





TRAINING PROGRAMME 2024



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Guildford Office Closure

Please note, due to the Guildford office closure, until further notice, classroom based courses will be held at the UNISON, Brighton office.

Please check the programme for most up to date information.

Welcome



A heartfelt thank you and a warm welcome to the UNISON South East 2024 Training Programme.

First and foremost, a massive thank you from all of us at UNISON South East for your unwavering support and vital contributions to our members and the wider community. Your dedication is the backbone of our union, and we are immensely grateful.

We are thrilled to roll out our innovative training programme for 2024, continuing to cater to all our dedicated members, whether you're a UNISON Steward, Branch Officer, Health & Safety Rep, Equality Rep, Union Learning Rep, Workplace Rep, or a member keen to dive deeper into what UNISON is all about and how we can mutually benefit one another.

In 2023, we introduced a hybrid learning model, offering a blend of virtual and classroom-based training courses, in response to our National learning survey from January 2022. This approach was warmly received, providing flexibility and accommodating various learning styles and meeting the needs of our members. We are delighted to announce that this option will continue in 2024, ensuring that all members can choose a learning method that suits them best.

Sam and the team have once again worked diligently, in collaboration with TUC tutors, to develop and deliver our core training courses, such as our Organising Stewards, Health & Safety reps, and ERA programmes, both virtually and in-person. Our commitment to providing access to experienced mentors and guiding you through every step of the process remains steadfast.

2024 brings an exciting addition: In alignment with UNISON's Year of the LGBT+ Worker, we will be hosting a series of LGBT+ workshops and webinars to bolster support, awareness, and inclusivity within our union. These sessions will provide valuable insights and tools to foster a more supportive and understanding environment for all our members.

Our programme continues to be rich with short, accessible webinars on pivotal topics, alongside our popular Open University and CRUSE courses. From tackling misinformation with "Hope Not Hate" to exploring "Women's History – The Menopause," we are dedicated to equipping you with the tools and knowledge you need, especially amidst rapidly changing circumstances.

Equalities remain at the core of our activities, and our virtual training programme will be continuously updated with new courses. So, keep an eye on our website and social media pages for the latest news, developments, and additions to our programme.

Our training doesn't only empower you within the union but also supports your career development and confidence building. We are here to signpost you towards further support, information, and learning opportunities across the union, and we remain dedicated to providing top-quality training to ensure you have the skills and tools you need.

A special thank you to our remarkable Regional Education Team, who have worked tirelessly to deliver, develop, and adapt courses on a myriad of subjects, and for conceiving and producing this programme. Their support throughout your learning journey is unwavering, and they will be available to assist you through each of our e-training courses and webinars.

Enjoy your course, stay tuned for more webinars on exciting new topics, and most importantly, stay safe.

Thanks

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 or Member Learning (webinars) on membereducationse@unison.co.uk.

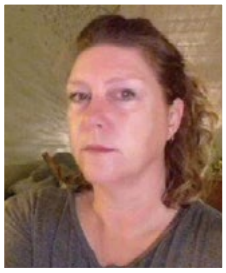


Sam Raymond

Regional Education Officer

s.raymond@unison.co.uk

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

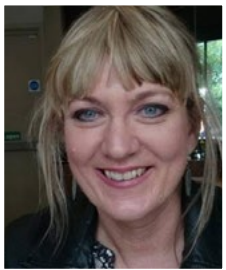


Tanya Jeffery

Member Learning Course Administrator

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

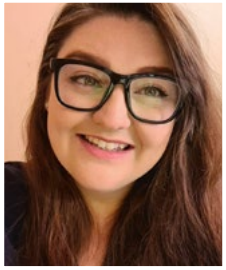
Area Organiser (Education and Equalities)

v.gibbs@unison.co.uk

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 or Member Learning (webinars) on membereducationse@unison.co.uk.



Abbey Dunn

Area Organiser (Member Learning)

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.



George Arnold

Regional Course Administrator

educationse@unison.co.uk

George deals with all admin queries relating to all courses on offer in the region. He 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 George 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 have not received joining instructions for a course that I have applied for?

