

# ONLINE COURSE PROGRAMME

May – December 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, Health & Safety reps and ERA 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](mailto:educationse@unison.co.uk) or Member Learning (webinars) on [membereducationse@unison.co.uk](mailto:membereducationse@unison.co.uk).

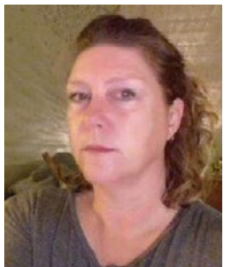


## Sam Raymond

Regional Education Officer

[s.raymond@unison.co.uk](mailto: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](mailto: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](mailto: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](mailto:educationse@unison.co.uk) or Member Learning (webinars) on [membereducationse@unison.co.uk](mailto:membereducationse@unison.co.uk).

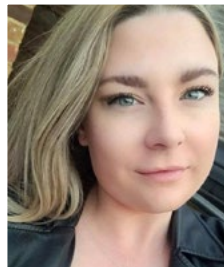


## Abbey Dunn

Area Organiser (Member Learning)

[a.dunn@unison.co.uk](mailto:a.dunn@unison.co.uk)

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



## Kirsty Kenny

Regional Course Administrator

[educationse@unison.co.uk](mailto:educationse@unison.co.uk)

Kirsty 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 Kirsty 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](mailto:educationse@unison.co.uk) or questions relating to webinars at [membereducationse@unison.co.uk](mailto:membereducationse@unison.co.uk)

## How can I book an e-course or webinar?

This programme runs until December 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.



**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
TBC	Understanding Domestic Abuse >
TBC	UNISON Union Learning Representative Level One >
6–16 July 2021	ERA Refresher >
28 April 2021	Redundancy Workshop for Activists >
7 May 2021	OLBA (Branch Treasurer) Training >
12 May 2021	Unconscious Bias Workshop >
1 June 2021	OLBA (Branch Treasurer) Training >
8 June 2021	Negotiating Skills Workshop >
12 June 2021	Women's Officer Training (Branch Officer Training Weekend) >
13 June 2021	Equality Officer Training (Branch Officer Training Weekend) >
19 June 2021	Young Members' Officer Training (Branch Officer Training Weekend) >
26 June 2021	Branch Secretary Training (Branch Officer Training Weekend) >
27 June 2021	Branch Chair Training (Branch Officer Training Weekend) >

Date	Course
19 July – 27 August 2021	Organising Stewards > 
3 September 2021	Unconscious Bias Workshop >
6 September – 15 October 2021	Organising Stewards > 
7 September 2021	Long Covid and Work >
13 September 2021	Negotiating Skills Workshop >
13 September – 18 October 2021	Health & Safety representatives > 
14–24 September 2021	ERA Refresher >
15–16 October 2021	Black History Month > 
25 October – 3 December 2021	Organising Stewards > 
26 October – 5 November 2021	ERA Refresher >
26 October – 30 November 2021	Health & Safety representatives > 
10 December 2021	Negotiating Skills Workshop >
3 September 2021	Unconscious Bias Workshop >

# 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:

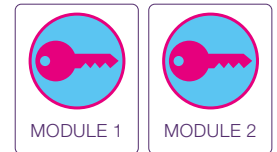
- ▶ Understand the role of an organising union in public services
- ▶ Recognise the importance of equalities in UNISON
- ▶ Work with members to tackle issues in the workplace
- ▶ Work with members in resolving cases
- ▶ Know where and when to seek advice and guidance
- ▶ Understand how procedures work 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  
**19 July 2021 to 27 August 2021.**

### Tutorial dates



Monday 19 July (10:00–12:00)  
Monday 2 August (11.00–13:00)  
Monday 9 August (11.00–13:00)  
Monday 23 August (10:00–11:00)

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:** 08-21-0047

The course will be 30 hours spread between  
**6 September 2021 to 15 October 2021.**

### Tutorial dates



Monday 6 September (10:00–12:00)  
Monday 20 September (10:00–12:00)  
Monday 27 September (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:** 08-21-0048

# Passport courses

## Organising Stewards

The course will be 30 hours spread between  
**25 October 2021 to 3 December 2021.**

### Tutorial dates



Monday 25 October (10:00–12:00)  
Monday 8 November (10:00–12:00)  
Monday 15 November (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:** 08-21-0064

# 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  
**13 September 2021 to 18 October 2021.**

### Tutorial dates



Monday 13 September (10:00 – 13:00)  
Monday 20 September (10:00 – 13:00)  
Monday 27 September (10:00 – 13:00)  
Monday 4 October (10:00 – 13:00)  
Monday 11 October (10:00 – 13:00)  
Monday 18 October (10:00 – 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.

