

# TRAINING PROGRAMME 2023



**CLASSROOM**

**E-LEARNING**

**WEBINARS**

# Contents

Welcome .....	<b>3</b>
Meet the team .....	<b>4</b>
Important Information .....	<b>6</b>
Facility time and managing coursework .....	<b>7</b>
Suggested training routes .....	<b>8</b>
Courses at a glance .....	<b>10</b>
Activist courses .....	<b>12</b>
Black members training passport .....	<b>53</b>
National courses – Advanced Employment Law .....	<b>55</b>
Webinars at a glance .....	<b>56</b>
Education Update .....	<b>57</b>
Member Learning Webinars.....	<b>58</b>
Learning at Work Week .....	<b>59</b>
Cruse Bereavement courses .....	<b>63</b>
School Support Staff courses .....	<b>64</b>
TUC Centre .....	<b>65</b>

## How to navigate this document



Back to contents page



Back to previous page viewed



Back one page



Forward one page

### Guildford Office Closure

Please note, due to the Guildford office closure, until further notice, the majority of classroom based courses will be moved to online.

Please check the programme for most up to date information.

# Welcome



Firstly, let me thank you on behalf of UNISON South East for all you are doing to provide vital support to members and citizens.

I am proud to introduce our new and exciting training programme for 2023. Whether you are a UNISON Steward, Branch officer, Health & Safety rep, Equality Rep or Union Learning Rep, Workplace Rep or a member interested in what UNISON does and what we can do for you, you will find something to interest 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 the last 2 years was and remains a priority to us. We want to reassure you that we are listening to the concerns of members and taking appropriate action based on the latest advice from the government and our national office. In light of this, we have adopted a hybrid approach of Virtual learning and some classroom-based training courses in response to a National learning survey carried out in January 2022 which identified that members preferred a mixed style of learning enabling all members to have the choice to suit their individual needs and learning styles.

Sam and her team have worked tirelessly to bring you this new, hybrid 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 Hope Not Hate – Signs of Hatred, Hope Not Hate – Misinformation and Women's History – The Menopause, in addition to very popular Open University and CRUSE courses. 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 year and received excellent feedback to date from participants. We are working hard to ensure that our virtual courses continue to be 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 respond to requests for bespoke courses and 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 year, 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 webinars. I hope that you enjoy your course and keep checking back for more webinars on exciting new topics. Stay safe.

**Steve Torrance**  
Regional Secretary



# Meet the team

Introducing the Regional Education Team 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

Member Learning Course Administrator

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

Tanya offers administrative support to members applying to attend 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 Member Learning.



## Vicki Gibbs

Area Organiser (Education and Equalities)

[v.gibbs@unison.co.uk](mailto:v.gibbs@unison.co.uk)

Vicki works closely with the Regional Education Officer and other strategic Equality leads to support the provision of our courses and webinars.

# Meet the team

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



## Caroline Butler

Regional Course Administrator

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

Caroline deals with all admin queries relating to all courses on offer in the region. She works closely with the Regional Education 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 Caroline 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, but given every opportunity to participate and there is no exam at the end unlike school or college.

## How do I apply for a 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 or the link to download a classroom based course application form.

## Are there closing dates for courses?

All classroom based and E-learning courses have a 2 week closing date and for webinars it is 48 hours 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 a 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 we will notify you of, once you have registered your interest in attending.

## Am I entitled to time off to attend a course?

Yes, if you are an Activist, 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?

Classroom-based courses: £35 per day

Residential course fee: £175 per night

All e-learning courses, workshops and webinars will be free of charge.

All fees and travel expenses will be paid by your branch.

## 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)

## Do the courses get updated?

Yes. New courses are added on a quarterly basis therefore you will need to check the programme for most up to date information.

Please note, due to the Guildford office closure, until further notice, the majority of classroom based courses will be moved to online.

# 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 including online/hybrid learning. 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 online 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

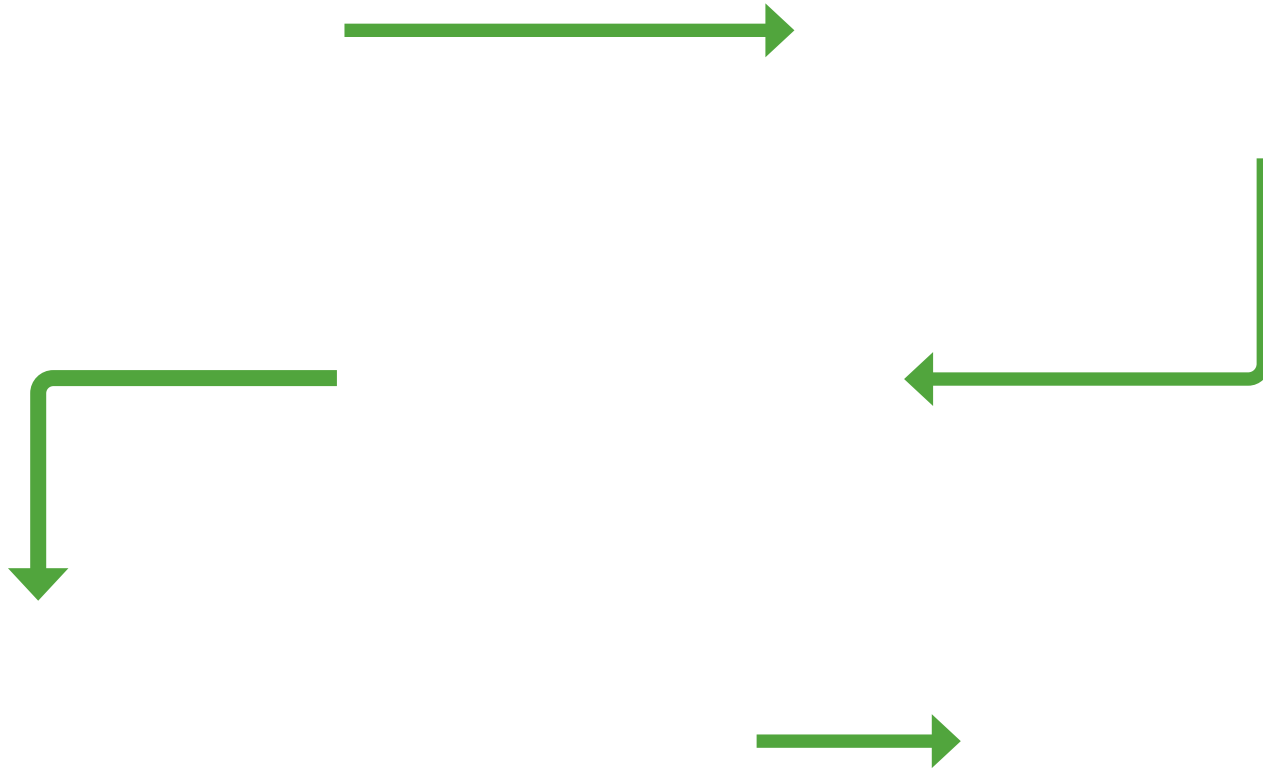
We recommend that you dedicate time to complete the course each week. It can be hard to complete the course if you are unsure when you will get an opportunity to complete the coursework. Set aside specific times to complete the work, even if it is one of our courses that can be completed flexibly.

