safety in the workplace is more than a single issue. Topics include, COVID-19, risk assessments, mental health and how to become active within UNISON.

Education update

Date: 5 January 2021 **Time:** 14:00-16:00 **Course code:** 08-21-0001

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 courses and webinars commencing in January 2021. Discussion points include Branch Officer training, UNISON supporting learners, Union Learning Rep training, Union Learning Fund update, Member learning update, Self-care webinar series and a Q&A session.

New Year, Self Care!

Date: Thursdays **Time:** 13:00-14:00

A series of six 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, debt and budgeting. 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.



- ▶ Dry January:
Dealing with Alcohol and Other Addictive Substances
- ▶ Blue Monday:
Mental Health and Wellbeing
- ▶ Working From Home:
Love it or Loathe it
- ▶ Budget busting Workshop
- ▶ Dealing with Cancer in the Workplace
- ▶ Bullying in the Workplace
- ▶ Dealing with the Menopause
- ▶ Managing Change
- ▶ History of Suffragettes
- ▶ Essential Nutrition and Eating Disorders
- ▶ History of Women's Health
- ▶ Confidence Building, Personal Development and Public Speaking
- ▶ Stress Awareness

YOU'RE INVITED

SOUTH EAST

EDUCATION UPDATE

TUESDAY 5 JANUARY 2021 | 14:00 - 16:00

DISCUSSION POINTS
 Online courses for 2021
 Branch Officer training
 UNISON supporting learners
 Union Learning Rep training
 Union Learning Fund update
 Member learning update
 Self-care webinar series
 Q&A

To reserve your space, email educationse@unison.co.uk with your membership number.

Dry January: Dealing with Alcohol and Other Addictive Substances

Date: 7 January 2021 **Time:** 13:00-14:00 **Course code:** 08-20-0170



New Year, Self-Care: Dry January is the UK's one month booze free challenge that helps millions re set their relationship with alcohol every year.

This webinar aims to support members who wish to stay alcohol free in January and possibly beyond. We will also look at the impact of smoking and taking non-prescription drugs.

Blue Monday: Mental Health and Wellbeing

Date: 14 January 2021 **Time:** 13:00-14:00 **Course code:** 08-20-0171



New Year, Self-Care: This webinar aims to help attendees to identify sources of stress and hindrances to your wellbeing, consider a range of solutions to these problems and plan how to make time/space to implement these solutions

Working From Home: Love it or Loathe it, it's here to stay

Date: 21 January 2021 **Time:** 13:00-14:00 **Course code:** 08-20-0172



New Year, Self-Care: This webinar will guide members through the legal, mental, and health & safety issues surrounding working from home.

What are employers responsibilities? How to take care of your physical and emotional well being whilst working from home.

Budget Busting Workshop – Oh dear! The Credit Card Bills are Here!

Date: 28 January 2021 **Time:** 13:00-14:00 **Course code:** 08-20-0173



New Year, Self-Care: Christmas is a time which causes many of us to overspend, meaning we need extra financial advice in January.

The impact of COVID-19 has meant that more than ever, we need to keep control of our finances. This workshop will show you how.

World Cancer Day: Dealing with Cancer in the Workplace

Date: 4 February 2021 **Time:** 13:00-14:00 **Course code:** 08-20-0174



New Year, Self-Care: This webinar will give participants some of the tools and knowledge needed to guide and support members who have been diagnosed with cancer or who have become carers for someone who has.

Topics covered:

- ▶ Finding out more about cancer in the workplace and the impact it has
- ▶ Becoming familiar with relevant employment rights
- ▶ Determining the impact of COVID-19 on those with Cancer
- ▶ Considering why this is a trade union issue.

Bullying in the Workplace: How to Beat the Bullies

Date: 11 February 2021 **Time:** 13:00-14:00 **Course code:** 08-20-0175



New Year, Self-Care: This webinar will give participants some of the tools and knowledge needed to recognise and deal with bullying in the workplace.

Topics covered:

- ▶ Recognising bullying
- ▶ The impact of Workplace Bullying
- ▶ Workplace bullying and the law
- ▶ How to fight back with UNISON's help.