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:** 08-21-0049

The course will be 30 hours spread between  
**26 October 2021 to 30 November 2021.**

### Tutorial dates



Tuesday 26 October (10:00 – 13:00)  
Tuesday 2 November (10:00 – 13:00)  
Tuesday 9 November (10:00 – 13:00)  
Tuesday 16 November (10:00 – 13:00)  
Tuesday 23 November (10:00 – 13:00)  
Tuesday 30 November (10:00 – 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.

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:** 08-21-0065

# Non-passport courses



## Redundancy Workshop for Activists

**Date:** 28 April 2021      **Time:** 13:00-16:30      **Course code:** 08-21-0041

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

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

**6 July 2021 to 16 July 2021.**

### Tutorial dates



Tuesday 6 July (10:00–12:00)  
Friday 9 July (10:00–12:00)  
Tuesday 13 July (10:00–12:00)  
Friday 16 July (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.

**Course code:** 08-21-0068

**14 September 2021 to 24 September 2021.**

### Tutorial dates



Tuesday 14 September (11:00–13:00)  
Friday 17 September (11:00–13:00)  
Tuesday 21 September (11:00–13:00)  
Friday 24 September (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:** 08-21-0066

# Non-passport courses



## ERA (Employment Relations Act 1999) Refresher Training

**26 October 2021 to 5 November 2021.**

### Tutorial dates



Tuesday 26 October (11:00–13:00)  
Friday 29 October (11:00–13:00)  
Tuesday 2 November (11:00–13:00)  
Friday 5 November (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:** 08-21-0067

# Non-passport courses



## Branch Officer Weekends

### Women's Officer Training

**Date:** 12 June 2021      **Time:** 9:30-16:30      **Course code:** 08-21-0055

This course is aimed at all new and untrained Branch Women's Officers.

This course will cover:

- ▶ To define the role of a UNISON Branch Women's Officer
- ▶ To establish how to access resources, make useful links and develop strategies for supporting women members in their branches
- ▶ To consider how to campaign and get women's issues on the recruitment and bargaining agenda.

### Equality Officer Training

**Date:** 13 June 2021      **Time:** 9:30-16:30      **Course code:** 08-21-0056

This course is aimed at all new and untrained Branch Equality Co-ordinators, Black Members Officers, Disabled Members Officers and LGBT+ Officers.

This course will cover:

- ▶ Find out about Equality and Self Organisation in UNISON
- ▶ Equality Act (2010)
- ▶ Discrimination and victimisation
- ▶ Equality and Organising.

# Non-passport courses



## Branch Officer Weekends

### Young Members' Officer Training

**Date:** 19 June 2021      **Time:** 9:30-16:30      **Course code:** 08-21-0057

This training is aimed at all new and existing Young Members' Officers who would like to build their confidence and develop their skills within the role.

#### This course will cover:

- ▶ What is a Young Members' Officer?
- ▶ The importance of organising young workers
- ▶ Strategies for recruiting and organising young workers
- ▶ Issues affecting young workers and organising around them
- ▶ How to raise issues within the UNISON structure and where to go to for support.

### Branch Secretary Training

**Date:** 26 June 2021      **Time:** 9:30-16:30      **Course code:** 08-21-0058

This training is aimed at all new and untrained Branch Secretaries.

#### What will this course cover:

- ▶ The UNISON branch
- ▶ Key responsibilities
- ▶ The branch leader in a future union
- ▶ A Case Management System in the branch
- ▶ Tackling issues.

# Non-passport courses



## Branch Officer Weekends

### Branch Chair Training

**Date:** 27 June 2021      **Time:** 9:30-16:30      **Course code:** 08-21-0059

This training is aimed at all new and untrained Branch Chairs.

This course will cover:

- ▶ The role of the Chair
- ▶ How to prepare effectively for meetings
- ▶ Effective agenda setting
- ▶ Facilitating meetings
- ▶ Understanding the rules of debate and voting.

# Non-passport courses



## OLBA (Branch Treasurer) Training

**Date:** 7 May 2021      **Time:** 09:00-14:30      **Course code:** 08-21-0060

**Date:** 1 June 2021      **Time:** 13:00-16:00      **Course code:** 08-21-0061

This course is aimed at new Branch Treasurers and Assistant Treasurers.

### This course will cover:

- ▶ An overview of the OLBA system – functionality and reports
- ▶ Showing you how your accounts are completed.
- ▶ Entering your receipts and payments with help and support from course tutor(s).
- ▶ Completing reconciliations for your bank/savings accounts
- ▶ An overview of the new member expenses system
- ▶ A case-study

## Unconscious Bias Workshop

**Date:** 12 May 2021      **Time:** 10:00-13:00      **Course code:** 08-21-0050

**Date:** 3 September 2021      **Time:** 13:00-16:00      **Course code:** 08-21-0051

**Date:** 14 December 2021      **Time:** 10:00-13:00      **Course code:** 08-21-0087

In this workshop you will learn about what unconscious bias actually is and how our brains process information.