These will be sent by email 2 weeks before the start of a course but may have gone to your junk email box, if not, please contact George Arnold at educationse@unison.co.uk

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. **From 1st March 2024, all online activist courses of 3-hours or more, will be subject to a fee of £10 per day.** All member learning courses will remain 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 or questions relating to webinars at 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

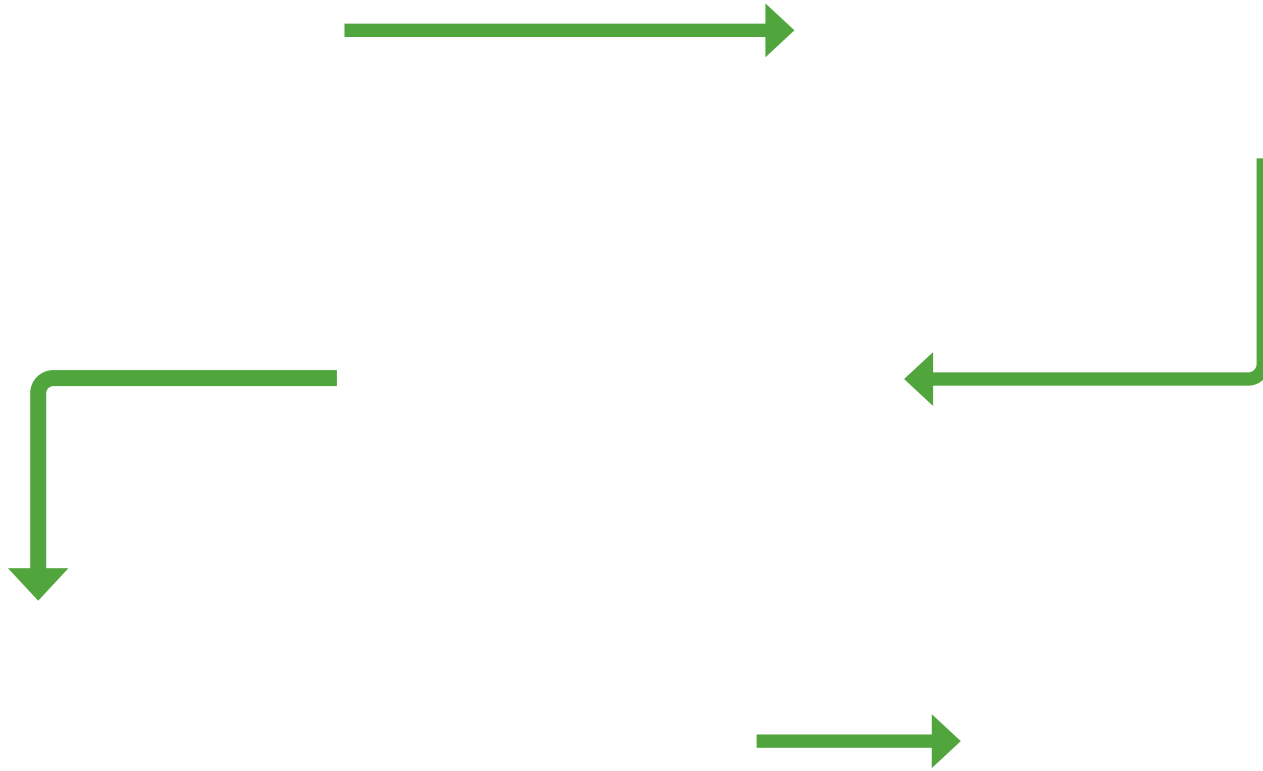
We recommend that you dedicate time to complete the course each week. It can be hard to complete the course if you are unsure when you will get an opportunity to complete the coursework. Set aside specific times to complete the work, even if it is one of our courses that can be completed flexibly.