Dealing with the Menopause

Date: 18 February 2021 **Time:** 13:00-14:00 **Course code:** 08-21-0019



New Year, Self-Care: The majority of our members are women which means they are likely to experience the menopause at some stage of their life. The menopause is not something spoken about often so it can cause difficulties at work and even discrimination. We will be exploring the ways in which menopause affects women and how UNISON can help tackle these issues in the workplace.

Managing Change

Date: 25 February 2021 **Time:** 13:00-14:00 **Course code:** 08-21-0020



New Year, Self-Care: A webinar to analyse change, the negative impacts this can have on wellbeing and ways to manage it effectively.

History of Suffragettes (Women's History Month)

Date: 4 March 2021 **Time:** 13:00-14:00 **Course code:** 08-21-0021



New Year, Self-Care: A look at the women who fought for the right to vote. Who were they? What did they do and what is their legacy?

Essential Nutrition and Eating Disorders

Date: 11 March 2021 **Time:** 13:00-14:00 **Course code:** 08-21-0022



New Year, Self-Care: There are many types of eating disorders, many of which are not spoken about. This webinar will look at essential nutrition and energy for the human body, as well as eating disorders including bulimia, anorexia and binge eating disorder.

History of Women's Health

Date: 18 March 2021 **Time:** 13:00-14:00 **Course code:** 08-21-0023



New Year, Self-Care: From the Bryant and May matchstick girls, through to modern day, women's health has been underfunded, misunderstood and minimised. We look at how unions have supported women's health and what more needs to be done.

Confidence Building, Personal Development and Public Speaking

Date: 25 March 2021 **Time:** 13:00-14:00 **Course code:** 08-21-0024



New Year, Self-Care: Public speaking can be one of the most frightening things a person can do and confidence is key when having to do this, whether that be at work or in the community. This webinar will look at what negatively affects confidence, how lack of confidence can affect overall wellbeing and the ways in which we can overcome these issues.

Stress Awareness (Stress Awareness Month)

Date: 1 April 2021 **Time:** 13:00-14:00 **Course code:** 08-21-0026



New Year, Self-Care: Stress is a killer and the past year has been exceptional in throwing up anxieties we didn't even know we had. We discuss strategies to deal with stress and the role of UNISON in supporting members experiencing workplace stress.

How to Meditate

Date: 20 January 2021 **Time:** 13:30-14:00 **Course code:** 08-21-0017

Meditate to relieve stress, think clearly and sleep better! Explore some simple tips and techniques to make meditation easy. And learn a meditation skill that you can use anytime, anywhere. The session will also include a couple of guided meditations to relax your mind and body.

Guided Meditation

Date: 27 January 2021 **Time:** 13:30-13:50 **Course code:** 08-21-0018

20 minute meditation to relax your mind, refresh your focus and recharge your energy.