## 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.

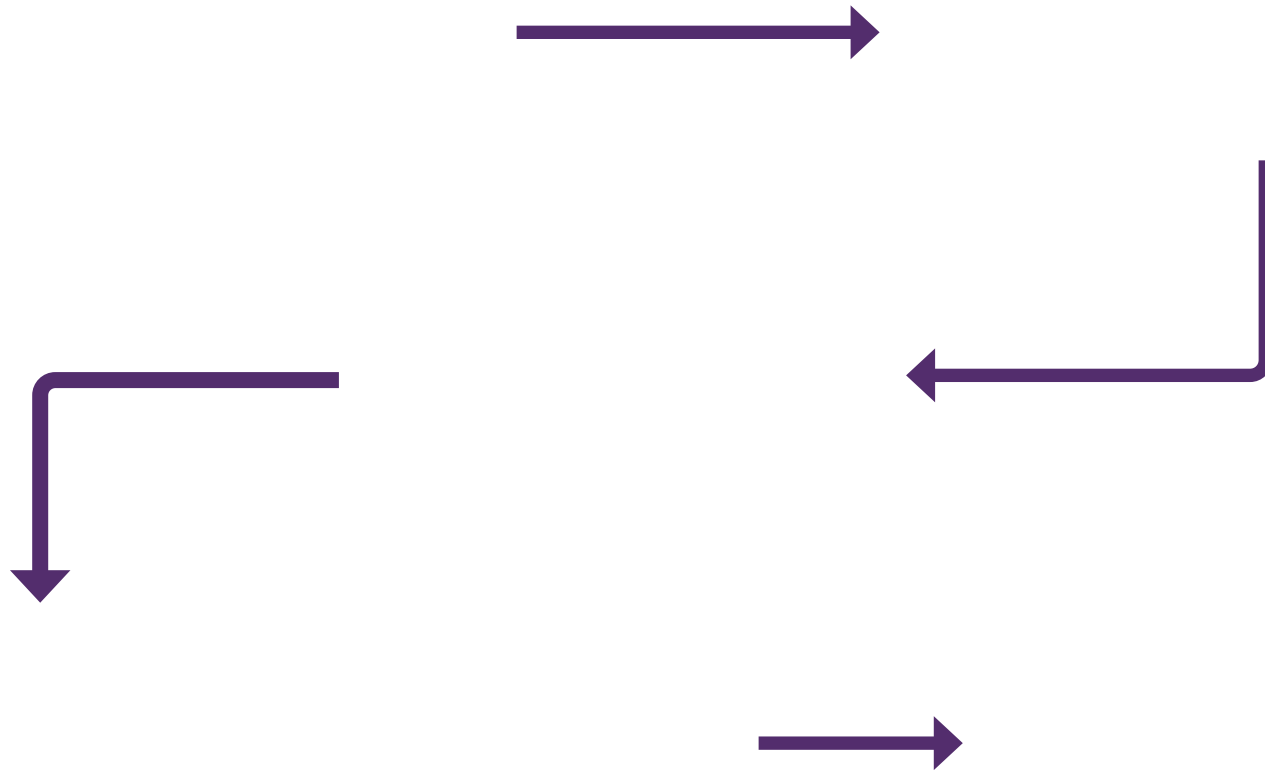
What equipment are you going to use? To access all of our E-learning courses, you will need a tablet or computer. If you are using your employer's IT equipment, then make sure you have permission to use it for a trade union course. Most facility agreements allow you to use employer equipment, but check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

## Suggested training route for all Stewards





# Suggested training route for all Health & Safety Reps



# 2023 Courses at a glance

## CLASSROOM E-LEARNING

Date	Venue	Course
3 April	Online	Unconscious Bias Workshop >
12–14 April	Online	TUC Mental Health in the Workplace >
17–21 April	Online	Health & Safety Reps >
27–28 April	Online	Confidence Skills for Black Activists >
9–10 May	Online	ERA Refresher >
15 May	Online	OLBA >
25–26 May	Brighton Office	Dealing with Bullying & Harassment >
30 May	Online	TUPE Workshop >
5 June	Online	Green Reps Workshop >
5 June	Online	Building a Discrimination Case >
5–9 June	Online	Organising Stewards >
12–21 June	Online	TUC Introduction to Employment Law Certificate >
15–16 June	Brighton Office	Womens' Assertiveness >
22–23 June	Brighton Office	Further Representation Skills >
26–28 June	Brighton Office	Equality in your Branch >
30 June – 2 July	Residential	The Big Weekend > 
3 July	Online	UNISON Recruitment Techniques >
5 July	Brighton Office	Dealing with Domestic Abuse >
10–14 July	Online	Health & Safety Reps >
20–21 July	Online	ERA Refresher >
21 July	Online	Tackling Racism in the Workplace >

Date	Venue	Course
24 July	Online	Misinformation > 
24 July	Online	Signs of Hatred > 
24–28 July	Oxford Town Hall	Organising Stewards >
1–29 August	Online	Organising Stewards >
7–8 September	Brighton Office	Dealing with Bullying & Harassment >
11–15 September	Brighton Office	Organising Stewards >
20–22 September	Online	TUC Mental Health in the Workplace >
25 September	Online	Maternity & Parental Rights >
28–29 September	Brighton Office	ERA Refresher >
4 October	Online	Making Equality Central to your Branch Practice >
6 Oct–3 Nov	Online	Organising Stewards >
9–11 October	Brighton Office	Union Learning Reps >
16 October	Online	Unconscious Bias Workshop >
20 October	Online	UNISON Recruitment Techniques >
23–25 October	Brighton Office	Negotiating Skills >
26 October	Online	LGBT+ Trans Ally Workshop >
30 October	Online	OLBA >
3 Nov–1 Dec	Brighton Office	Health & Safety Reps >

## 2023 Courses at a glance

**CLASSROOM** **E-LEARNING**

Date	Venue	Course
8 November	Brighton Office	Making Equality Central to your Branch Practice ►
13–14 November	TBC	Further Representation Skills ►
20–24 November	Brighton Office	Organising Stewards ►
27–29 November	Online	TUC Mental Health in the Workplace ►
4–5 December	Online	ERA Refresher ►
6–8 December	TBC	Equality in your Branch ►
11–15 December	Online	Organising Stewards ►
14 December	Online	Making Equality Central to your Branch Practice ►
18–19 December	Brighton Office	Further Representation Skills ►

## 2023 National courses

Date	Course
11 May	Advance Employment Law: Gender Identity Discrimination ►
4 July	Advance Employment Law: Religion & Belief Discrimination ►
19–21 September	Advance Employment Law: Disability Discrimination ►
13–16 November	Advance Employment Law: Contracts, Redundancy & TUPE ►
22 November	Advance Employment Law: Sex Discrimination ►

## Organising Stewards

This course is aimed at newly elected and less experienced UNISON stewards and is delivered either online or in a classroom. 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.