Points to consider

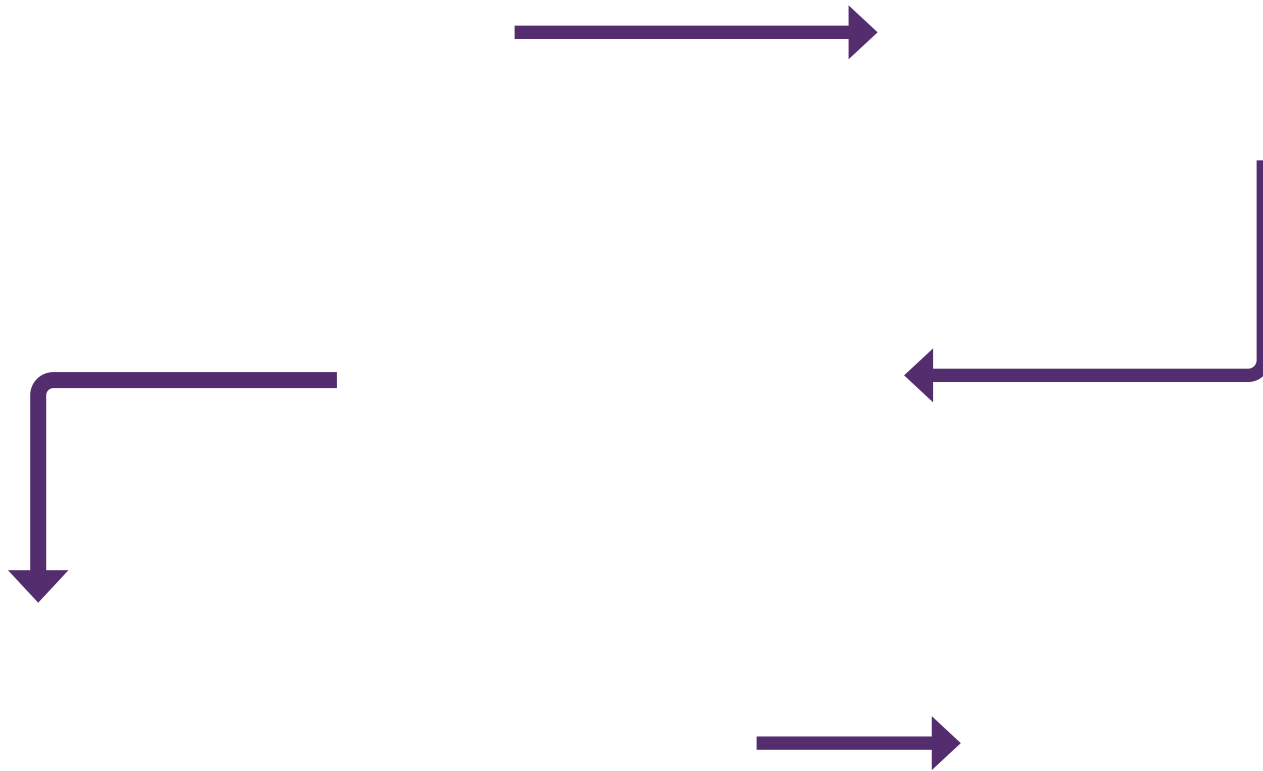
Where are you going to be doing the online course? In a busy or loud environment which may be distracting? Somewhere where you are likely to be interrupted? If possible find a quiet space to complete the course either at work or at home.

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



2024 Courses at a glance

CLASSROOM E-LEARNING

Date	Venue	Course
22–26 January	Online	Organising Stewards >
5–6 February	Online	ERA Refresher >
12–16 February	Online	Health & Safety Reps >
19–23 February	Brighton Office	Organising Stewards >
26 February	Online	Making Equality Central to your Branch Practise >
4–6 March	Online	TUC Mental Health in the Workplace >
8 March	Online	Unconscious Bias >
13–15 March	Brighton Office	Equality in your Branch >
18–22 March	Online	Organising Stewards >
5 April	Online	Recruitment techniques workshop >
22–26 April	Brighton Office	Organising Stewards >
2–3 May	Brighton Office	ERA Refresher >
13–17 May	Brighton Office	Health & Safety Reps >
17–19 May	Residential	The Big Weekend > 
20–24 May	Online	Organising Stewards >
30–31 May	Brighton Office	Further Representation Skills >
10 June	Online	Making Equality Central to your Branch Practise >
13–14 June	Online	Dealing with Bullying & Harassment >
24–28 June	Brighton Office	Organising Stewards >
4–5 July	Online	ERA Refresher >
17–19 July	Brighton Office	Negotiating Skills >

Date	Venue	Course
22 July	Online	Maternity & Parental Rights >
1,8,15,22,29 August	Online	Organising Stewards >
9–13 September	Brighton Office	Organising Stewards >
19–20 September	Online	ERA Refresher >
23–27 September	Online	Health & Safety Reps >
9–11 October	Brighton Office	Equality in your Branch >
14 October	Online	Recruitment techniques workshop >
21–25 October	Online	Organising Stewards >
28 October	Online	Unconscious Bias >
28–29 October	Brighton Office	Further Representation Skills >
4–5 November	Brighton Office	ERA Refresher >
11–13 November	Online	TUC Mental Health in the Workplace >
18 November	Online	Making Equality Central to your Branch Practise >
21–22 November	Brighton Office	Dealing with Bullying & Harassment >
25–29 November	Brighton Office	Organising Stewards >
2–4 December	Brighton Office	Negotiating Skills >
9–13 December	Brighton Office	Organising Stewards >
16–20 December	Brighton Office	Health & Safety Reps >