### This workshop will cover:

- ▶ Why does unconscious bias happen and where does it come from?
- ▶ What are the effects and impact of unconscious bias on individuals in society and in the workplace?
- ▶ How can we address our own and other people's unconscious bias and take practical steps towards managing it?

# Non-passport courses



## Negotiating Skills Workshop

**Date:** 8 June 2021      **Time:** 10:00-13:00      **Course code:** 08-21-0052  
**Date:** 13 September 2021      **Time:** 13:00-16:00      **Course code:** 08-21-0053  
**Date:** 10 December 2021      **Time:** 13:00-16:00      **Course code:** 08-21-0054

This workshop is aimed at UNISON representatives who are involved in negotiations or who are likely to become involved in negotiations with management on policies, pay, change management, and conditions.

**This workshop will help participants to:**

- ▶ Develop and practice negotiating skills
- ▶ Be more effective team negotiators
- ▶ Understand the process of negotiating
- ▶ Be familiar with different styles of negotiating
- ▶ Understand how to prepare, present and negotiate on a claim
- ▶ Develop good practice in negotiations

## Long Covid and Work

**Date:** 7 September 2021      **Time:** 14:00-16:00      **Course code:** 08-21-0085

A two hour workshop for stewards and other activists.

**This course will cover:**

- ▶ What is Long Covid?
- ▶ How does it affect people in the workplace?
- ▶ Is it a Disability covered by the Equality Act 2010?
- ▶ How can UNISON support members impacted by Long Covid?



# Non-passport courses



## Understanding Domestic Abuse

**Date:** TBC

**Course code:** 08-21-0086

The annual Crime Survey estimates that almost 2.5 Million adults experience domestic abuse each year. In addition, one in five children witness or experience domestic abuse in their childhood. Although it is often an under reported crime, with most cases of domestic abuse kept hidden. The new Domestic Abuse Act 2021 makes prosecuting domestic abuse more straightforward, and offers more protection to those who are being abused, but cases still need to be identified and responses need to be effective.

This qualification is for anyone who has a responsibility to respond to domestic abuse or support those experiencing domestic abuse.

### Benefits:

- ▶ Achieve a nationally recognised Level 2 qualification
- ▶ Further your personal and professional development
- ▶ Learn at a time that suits you without the need to attend college

### What you will learn:

- ▶ Understand domestic abuse
- ▶ Understand the signs and risk factors associated with domestic abuse
- ▶ Understand the impact of domestic abuse
- ▶ Understand policy, response, and intervention in relation to domestic abuse

**This course covers 4 units and is delivered via a workbook at home**

### Unit 1: Understand Domestic Abuse

- ▶ Understand the term 'domestic abuse'
- ▶ Know the prevalence of domestic abuse
- ▶ Understand misconceptions surrounding domestic abuse
- ▶ Understand how national policy and strategy in relation to domestic abuse has changed over time

### Unit 2: Understand the signs and risk factors associated with domestic abuse

- ▶ Understand signs of domestic abuse
- ▶ Understand factors that may contribute to the risk of domestic abuse
- ▶ Understand why domestic abuse is not always disclosed or reported

### Unit 3: Understand the impact of domestic abuse on an individual

- ▶ Understand the impact of domestic abuse on children
- ▶ Understand the impact of domestic abuse on family members
- ▶ Understand transition in domestic abuse
- ▶ Understand the economic and social cost of domestic abuse

### Unit 4: Understand policy, response and intervention in relation to domestic abuse

- ▶ Know about legislation and government responses to domestic abuse
- ▶ Understand how to respond if domestic abuse or harm is disclosed, suspected, or alleged Know about the support available to survivors of domestic abuse
- ▶ Know how to access support services available to those experiencing domestic abuse
- ▶ Understand potential barriers to accessing information and support
- ▶ Understand the importance of multi-agency approaches in relation to domestic abuse
- ▶ Understand ways to reduce the likelihood of domestic abuse
- ▶ Know about support available to perpetrators of domestic abuse.



# Equality courses



## South East Region Black History Month – Proud to be in UNISON

Online Celebration for all Black members in UNISON SE Region!