### Requirements for online courses:

The structure of this course is a combination of set tutorial 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.

# Activist courses

CLASSROOM E-LEARNING

## Organising Stewards (5 days)

### E-LEARNING

5–9 June 2023

**To complete this course you will require a total of 30 hours facility time between 5–9 June 2023.**

The course is 25 hours tutorial (see below) and 5 hours of self-guided learning, which could include tutor and 1-1 learning support.

#### Tutorial Dates:

Monday 5 June (10am – 3pm)  
Tuesday 6 June (10am – 3pm)  
Wednesday 7 June (10am – 3pm)  
Thursday 8 June (10am – 3pm)  
Friday 9 June (10am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0032

### CLASSROOM

24–28 July 2023

Oxford Town Hall

This course is classroom based, delivered by West Thames College, at Oxford Town Hall.

If you would like to attend this course, then please complete the booking form, following the link below.

#### PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0092

# Activist courses

CLASSROOM E-LEARNING

## Organising Stewards (5 days)

### E-LEARNING

1–29 August 2023

**To complete this course you will require a total of 30 hours facility time between 1–29 August 2023.**

The course is 25 hours tutorial (see below) and 5 hours of self-guided learning, which could include tutor and 1-1 learning support.

#### Tutorial Dates:

Tuesday 1 August (10am – 3pm)  
Tuesday 8 August (10am – 3pm)  
Tuesday 15 August (10am – 3pm)  
Tuesday 22 August (10am – 3pm)  
Tuesday 29 August (10am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0044

### CLASSROOM

11–15 September 2023

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

#### PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0046

# Activist courses

CLASSROOM E-LEARNING

## Organising Stewards (5 days)

### E-LEARNING

6 October – 3 November 2023

**To complete this course you will require a total of 30 hours facility time between 6 Oct–3 Nov 2023.**

The course is 25 hours tutorial (see below) and 5 hours of self-guided learning, which could include tutor and 1-1 learning support.

#### Tutorial Dates:

Friday 6 October (10am – 3pm)  
Friday 13 October (10am – 3pm)  
Friday 20 October (10am – 3pm)  
Friday 27 October (10am – 3pm)  
Friday 3 November (10am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0050

### CLASSROOM

20–24 November 2023

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

#### PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0057

# Activist courses

CLASSROOM E-LEARNING

## Organising Stewards (5 days)

### E-LEARNING

11–15 December 2023

**To complete this course you will require a total of 30 hours facility time between 11–15 Dec 2023.**

The course is 25 hours tutorial (see below) and 5 hours of self-guided learning, which could include tutor and 1-1 learning support.

#### Tutorial Dates:

Monday 11 December (10am – 3pm)  
Tuesday 12 December (10am – 3pm)  
Wednesday 13 December (10am – 3pm)  
Thursday 14 December (10am – 3pm)  
Friday 15 December (10am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0061



# Activist courses

**CLASSROOM** **E-LEARNING**

## Further Representation Skills (2 days)

This course is aimed at existing UNISON Stewards and is designed to follow on from the Organising Stewards course. **This course will cover:**

- ▶ Process for identifying needs and exploring what is and isn't a case
- ▶ Recap on sources of information especially the ACAS code
- ▶ Preparing for a grievance and a capability case
- ▶ Planning and building a case including interviewing witnesses
- ▶ Possible outcomes from cases
- ▶ Building confidence, getting organised and looking after yourself

### **CLASSROOM**

22–23 June 2023

Brighton Office

This course is classroom based, delivered by by UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0035

### **CLASSROOM**

13–14 November 2023

Venue TBSC

This course is classroom based, delivered by by UNISON, venue to be confirmed.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0056

# Activist courses

**CLASSROOM** **E-LEARNING**

## Further Representation Skills (2 days)

This course is aimed at existing UNISON Stewards and is designed to follow on from the Organising Stewards course. **This course will cover:**

- ▶ Process for identifying needs and exploring what is and isn't a case
- ▶ Recap on sources of information especially the ACAS code
- ▶ Preparing for a grievance and a capability case
- ▶ Planning and building a case including interviewing witnesses
- ▶ Possible outcomes from cases
- ▶ Building confidence, getting organised and looking after yourself

**CLASSROOM**

**18–19 December 2023**

Brighton Office

This course is classroom based, delivered by by UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0062

# Activist courses

CLASSROOM E-LEARNING

## Negotiating Skills (3 days)

This course is aimed at UNISON representatives who are involved in negotiations or who are likely to become involved in negotiations with management on pay and conditions of service.

The course will cover:

- ▶ Understanding the process of negotiating
- ▶ Becoming familiar with different styles of negotiating
- ▶ Working effectively as part of a negotiating team
- ▶ Understanding how to prepare, present and negotiate on an issue
- ▶ Developing and practising negotiating skills

The course is organised in an active way that gives us all an opportunity to have a say as well as listen to others. In addition, a large part of the course is based on practice negotiating sessions giving you practical experience of negotiating situations. The scenarios used in the course are designed to be as close to reality as possible and will enable you as a group to work together to develop strategies for successful negotiations.

# Activist courses

**CLASSROOM** **E-LEARNING**

## Negotiating Skills (3 days)

### **CLASSROOM**

23–25 October 2023

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0053

# Activist courses

CLASSROOM E-LEARNING

## Introduction to Employment Law Certificate (6 days)

This course is principally designed for trade union representatives looking to engage with the development and practice of employment law, and to develop attitudes and skills needed for activism or higher level study such as the TUC Level 2 Employment Law Certificate. **This course will cover:**

- ▶ How the legal system is structured
- ▶ Equality & Health and Safety rights
- ▶ Contracts of Employment
- ▶ Union representatives & the law in negotiating
- ▶ Rights At Work
- ▶ Redundancy and reorganisations

### E-LEARNING

12–14 June 2023 (Part one)

**Tutorial Dates:**

Monday 12 June (9.30am – 3pm)  
Tuesday 13 June (9.30am – 3pm)  
Wednesday 14 June (9.30am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0033

### E-LEARNING

19–21 June 2023 (Part two)

**Tutorial Dates:**

Monday 19 June (9.30am – 3pm)  
Tuesday 20 June (9.30am – 3pm)  
Wednesday 21 June (9.30am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0033

# Activist courses

CLASSROOM E-LEARNING

## Equality in your Branch (3 days)

This course is aimed at all members and activists helping you understand how discrimination affects our members, what the union can do to tackle discrimination at work and how we can encourage under-represented members to be involved in union activity.