2024 Activist Webinars at a glance

WEBINARS

Date	Webinar
22 March	Celebrating 50 years of the Health & Safety at work Act ►

2023 National courses

CLASSROOM **E-LEARNING**

Date	Venue	Course
16 April	Online	Branch Welfare Office Training – Course 1, Day 1 >
17 April	Online	Branch Welfare Office Training – Course 2, Day 1 >
18 April	Online	Branch Welfare Office Training – Course 3, Day 1 >
23 April	Online	Branch Treasurer Training – OLBA >
23 April	Online	Branch Welfare Office Training – Course 1, Day 2 >
24 April	Online	Branch Welfare Office Training – Course 2, Day 2 >
25 April	Online	Branch Welfare Office Training – Course 3, Day 2 >
25 April	Online	Branch Treasurer Training – OLBA >
1 May	Online	Branch Treasurer Training – OLBA >
16 May	Online	Branch Treasurer Training – OLBA >
22 May	Online	Branch Treasurer Training – OLBA >
26 June	Online	Branch Treasurer Training – OLBA >
10 September	Online	Branch Treasurer Training – OLBA >
15 October	Online	Branch Welfare Office Training – Course 4, Day 1 >
16 October	Online	Branch Welfare Office Training – Course 5, Day 1 >
17 October	Online	Branch Welfare Office Training – Course 6, Day 1 >

Date	Venue	Course
22 October	Online	Branch Welfare Office Training – Course 4, Day 2 >
23 October	Online	Branch Welfare Office Training – Course 5, Day 2 >
24 October	Online	Branch Welfare Office Training – Course 6, Day 2 >
21 November	Online	Branch Treasurer Training – OLBA >

Activist courses

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

22–26 January 2024

To complete this course you will require a total of 30 hours facility time between 22–26 January 2024.

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 22 January (10am – 3pm)

Tuesday 23 January (10am – 3pm)

Wednesday 24 January (10am – 3pm)

Thursday 25 January (10am – 3pm)

Friday 26 January (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: 08-24-0001

CLASSROOM

19–23 February 2024

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: 08-24-0004

Activist courses

CLASSROOM E-LEARNING

Organising Stewards (5 days)

E-LEARNING

18–22 March 2024

To complete this course you will require a total of 30 hours facility time between 18–22 March 2024.

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 18 March (10am – 3pm)

Tuesday 19 March (10am – 3pm)

Wednesday 20 March (10am – 3pm)

Thursday 21 March (10am – 3pm)

Friday 22 March (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: 08-24-0009

CLASSROOM

22–26 April 2024

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: 08-23-0011

Activist courses

CLASSROOM **E-LEARNING**

Organising Stewards (5 days)

E-LEARNING

20–24 May 2024

To complete this course you will require a total of 30 hours facility time between 20–24 May 2024.

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 20 May (10am – 3pm)
Tuesday 21 May (10am – 3pm)
Wednesday 22 May (10am – 3pm)
Thursday 23 May (10am – 3pm)
Friday 24 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: 08-24-0013

CLASSROOM

24–28 June 2024

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: 08-24-0016

Activist courses

CLASSROOM E-LEARNING

Organising Stewards (5 days)

E-LEARNING

1–29 August 2024

To complete this course you will require a total of 30 hours facility time between 1–29 August 2024.

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:

Thursday 1 August (10am – 3pm)
Thursday 8 August (10am – 3pm)
Thursday 15 August (10am – 3pm)
Thursday 22 August (10am – 3pm)
Thursday 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: 08-24-0020

CLASSROOM

9–13 September 2024

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: 08-24-0021

Activist courses

CLASSROOM E-LEARNING

Organising Stewards (5 days)

E-LEARNING

21–25 October 2024

To complete this course you will require a total of 30 hours facility time between 21–25 October 2024.