## Black Leadership Skills

**Date:** 15 October 2021      **Time:** 9:30-16:00

Black Leadership Skills course delivered by Sam Raymond, Regional Education Officer

## Time to celebrate

**Date:** 16 October 2021      **Time:** 9:30-13:00

Time to celebrate! delivered Rosita Ellis, Chair of Regional Black Members Committee

- ▶ A chance to talk Black History with amazing BBC Black Historian, David Olusoga.
- ▶ A Fun Quiz!!
- ▶ Black People who have inspired us – presentations from members of Regional Black Members Committee.

# WEBINARS at a glance

Date	Webinar
26 May 2021	Guided Meditation > 
4 June 2021	Promoting Positive Behaviour in Schools/Dealing with Pupil Violence >
10 June 2021	Wellbeing webinar >
13 July 2021	Education update >
16 July 2021	Confidence Building, Personal Development and Public Speaking >
9 August 2021	Better Boundaries – How to deal effectively with difficult people >
10 September 2021	Mental Health Awareness (World Suicide Prevention Day) >
18 October 2021	Dealing with the Menopause (World Menopause Day) >
16 November 2021	Bullying in the Workplace: How to beat the bullies (Anti-Bullying Week) >
8 December 2021	Dealing with Domestic Abuse (16 Days of Action Against Domestic Violence) >

## Guided Meditation

**Date:** 26 May 2021

**Time:** 12:30-12:50

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.

To secure your place email [membereducationse@unison.co.uk](mailto:membereducationse@unison.co.uk)



## Promoting Positive Behaviour in Schools/ Dealing with Pupil Violence

**Date:** 4 June 2021

**Time:** 09:30-12:00

**Course code:** 08-21-0063

**Date:** 4 June 2021

**Time:** 13:00-15:00

**Course code:** 08-21-0069

This workshop is aimed at all members who work as school support staff.

**This workshop will cover:**

- ▶ Understanding how to prevent and manage challenging and violent behaviour developing
- ▶ Understanding how to recognise and respond effectively to pupils/people presenting challenging or violent behaviour
- ▶ Examining the reasons why young people can display challenging behaviour
- ▶ Exploring ways in which we can influence a positive learning environment

## Wellbeing webinar

**Date:** 10 June 2021      **Time:** 13:00-14:00      **Course code:** 08-21-0070

Join us for an hour long webinar focussing on your wellbeing during Covid-19.

The Wellbeing webinar will last an hour and will cover stress, practical ways to improve wellbeing – from exercise to meditation, managing exposure to the media, managing the inner critic-inner couch debate, additional resources and activities to boost wellbeing.

At the end of the session, delegates should be able to:

- ▶ Identify sources of stress and hindrances of their well-being
- ▶ Be able to consider a range of solutions
- ▶ Be able to plan to make time/space for a solution
- ▶ Be signposted to specialist organisations and activities that will aid general well-being

## Education update

**Date:** 13 July 2021      **Time:** 10:00-12:00      **Course code:** 08-21-0062

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.

Discussion points include:

- ▶ Online courses for 2021 update
- ▶ Branch Officer training update
- ▶ Member learning update
- ▶ Trade union education – The Future
- ▶ Q&A



## Confidence Building, Personal Development and Public Speaking

**Date:** 16 July 2021      **Time:** 12:00-13:00      **Course code:** 08-21-0071

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 then will look at ways to overcome them.

## Better Boundaries – How to deal effectively with difficult people

**Date:** 9 August 2021      **Time:** 13:00-14:00      **Course code:** 08-21-0072

We all have that difficult colleague, frenemy, family member who controls and dominates others. This workshop will set you on your way to improving assertiveness and boundaries without being aggressive. Examine the strategies used by master manipulators, and develop strategies of your own to keep your confidence high and your relationships protected.

## Mental Health Awareness (World Suicide Prevention Day)

**Date:** 10 September 2021    **Time:** 12:00-13:00    **Course code:** 08-21-0073

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

### Topics include:

- ▶ What is good Mental Health?
- ▶ The links between good Wellbeing habits and Mental Health,
- ▶ Stress and the workplace
- ▶ Assessing the impact of COVID-19

## Dealing with the Menopause (World Menopause Day)

**Date:** 18 October 2021    **Time:** 16:00-17:00    **Course code:** 08-21-0074

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.

## Bullying in the Workplace: How to beat the bullies (Anti-Bullying Week)

**Date:** 16 November 2021    **Time:** 12:00-13:00    **Course code:** 08-21-0075

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 Domestic Abuse (16 Days of Action Against Domestic Violence)

**Date:** 8 December 2021      **Time:** 13:00-14:00      **Course code:** 08-21-0077

This webinar is open equally to all activists within the region.

The aim of this webinar is to equip activists with information and confidence when responding to member issues around domestic abuse.

By the end of this 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

# 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](mailto: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](mailto:sucha.singh@southampton-city.ac.uk)





For further information please contact

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