The course will cover:

- ▶ What is expected of branches and the practical measures branches can take to promote equality
- ▶ The range of issues relating to the equality agenda in the union and the workplace
- ▶ Main pieces of equality legislation in particular, Proportionality, Fair Representation and Self Organisation and branches' responsibilities

This course can help you to build your local union organisation and play your part in tackling discrimination.

# Activist courses

**CLASSROOM** **E-LEARNING**

## Equality in your Branch (3 days)

### **CLASSROOM**

26–28 June 2023

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0063

### **CLASSROOM**

6–8 December 2023

Venue TBC

This course is classroom based, delivered by West Thames College. Venue to be confirmed.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0060

# Activist courses

CLASSROOM E-LEARNING

## Health & Safety Representatives (5 days)

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.



# Activist courses

CLASSROOM E-LEARNING

## Health & Safety Representatives (5 days)

### E-LEARNING

17–21 April 2023

**To complete this course you will require a total of 30 hours facility time between 17–21 April 2023.**

The course is 23.75 hours tutorial (see below) and 6.25 hours of self-guided learning, which could include tutor and 1-1 learning support.

#### Tutorial Dates:

Monday 17 April (10am – 2.45pm)  
Tuesday 18 April (10am – 2.45pm)  
Wednesday 19 April (10am – 2.45pm)  
Thursday 20 April (10am – 2.45pm)  
Friday 21 April (10am – 2.45pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0026

### E-LEARNING

10–14 July 2023

**To complete this course you will require a total of 30 hours facility time between 10–14 July 2023.**

The course is 23.75 hours tutorial (see below) and 6.25 hours of self-guided learning, which could include tutor and 1-1 learning support.

#### Tutorial Dates:

Monday 10 July (10am – 2.45pm)  
Tuesday 11 July (10am – 2.45pm)  
Wednesday 12 July (10am – 2.45pm)  
Thursday 13 July (10am – 2.45pm)  
Friday 14 July (10am – 2.45pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0039

# Activist courses

**CLASSROOM** **E-LEARNING**

## Health & Safety Representatives (5 days)

### **CLASSROOM**

3, 10, 17, 24 Nov & 1 Dec 2023

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Guildford Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0055

# Activist courses

**CLASSROOM** **E-LEARNING**

## Dealing with Bullying & Harassment (2 days)

The course is aimed at active members who want to find out more about identifying problems of bullying and harassment in their workplaces and look at ways of raising these issues with the employer and within the branch. **This course will cover:**

- ▶ How to identify potential cases
- ▶ How to deal with them in the workplace
- ▶ How to negotiate with the employer around these issues

### **CLASSROOM**

25–26 May 2023

Brighton Office

This course is classroom based, delivered by by UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0030

### **CLASSROOM**

7–8 September 2023

Brighton Office

This course is classroom based, delivered by by UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0045

# Activist courses

**CLASSROOM** **E-LEARNING**

## Making Equality Central to your Branch Practice

The course is **mandatory** for all Stewards that have completed the Organising Stewards course within the last 2 years. This course aims to:

- ▶ Look at how reps can make equality central to their union practice
- ▶ Learn about equality legislation
- ▶ Find out more about UNISON's equality campaigns
- ▶ Action plan

### E-LEARNING

4 October 2023,  
10am–4pm

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:** 08-23-0095

### CLASSROOM

8 November 2023  
Brighton Office

This course is classroom based, delivered by by UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0096

# Activist courses

CLASSROOM E-LEARNING

## Making Equality Central to your Branch Practice

### E-LEARNING

14 December 2023,  
10am–4pm

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:** 08-23-0097

# Activist courses

CLASSROOM E-LEARNING

## Maternity and Parental Rights

This workshop is aimed at all activists who currently represent members.

Maternity and parental rights in the UK can be extremely complicated. On top of the statutory maternity rights and rights to parental and maternity leave, many UNISON members are entitled to improved rights at work, maternity, parental, adoption and maternity support/paternity leave as a result of negotiations with employers. **This workshop will help to:**

- ▶ Advise members of their rights.
- ▶ Understand current statutory rights.
- ▶ Understand the law relating to these rights.
- ▶ Identify opportunities for negotiating improvements to contractual agreements.

### E-LEARNING

25 September 2023,  
10am–12noon

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:** 08-23-0048

# Activist courses

CLASSROOM E-LEARNING

## 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.

### PLEASE NOTE:

**This is the only course that complies with ERA recertification.**

# Activist courses

CLASSROOM E-LEARNING

## ERA Refresher Training (2 days)

### E-LEARNING

9–10 May 2023

**This course is a total of ten hours spread over two days between 9–10 May 2023.**

**Tutorial Dates:**

Tuesday 9 May (10am – 3pm)

Wednesday 10 May (10am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0028

### E-LEARNING

20–21 July 2023

**This course is a total of ten hours spread over two days between 20-21 July 2023.**

**Tutorial Dates:**

Thursday 20 July (10am – 3pm)

Friday 21 July (10am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0040



# Activist courses

**CLASSROOM** **E-LEARNING**

## ERA Refresher Training (2 days)

### CLASSROOM

28–29 September 2023

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

#### PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0049

### E-LEARNING

4–5 December 2023

**This course is a total of ten hours spread over two days between 4–5 December 2023.**

#### Tutorial Dates:

Monday 4 December (10am – 3pm)

Tuesday 5 December (10am – 3pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0059

# Activist courses



## Branch Officer Training – The Big Weekend

All Branch Officer training courses are residential, aimed at all new and untrained officers and will run from 30 June – 2 July 2023 at Oxford Spires Hotel, Abingdon Rd, Oxford OX1 4PS.



### Branch Secretary

This course is designed to help existing and potential UNISON Branch Secretaries to carry out their role effectively. As well as examining the role of the Branch Secretary and the branch itself the course focuses on the skills branch secretaries need, developing a team approach to branch work and on the future development of Branch Secretaries.

**Course code:** 08-23-0068



### Branch Chair

The course is aimed at anyone who has to chair a formal trade union meeting, whether it be Branch meetings, Branch committee, working parties or Self-Organised Group meetings. Find out how to practice the skills needed to run a meeting so as to be fair to all participants. This course is suitable for all activists but especially Branch Chairs.

**Course code:** 08-23-0069



### Branch Health & Safety Officer

This course covers the strategic role of organising Health & Safety reps and members around health and safety issues. It is not suitable for Health & Safety reps who have no training or have just been trained. The course will look at the role of safety reps and the Branch, investigating hazards and members' complaints, agreements with the employer and future planning.