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 21 October (10am – 3pm)

Tuesday 22 October (10am – 3pm)

Wednesday 23 October (10am – 3pm)

Thursday 24 October (10am – 3pm)

Friday 25 October (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: 08-24-0026

CLASSROOM

25–29 November 2024

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: 08-24-0031

Activist courses

CLASSROOM **E-LEARNING**

Organising Stewards (5 days)

CLASSROOM

9–13 December 2024

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: 08-24-0033

Activist 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.

PLEASE NOTE:

This is the only course that complies with ERA recertification.

Activist courses

CLASSROOM E-LEARNING

ERA Refresher Training (2 days)

E-LEARNING

5–6 February 2024

This course is a total of ten hours spread over two days between 5–6 February 2024.

Tutorial Dates:

Monday 5 February (10am – 3pm)

Tuesday 6 February (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: 08-24-0002

CLASSROOM

2–3 May 2024

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: 08-24-0012

Activist courses

CLASSROOM E-LEARNING

ERA Refresher Training (2 days)

E-LEARNING

4–5 July 2024

This course is a total of ten hours spread over two days between 4–5 July 2024.

Tutorial Dates:

Thursday 4 July (10am – 3pm)

Friday 5 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: 08-24-0017

E-LEARNING

19–20 September 2024

This course is a total of ten hours spread over two days between 19–20 September 2024.

Tutorial Dates:

Thursday 19 September (10am – 3pm)

Friday 20 September (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: 08-24-0022

Activist courses

CLASSROOM **E-LEARNING**

ERA Refresher Training (2 days)

CLASSROOM

4–5 November 2024

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: 08-24-0028

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

12–16 February 2024

To complete this course you will require a total of 30 hours facility time between 12-16 Feb 2024.

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 12 February (10am – 2.45pm)
Tuesday 13 February (10am – 2.45pm)
Wednesday 14 February (10am – 2.45pm)
Thursday 15 February (10am – 2.45pm)
Friday 16 February (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: 08-24-0003

CLASSROOM

13–17 May 2024

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: 08-24-0014

Activist courses

Health & Safety Representatives (5 days)

E-LEARNING

23–27 September 2024

To complete this course you will require a total of 30 hours facility time between 23-27 Sept 2024.

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 23 September (10am – 2.45pm)
Tuesday 24 September (10am – 2.45pm)
Wednesday 25 September (10am – 2.45pm)
Thursday 26 September (10am – 2.45pm)
Friday 27 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: 08-24-0023

CLASSROOM

16–20 December 2024

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: 08-24-00034

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

4–6 March 2024

Tutorial Dates:

Monday 4 March (10am – 2.45pm)
Tuesday 5 March (10am – 2.45pm)
Wednesday 6 March (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: 08-24-0006

E-LEARNING

11–13 November 2024

Tutorial Dates:

Monday 11 November (10am – 2.45pm)
Tuesday 12 November (10am – 2.45pm)
Wednesday 13 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: 08-23-0029

Activist courses

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

13–15 March 2024

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: 08-24-0008

CLASSROOM

9–11 October 2024

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: 08-24-0024

Activist courses

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

30–31 May 2024

Brighton Office

This course is classroom based, delivered 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: 08-24-0052

CLASSROOM

28–29 October 2024

Brighton Office

This course is classroom based, delivered 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: 08-24-0053

Activist courses

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

Negotiating Skills (3 days)

CLASSROOM

17–19 July 2024

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: 08-24-0018

CLASSROOM

2–4 December 2024

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: 08-24-0032

Activist courses

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

E-LEARNING

13–14 June 2024

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: 08-24-0054

CLASSROOM

21–22 November 2024

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: 08-24-0055

Activist courses

CLASSROOM E-LEARNING

Making Equality Central to your Branch Practise

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

26 February 2024
9.30am–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: 08-24-0005

E-LEARNING

10 June 2024
9.30am–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: 08-24-0015

Activist courses

CLASSROOM E-LEARNING

Making Equality Central to your Branch Practise

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

27 August 2024

9.30am–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: 08-24-0063

E-LEARNING

18 November 2024

9.30am–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: 08-24-0030

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

8 March 2024

9am–12pm

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: 08-24-0007

E-LEARNING

28 October 2024

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: 08-24-0027

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

5 April 2024

9am–12pm

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: 08-24-0010

E-LEARNING

14 October 202

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: 08-24-0025

Activist courses



Branch Officer Training – The Big Weekend

All Branch Officer training courses are residential, aimed at all new and untrained officers. 17th-19th May 2024. Venue to be confirmed.