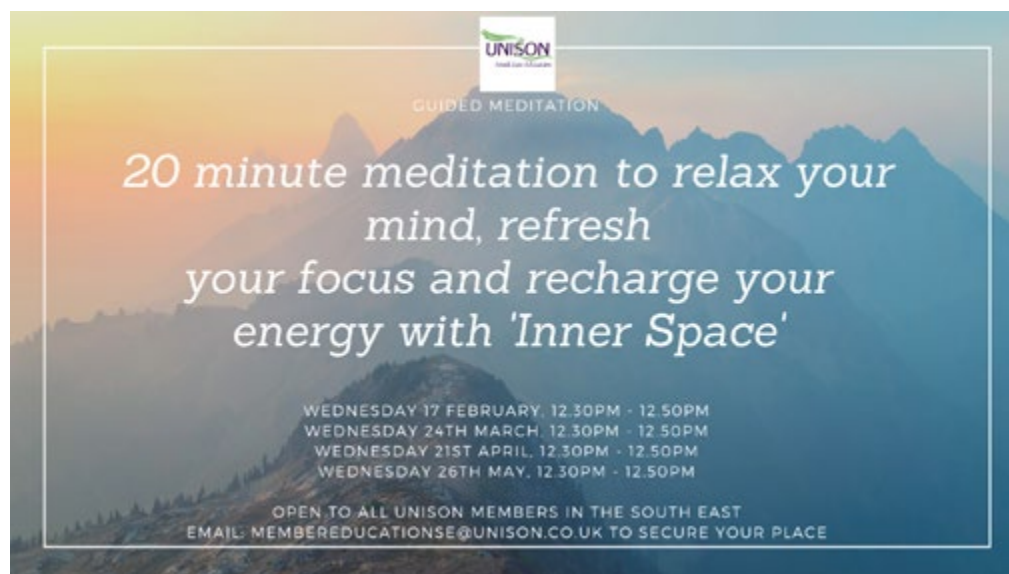
Meditation Sessions by *innerSpace*

Guided Meditation

20 minute meditation to relax your mind, refresh your focus and recharge your energy. These sessions are open to ALL UNISON members in the South East.

- ▶ Wednesday 17 February 2021, 12.30pm-12.50pm
- ▶ Wednesday 24 March 2021, 12.30pm-12.50pm
- ▶ Wednesday 21 April 2021, 12.30pm-12.50pm
- ▶ Wednesday 26 May 2021, 12.30pm-12.50pm

To secure your place email membereducationse@unison.co.uk



Hope Not Hate: Difficult Conversations

Date: 1 February 2021 **Time:** 10:00-11:30 **Course code:** 08-21-0012

Date: 1 February 2021 **Time:** 13:00-14:30 **Course code:** 08-21-0013

People are becoming increasingly intolerant of inappropriate comments being made in the workplace. However, is there a way we can call people out on these comments without creating arguments?

This workshop offers effective methods for allowing people to reflect on the problems of their comments without relying on passive-aggressive or “myth-busting” techniques.

We explore practises that seek to understand people’s perspectives, rather than focus on their objectionable conclusions.

We cannot let the place of work be a place of prejudicial or discriminatory language – but we need be constructive in our approach to all everyone to grow.

Please note: Both workshops are the same so only apply for one time slot. Applicants will be placed on a waiting list and their places will be confirmed by 15 January 2021.



Essential Pet Care

Date: 26 January 2021 **Time:** 18:00-18:45 **Course code:** 08-21-0027

A webinar hosted by a registered veterinary nurse who will cover the essentials of pet welfare, veterinary costs, getting new members of the family as well as taking questions. Though a specialist in small animals, this webinar will be focusing on cats and dogs.

School Support Staff, Know Your Rights

Date: 16 February 2021 **Time:** 11:00-12:00 **Course code:** 08-21-0028

This webinar is open to all school support staff that are members of UNISON.

Aims of the the webinar:

- ▶ To raise awareness of your rights at work in the context of working in schools
- ▶ Identify your main rights at work
- ▶ Discuss how UNISON can help to support staff members at your school
- ▶ Establish next steps for working with UNISON to improve daily life for support workers in your school

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

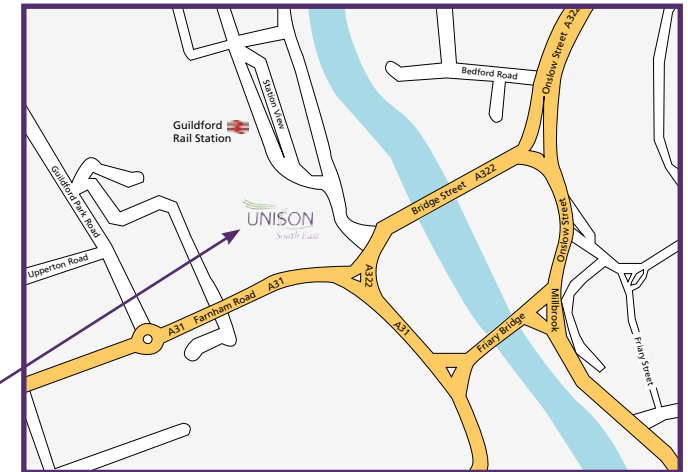
TU Studies Department
Southampton City College
St Mary Street
Southampton SO14 1AR

Tel: 023 8057 7359

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



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of work for good



For further information please contact

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