**Course code:** 08-23-0070

# Activist courses



## Branch Officer Training – The Big Weekend

All Branch Officer training courses are residential, aimed at all new and untrained officers and will run from 30 June – 2 July 2023 at Oxford Spire Hotel, Abingdon Rd, Oxford OX1 4PS.



### Women's Officer

This course will show how Branch Women's Officers can contribute to the effectiveness of the branch and play a part in discrimination. The overall aim of the course is to help women's officers understand their role and the link between women's organisation and the branch. The course will also cover a range of issues affecting women members and the main pieces of equality legislation.

**Course code:** 08-23-0071



### Equality Officer

This course is open to all Branch Equality Officers and Branch Officers for Self-Organised Groups, this course will look at the role of the Equality Officer, how to organise for equalities in Branches. It will also look at equalities as a bargaining and campaigning issue.

**Course code:** 08-23-0072



### Communications Officer

This course is mainly for those Branch activists who are already, or who wish to become involved in Branch publicity, producing leaflets, newsletters and Branch magazines. The course will be practical-based, drawing on the skills of UNISON's publicity department. It will cover writing copy, headlines and captions, using photographs and cartoons and how to use layout to the best effect to produce finished newsletters using computers and modern technology.

**Course code:** 08-23-0073

# Activist courses

## Branch Officer Training – The Big Weekend

All Branch Officer training courses are residential, aimed at all new and untrained officers and will run from 30 June – 2 July 2023 at Voco Oxford Spires Hotel, Abingdon Rd, Oxford OX1 4PS.



### Branch Education Co-ordinator

Good education within the Branch is vital for making local organisation work. This course will look at how to identify your Branch education needs, how to plan and budget for education and how to support and encourage representatives in training.

**Course code:** 08-23-0074

# Activist courses

CLASSROOM E-LEARNING

## TUC Mental Health in the Workplace (3 days)

This course is to assist reps to understand the role they could play in raising awareness of mental health as a workplace issue. This course will cover:

- ▶ Awareness.
- ▶ Knowledge.
- ▶ Representing and supporting.
- ▶ How to organise around mental health.

### E-LEARNING

12–14 April 2023

#### Tutorial Dates:

Wednesday 12 April (10am – 2.45pm)

Thursday 13 April (10am – 2.45pm)

Friday 14 April (10am – 2.45pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0025

### E-LEARNING

20–22 September 2023

#### Tutorial Dates:

Wednesday 20 September (10am – 2.45pm)

Thursday 21 September (10am – 2.45pm)

Friday 22 September (10am – 2.45pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0047

# Activist courses

CLASSROOM E-LEARNING

## TUC Mental Health in the Workplace (3 days)

This course is to assist reps to understand the role they could play in raising awareness of mental health as a workplace issue. This course will cover:

- ▶ Awareness.
- ▶ Knowledge.
- ▶ Representing and supporting.
- ▶ How to organise around mental health.

### E-LEARNING

27–29 November 2023

#### Tutorial Dates:

Monday 27 November (10am – 2.45pm)

Tuesday 28 November (10am – 2.45pm)

Wednesday 29 November (10am – 2.45pm)

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 West Thames College, the college delivering the course.

**Course code:** 08-23-0058

# Activist courses

CLASSROOM E-LEARNING

## OLBA (Branch Treasurer) Training

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.

### E-LEARNING

15 May 2023

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:** 08-23-0029

### E-LEARNING

30 October 2023

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:** 08-23-0054

# Activist courses

CLASSROOM E-LEARNING

## Unconscious Bias Workshop

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?

### E-LEARNING

3 April 2023, AM

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:** 08-23-0024

### E-LEARNING

16 October 2023, PM

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:** 08-23-0051



# Activist courses

CLASSROOM E-LEARNING

## Union Learning Reps (3 days)

This course is aimed at all members. Union learning reps are enthusiasts and advocates for learning in their own workplaces. Their role will vary according to their own circumstances. **The course aims to:**

- ▶ Raise awareness of lifelong learning issues in the workplace
- ▶ Raise awareness of lifelong learning opportunities amongst members and potential members, and finding out the learning needs of particular groups of members or potential members
- ▶ Give guidance on how to liaise with employers on lifelong learning opportunities in the workplace
- ▶ Ways of working with UNISON branch officers to promote workplace learning
- ▶ How to create a positive experience of what UNISON can do for and with members in the workplace around learning issues.

CLASSROOM

9–11 October 2023

Brighton Office

This course is classroom based, delivered by West Thames College, at UNISON, Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0016

# Activist courses

CLASSROOM E-LEARNING

## UNISON Recruitment Techniques

This workshop will cover:

- ▶ Why are recruitment and retention important to UNISON?
- ▶ What could you tell someone about the benefits of membership?
- ▶ Why do people join?
- ▶ What puts people off.
- ▶ Share best practice.

### E-LEARNING

3 July 2023, 9.30am–12.30pm

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:** 08-23-0036

### E-LEARNING

20 October 2023, 1pm–4pm

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:** 08-23-0052

# Activist courses

**CLASSROOM** **E-LEARNING**

## Womens' Assertiveness (2 days)

UNISON is offering this course to help Women members cope with the challenges life throws at them either at work or in daily life.

This course aims to:

- ▶ Help to improve self-esteem.
- ▶ Improved understanding of the importance of boundaries.
- ▶ Ideas and tips for addressing own confidence and assertiveness issues.
- ▶ Raise awareness of UNISON education and development opportunities.
- ▶ Help to speak with confidence.

**CLASSROOM**

15–16 June 2023

Brighton Office

This course is classroom based, delivered by UNISON at the Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

**PLEASE NOTE:**

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

**Course code:** 08-23-0034

# Activist courses

CLASSROOM E-LEARNING

## TUPE Workshop

This is a 1 day workshop for activists who are interested in learning about the Transfer of Undertakings (Protection of Employment) Regulations.

This workshop aims to:

- ▶ To give a basic understanding of TUPE.
- ▶ To understand TUPE in the context of the privatisation process.
- ▶ The ability to organise around TUPE issues.

### E-LEARNING

30 May 2023

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:** 08-23-0031

# Activist courses

CLASSROOM E-LEARNING

## Confidence Skills for Black Activists (2 days)

This course is for Black activists who want to gain confidence, knowledge and public speaking skills.

This course aims to:

- ▶ Improve understanding of the importance of UNISON structures and how to make a difference.
- ▶ Give ideas and tips for addressing confidence and assertiveness issues.
- ▶ Raise awareness of UNISON education and development opportunities.
- ▶ Help to speak publicly with confidence.