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: 08-24-0035



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: 08-24-0036



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: 08-24-0037

Activist courses



Branch Officer Training – The Big Weekend

All Branch Officer training courses are residential, aimed at all new and untrained officers. 17th-19th May 2024. Venue to be confirmed.



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: 08-24-0040



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: 08-24-0056



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: 08-24-0038

Activist courses



Branch Officer Training – The Big Weekend

All Branch Officer training courses are residential, aimed at all new and untrained officers.
17th-19th May 2024. Venue to be confirmed.



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: 08-24-0039



Branch Labour Link Officer

This course helps members explore and understand the UNISON Labour Link Officer role within the branch and equips them with campaigning techniques. The aims of the course are to understand why politics are important in the branch, develop skills to encourage interest in political activity in the branch, understand and respond to common issues about UNISON Labour Link and to develop skills around effective campaigning.

Course code: 08-24-0041

Activist courses

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

22 July 2024
9am–12pm

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: 08-24-0019

Activist webinars

WEBINARS

Celebrating 50 years of the Health & Safety at Work Act

Date: 22 March 2024 **Time:** 10am-11am **Course code:** 8-24-0062

Inviting all UNISON Health & Safety Reps in SE Region to celebrate 50 years of the Health & Safety at Work Act with us.

UNISON safety reps have a dramatic, positive impact on safety at work – and the more training they get, the safer the workplace. Evidence shows that workplaces with union safety reps and joint union-management safety committees have major injury rates less than half of those without.

This webinar will examine the background to this superb piece of legislation, and explore how UNISON reps can use Health & Safety legislation to protect members in their workplace 50 years on.

National Activist courses

LAOS (Learning & Organising Services) National Branch Officer Training 2024:
The course application and registration process will be managed by LAOS and course places will be released and advertised during Spring and Autumn 2024.

Branch Treasurer Training – Online OLBA

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.

Dates:

- ▶ Course 1: 23 April 2024 – **FULLY BOOKED**
- ▶ Course 2: 25 April 2024 – **REGISTER TO ATTEND**
- ▶ Course 3: 1 May 2024 – **REGISTER TO ATTEND**
- ▶ Course 4: 16 May 2024 – **REGISTER TO ATTEND**
- ▶ Course 5: 22 May 2024 – **REGISTER TO ATTEND**
- ▶ Course 6: 26 June 2024 – **REGISTER TO ATTEND**
- ▶ Course 7: 10 September 2024 – **REGISTER TO ATTEND**
- ▶ Course 8: 21 November 2024 – **REGISTER TO ATTEND**

National Activist courses

LAOS (Learning & Organising Services) National Branch Officer Training 2024:
The course application and registration process will be managed by LAOS and course places will be released and advertised during Spring and Autumn 2024.

Branch Welfare Officer Training – Online

This 2 half day session course will be delivered by There For You tutors.

Dates:

- ▶ Course 1 – Day 1: 16 April 2024 / Day 2: 23 April 2024
- ▶ Course 2 – Day 1: 17 April 2024 / Day 2: 24 April 2024
- ▶ Course 3 – Day 1: 18 April 2024 / Day 2: 25 April 2024
- ▶ Course 4 – Day 1: 15 October 2024 / Day 2: 22 October 2024
- ▶ Course 5 – Day 1: 16 October 2024 / Day 2: 23 October 2024
- ▶ Course 6 – Day 1: 17 October 2024 / Day 2: 24 October 2024

NB. Completion of the Branch Welfare and GDPR enotes are a course requirement before attending the online workshop.

National Activist courses

New Union Learning Rep (ULR)

Introductory training for new UNISON learning reps. The course will be delivered online on MS Teams over a four-week period.

The course will cover:

- ▶ the role of the UNISON learning rep
- ▶ how to find out what people want to learn – and how
- ▶ making the case for learning
- ▶ networking and making contacts
- ▶ advertising and communicating with members
- ▶ where to find help and resources.

You must be able to attend all four sessions of the course dates below, and complete approximately one hour of homework after each session.

4 June – 2 July 2024

- ▶ 9.30am – 1pm Tuesday 4th June
- ▶ 9.30am – 1pm Tuesday 11th June
- ▶ 9.30am – 1pm Tuesday 25th June
- ▶ 9.30am – 1pm Tuesday 2nd July

6–27 November 2024

- ▶ 9.30am – 1pm Wednesday 6th November
- ▶ 9.30am – 1pm Wednesday 13th November
- ▶ 9.30am – 1pm Wednesday 20th November
- ▶ 9.30am – 1pm Wednesday 27th November

Black members training passport

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 (essential).*				
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 fro 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

How do I book?