### E-LEARNING

27–28 April 2023

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:** 08-23-0027

# Activist courses

CLASSROOM E-LEARNING

## Tackling Racism in the Workplace

This workshop will cover:

- ▶ Understanding racism in the workplace and be aware of the tools to tackle it.
- ▶ Being aware of why people do not speak out when they are victims or witness racism.
- ▶ Being aware of support organisations that are there to help report racism.
- ▶ Understanding what an employer should be doing to protect their Black employees.
- ▶ Being aware of how UNISON can support Black members.
- ▶ Being able to identify at least three issues that might be affecting black UNISON members right now.
- ▶ Being able to support and signpost black members facing racism and discrimination in the workplace.
- ▶ Understanding how to use UNISON Race Protocol.
- ▶ Having at least one action point to take back to your branch to try to increase activism amongst Black Members.

### E-LEARNING

21 July 2023, PM

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:** 08-23-0041

# Activist courses

CLASSROOM E-LEARNING

## Dealing with Domestic Abuse

This course is aimed at branch activists. The workplace can be a key site in breaking the cycle of domestic abuse. Not only is work affected by domestic abuse — through high absenteeism, lateness, lower productivity and performance — the workplace may often be a safe place for someone experiencing domestic abuse, enabling them to reach out. Research shows that people often won't talk about domestic abuse at work because they are ashamed, embarrassed or feel it's inappropriate.

### The course will cover:

- ▶ Dispelling the myths about domestic abuse.
- ▶ Why domestic abuse is a trade union issue.
- ▶ Negotiating workplace domestic abuse policies.
- ▶ Providing information and support to members.
- ▶ How to raise awareness of and campaign to end violence against women.

CLASSROOM

5 July 2023

Brighton Office

This course is classroom based, delivered by UNISON at the Brighton Office.

If you would like to attend this course, then please complete the booking form, following the link below.

### PLEASE NOTE:

All classroom based courses are subject to Branch approval and a £35.00 per day fee.

Course code: 08-23-0038

# Activist courses

CLASSROOM E-LEARNING

## Green Reps Workshop

At UNISON's 2022 National Delegate Conference a rule change motion was passed which now recognises the role of Environment officer/ green rep in UNISON's rule book (Rule G 4.1.1).

This webinar is a taster session for existing Environmental/Green reps, or those activists interested in learning more about the subject and the role.

The aims are:

- ▶ To introduce participants to the interaction between humans and their environment and their impact upon it
- ▶ To enable participants to begin to plan a strategy for their branch to engage around environmental issues on a workplace and wider level

### E-LEARNING

5 June 2023, 2pm-3pm

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:** 08-23-0090



# Activist courses

CLASSROOM E-LEARNING

## Building a Discrimination Case with Thompsons Solicitors

The training will cover the following:

- ▶ An overview of discrimination law (the types of claims that can be brought under the Equality Act)
- ▶ Practical tips, eg gathering evidence, how to challenge an employer, guidance on the approach to take when a member comes for advice on discrimination.

PLEASE NOTE: Only ONE delegate per branch can attend this course.

### E-LEARNING

5 June 2023 – Session 1  
11am–12.30pm

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:** 08-23-0088

### E-LEARNING

5 June 2023 – Session 2  
1.30pm–3pm

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:** 08-23-0088

# Activist courses

CLASSROOM E-LEARNING

## LGBT+ Trans Ally Workshop

To celebrate International Trans Gender Day of Visibility we are running a virtual workshop. The aims of the workshop are to:

- ▶ Identify the role of a trans ally and why it's needed
- ▶ Explore UNISON's definition of transgender
- ▶ Explore what you can do to be a good trans ally
- ▶ Know where to find resources and support

### E-LEARNING

26 October 2023

10am–12noon

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:** 08-23-0094

# Activist courses

CLASSROOM E-LEARNING

## Signs of Hatred

This one-hour workshop is aimed at all activists who currently represent members.

This workshop will help participants to:

- ▶ Gain a stronger understanding of the extreme right-wing threat online including language and imagery.
- ▶ Understand what the threat is.
- ▶ Look out for signs of radicalisation.
- ▶ Understand how people are groomed online.

### E-LEARNING

24 Jul 2023, 10am–11am

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:** 08-23-0042



HOPE not Hate is the world's leading authority on the extreme right and are giving educational institutions the opportunity to learn from our extensive research built up over decades.

# Activist courses

CLASSROOM E-LEARNING

## Misinformation

This one-hour workshop is aimed at all activists who currently represent members. This workshop explores what dis/misinformation is, its dangers and why humans are so drawn towards conspiracy theories.

This workshop will help participants to:

- ▶ Understand the difference between misinformation and disinformation.
- ▶ Build confidence when it comes to helping someone affected by dis/misinformation
- ▶ Understand Confirmation Bias and our inclination towards believing things that already fit with our values.
- ▶ Help those caught out with dis/misinformation on the web, often on social media platforms.

E-LEARNING

24 Jul 2023, 2pm–3pm

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:** 08-23-0043



HOPE not Hate is the world's leading authority on the extreme right and are giving educational institutions the opportunity to learn from our extensive research built up over decades.

# Black members training passport



CLASSROOM E-LEARNING

10 steps to Empower, Develop and Support Black members and build Black member activism in UNISON.

Black Members Training Passport		Tick preferred attendance		
All these courses will be demand driven and courses listed below can be completed in any order.	Tick Course/s	Online	In person	
			Brighton Office	UNISON Centre, London Euston
1. Organising Steward <b>(essential)</b> .*				
2. Black Member Officers course (including how to set up a Black Members Group in your Branch).				
3. Unconscious Bias				
4. Breaking Barriers				
5. Race Protocol				
6. Confidence skills and Resilience building for Black activists – <i>strategies to support Black members to deal with negative behaviours and attitudes as and when they arrive. Do's and Don'ts of how to deal with racism, prejudice and discrimination.</i>				
7. Next steps to participation				
8. Race Discrimination				
9. Mindfulness & Wellbeing – <i>strategies and techniques to deal with stress and negative behaviours.</i>				
10. Motion writing, speech writing and building confidence in public speaking and understanding conference procedures.				

\* **NB** If you have already completed the Organising Steward course, you do not need to complete this course again.



# Black members training passport



**CLASSROOM** **E-LEARNING**

## How do I book?

- ▶ Details how to book the Organising Steward course can be seen on pages 12-15 on this programme.
- ▶ All courses will be demand driven.
- ▶ Once we have minimum numbers to run each course, we will contact you with the planned course dates and further details.

## Information we need from you

- ▶ Please email the following information to [educationse@unison.co.uk](mailto:educationse@unison.co.uk)
  - ▶ Name
  - ▶ Membership Number
  - ▶ Email
  - ▶ Contact number
  - ▶ UNISON Branch

# National Activist courses

E-LEARNING

## Advanced Employment Law

These are National courses, not Regional, aimed at activists and organised by Head Office.

When available, a link will take you to a dedicated webpage with further details and an application form to complete.

### Gender Identity Discrimination

**Date:** 11 May 2023

**Time:** 9am–1pm

### Religion & Belief Discrimination

**Date:** 4 July 2023

**Time:** 9am–1pm

### Disability Discrimination

**Date:** 19–21 September 2023

**Time:** 9am–1pm

### Contracts, Redundancy & TUPE

**Date:** 13–16 November 2023

**Time:** 9am–1pm

### Sex Discrimination

**Date:** 22 November 2023

**Time:** 9am–4pm

# 2023 Webinars at a glance

## WEBINARS

Date	Course	
15 May	Retirement and Your Pension Explained >	
16 May	The What If Function in Excel >	
16 May	Build Your Own Memory Palace >	
17 May	Perfect Power Point >	
17 May	Navigating the Financial Squeeze >	
18 May	Confidence Skills >	
19 May	UNISON and Learning >	
24 May	Education update >	
8 June	Cruse Bereavement >	
10 July	Health and Safety at work >	
26 July	De-escalating and resolving conflict in Schools >	
1 September	Core Skill: Interviews >	
14 November	Anti-Bullying Week: Bullying and Harassment in the workplace >	



# Education Update

## WEBINARS

### Education Update

**Date:** 24 May 2023

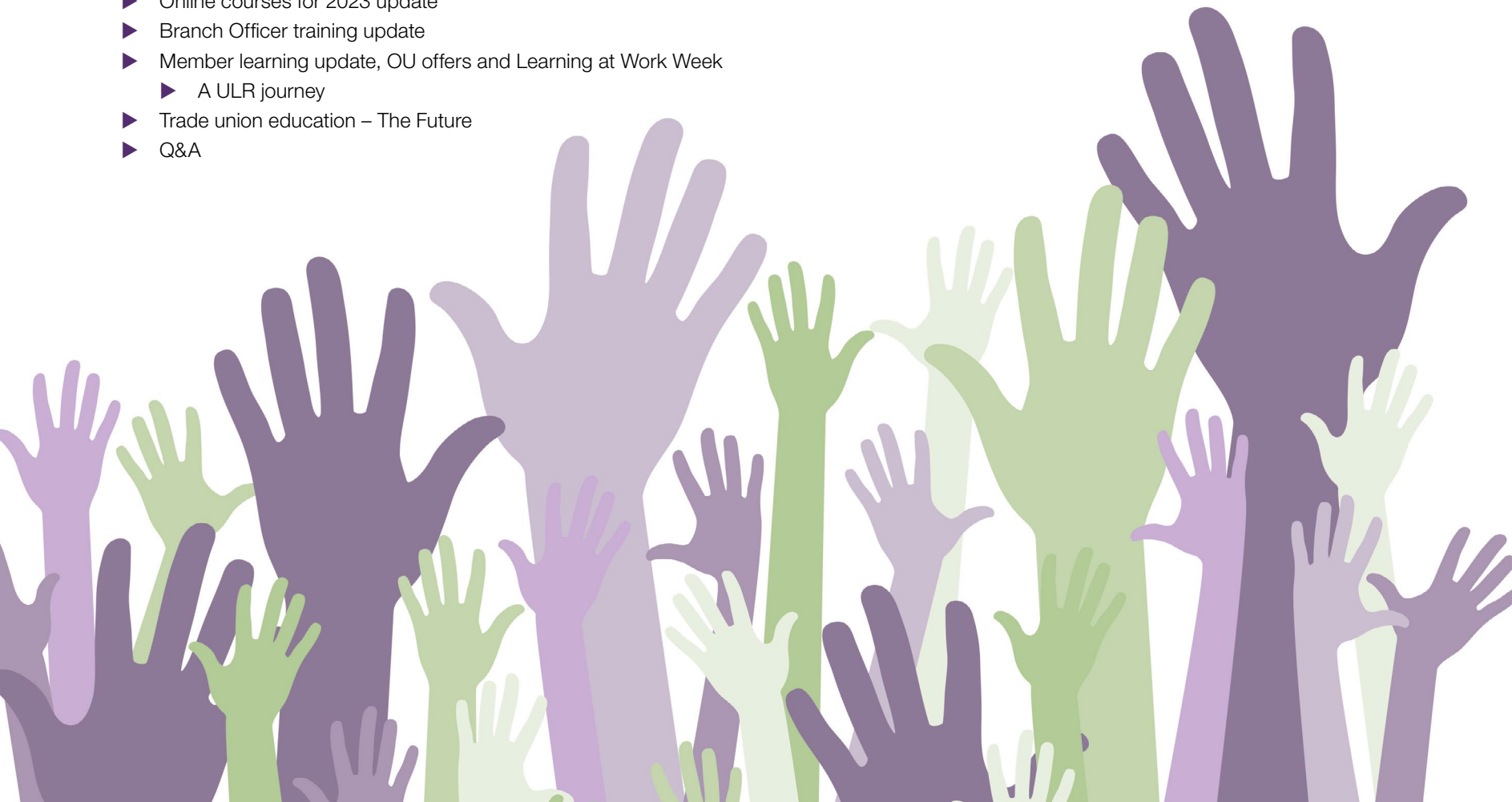
**Time:** 1pm–3pm

**Course code:** 08-23-0091

Available to all education activists, (Education coordinators, Life-long learning coordinators and Union Learning reps). A small meeting to discuss and update both activist and member learning activities across the South East.

#### Discussion points include:

- ▶ Online courses for 2023 update
- ▶ Branch Officer training update
- ▶ Member learning update, OU offers and Learning at Work Week
  - ▶ A ULR journey
- ▶ Trade union education – The Future
- ▶ Q&A



# Member Learning Webinars

## WEBINARS

### Health and Safety at work

**Date:** 10 July 2023

**Time:** 12noon–1pm

**Course code:** 08-23-0010



A great session for those wanting to know more about Health and Safety in the workplace and the legislation where Health and Safety laws come from. We will look at risk assessments and how UNISON can help those wanting to get more involved.

### Core Skill: Interviews

**Date:** 1 September 2023

**Time:** 12noon–1pm

**Course code:** 08-23-0011



An hour session for those wanting to refresher interviews skills. This session will look at the job market of today and what to do before, during and after an interview.

### Anti-Bullying Week: Bullying and Harassment in the workplace

**Date:** 14 November 2023

**Time:** 12noon–1pm

**Course code:** 08-23-0012



Bullying and Harassment is not something that only effects young people, bullying at work is a widespread issue.

This session will look at the legal protections of an employee, what an employer should be doing to support this and how UNISON actively campaigns for an anti-bullying workplace.

# Learning at Work Week

**15–22 May 2023**



**All UNISON members are invited to come and learn with us.**

Learning at Work Week is a unique annual event to build learning cultures at work. It aims to put a spotlight on the importance and benefits of continual learning and development.

This year UNISON South East are putting on an array of events which are open to all members in the region.

**More details will be released soon so you book your spot with us!**



# Learning at Work Week

E-LEARNING

## Retirement and Your Pension Explained

**Date:** 15 May 2023

**Time:** 1pm–2pm

**Course code:** 08-23-0078

Learning at  
Work Week

Lighthouse Financial Advice is the trusted financial advice partner of UNISON. Our purpose is to help you achieve your aspirations through expert financial planning. We are delivering a free webinar to help you understand pensions.

Learning at  
Work Week

15–22 May 2023

## The What If Function in Excel

**Date:** 16 May 2023

**Time:** 10am–11.30am

**Course code:** 08-23-0077

Learning at  
Work Week

This course is for those who already know the basics of Excel and would like to find out how to use one of its most powerful tools – the IF function. We take you from simple IF functions through to more complex scenarios where you combine IF with other comparators like AND, or OR. And we finish by looking at other useful variants, such as SUMIF and COUNTIF.

## Build Your Own Memory Palace

**Date:** 16 May 2023

**Time:** 12.30pm–1.30pm

**Course code:** 08-23-0076

Learning at  
Work Week

Take 60 minutes to learn a lifelong skill that millions use to remember shopping lists, exam details or things they need to know for work.

A Memory Palace is a special place in your head, unique to yourself and constructed using some place in your life that you know so well that you simply can't forget it. Your Memory Palace is then used to 'fix' the list that you want to remember into your long-term memory. The trainer will start by demonstrating the power of the technique, then we look at how the brain remembers (and forgets). And in the last session, we take you through the steps to build your own Memory Palace.

UNISON  
College

# Learning at Work Week

E-LEARNING

## Perfect Power Point

**Date:** 17 May 2023

**Time:** 10am–11am

**Course code:** 08-23-0080

Learning at  
Work Week

Take 60 minutes to learn about the various features of PowerPoint – features that you can then use to enliven your own presentations.

We look at templates, formatting, fading and sliding in, slide transitions, video links, rearranging your slides, using the notes feature – and much more. The session is designed to be fun as well as informative. To illustrate the various PowerPoint functions we use a 30-question True or False Quiz. Each question has its own slide, designed using different aspects of PowerPoint aspects. We ask the question, and then demonstrate how that feature works.

Learning at  
Work Week

15–22 May 2023

## Navigating the Financial Squeeze

**Date:** 17 May 2023

**Time:** 1pm–3pm

**Course code:** 08-23-0081

Learning at  
Work Week

Lighthouse Financial Advice is the trusted financial advice partner of UNISON. Our purpose is to help you achieve your aspirations through expert financial planning. We are delivering a free webinar to help you make the most of your money and secure your financial future.

# Learning at Work Week

E-LEARNING

## Confidence Skills

**Date:** 18 May 2023

**Time:** 1pm–2pm

**Course code:** 08-23-0079

Learning at  
Work Week

An hour-long webinar looking at why people may not feel confident and giving ideas on how to improve confidence. This session will also be looking at public speaking and offering hints and tips for those who may worry about speaking in front of others.

Learning at  
Work Week

15–22 May 2023

## UNISON and Learning

**Date:** 19 May 2023

**Time:** 10am–10.45am

**Course code:** 08-23-0082

Learning at  
Work Week

An online session with members of the Regional Education Team to give an overview of the free learning available to our members.

# Cruse Bereavement courses

UNISON partner with Cruse to deliver high quality workshops to support our members both whilst at work and at home. As an organisation, Cruse helps people through one of the most painful time in life, with bereavement support, information and campaigning.

## Loss and Bereavement Awareness

**Date:** 8 June 2023      **Time:** 10.15am–3pm      **Course code:** 08-23-0085

Our training is facilitated wholly online with a Cruse tutor and those who attend will be send helpful resources after the session.

### This session aims to:

- ▶ Reflect on the grieving process and gain an understanding of current models that help them understand the impact of grief and bereavement on them
- ▶ Become aware of the impact of loss and bereavement on families
- ▶ Consider, through their own understanding of the impact of loss, the ways they may take care of themselves and other individuals following bereavement
- ▶ Consider skills relevant to their role to help them improve how they communicate with bereaved people during this crisis
- ▶ Develop an awareness of support organisations, and how and when to seek further support or advise others to, including an understanding of the boundaries of their roles.

E-LEARNING

*Cruse* Bereavement  
Support

# School Support Staff courses

E-LEARNING

## De-escalating and resolving conflict in Schools

**Date:** 26 July 2023

**Time:** 10am–1pm

**Course code:** 08-23-0086

This course will help participants learn how to communicate effectively and how to apply practical strategies to de-escalate and resolve conflict. It would be most suitable for those people working with children and young adults in professional settings.

### Objectives for workshop:

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



# TUC Centre

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 is the TUC approved college and contact that UNISON South East uses for training.

**Sucha Singh**

West Thames College

London Road

Isleworth TW7 4HS

Tel: 020 8326 2000

Email: [sucha.singh@west-thames.ac.uk](mailto:sucha.singh@west-thames.ac.uk)

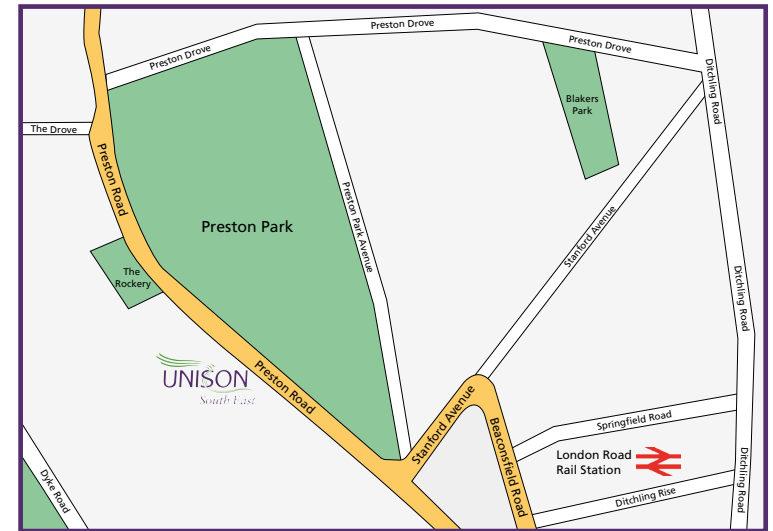
The TUC logo consists of the letters 'TUC' in a bold, white, sans-serif font. The 'T' and 'C' are slightly larger than the 'U'. The logo is set against a blue background that is part of a larger graphic element resembling a stylized arrow pointing to the right.

Changing the world  
of work for good

The UNISON College logo features a stylized 'U' icon in purple and green, followed by the text 'UNISON' in purple and 'College' in green, both in a bold, sans-serif font.



## Brighton Office



For further information  
please contact

Sam Raymond  
Regional Education Officer  
[s.raymond@unison.co.uk](mailto:s.raymond@unison.co.uk)  
[southeast.unison.org.uk](http://southeast.unison.org.uk)