- ▶ Details how to book the Organising Steward course can be seen on pages 12-18 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
 - ▶ Name
 - ▶ Membership Number
 - ▶ Email
 - ▶ Contact number
 - ▶ UNISON Branch

2024 Webinars at a glance

WEBINARS

Date	Webinar	
23 January	Mental health in children and young people >	
7 February	Makaton for babies and families – taster >	
27 February	UNISON & LGBT+ History >	
1 March	Makaton for babies and families – taster >	
18 March	Loss and Bereavement Awareness >	<i>Cruse</i>
28 March	SRRC – Anti-Semitism >	
2 April	Autism Awareness in the workplace >	
2 April	Autism Awareness in children for school workers >	
22 April	Makaton for babies and families – full day >	
13 May	Retirement and your pension explained >	
13 May	Budget Busting Workshop >	
14 May	Trade Unions >	
14 May	History of the Suffragettes >	
14 May	Health and Safety at Work >	
15 May	Stress Management >	
15 May	Local Government Pension Explained >	
16 May	Know your Rights: Social Care >	

Date	Webinar	
16 May	Menopause Workshop >	
16 May	Green Skills >	
17 May	Brush Party: Online Art Class >	
11 July	SRRC – Islamophobia >	
15 July	LGBT+ Members Mental Health >	
10 September	Bereaved by Suicide >	<i>Cruse</i>
19 September	Dementia Awareness – for care workers >	
19 September	Dementia Awareness – for all members >	
10 October	LGBT+ Workers Rights >	
11 October	SRRC – Unconscious Bias >	
12 December	SRRC – Trans Allyship >	

Year of the LGBT+ Workers

UNISON and LGBT+ History

Date: 27 February 2024 **Time:** 11am–12noon **Course code:** 08-24-0064

LGBT+ Members Mental Health

Date: 15 July 2024 **Time:** 1pm–2pm **Course code:** 08-24-0065

This one-hour webinar will cover:

- ▶ What is mental health?
- ▶ What is its relationship to the workplace?
- ▶ Why is this an LGBT+ Issue?
- ▶ What does TUC research say?
- ▶ What about bogus employer led programmes?
- ▶ What has TUC recommended?

LGBT+ Workers Rights

Date: 10 October **Time:** 10am–11am **Course code:** 08-24-0066

WEBINARS



This year we are running a number of online webinars. More details will be made available.

Trans Allyship

Date & Time: TBC

Show Racism The Red Card

Anti-Semitism

Date: 28 March 2024

Time: 9.45am–12.15pm

Course code: 08-24-0067

This two-hour webinar training aims to equip members with a comprehensive understanding of antisemitism, its historical roots, manifestations in contemporary society, and strategies for combating it effectively. Participants will explore the complexities of anti-semitism, including its various forms, stereotypes, and impacts on individuals and communities. Through interactive discussions, case studies, and practical exercises, participants will develop the knowledge, skills, and attitudes necessary to recognise, confront, and counter anti-semitism in their personal and professional lives.

Islamophobia

Date: 11 July 2024

Time: 12.45pm–3.15pm

Course code: 08-24-0068

This two-hour training session aims to provide participants with a comprehensive understanding of Islamophobia, its origins, manifestations, and impacts on individuals and communities. Through interactive discussions, case studies, and practical exercises, participants will explore the complex intersections of Islamophobia with racism, xenophobia, and religious discrimination. The training will equip participants with the knowledge, skills, and attitudes necessary to recognise, challenge, and combat Islamophobia in various social, cultural, and institutional contexts.

WEBINARS

Show Racism the Red Card works in educational settings, workplaces and sports clubs throughout the UK to offer a whole range of educational training, workshops, resources and activities, all designed to educate young people and adults about the causes and the consequences of racism.



Show Racism The Red Card

Unconscious Bias

Date: 11 October 2024 **Time:** 9.45am–12.15pm **Course code:** 08-24-0069

This two-hour training session is designed to raise awareness about unconscious biases and their impact on decision-making, interactions, and organisational culture. Through interactive activities, case studies, and discussions, participants will explore the cognitive processes underlying unconscious bias and learn strategies to mitigate its effects. The training will empower participants to recognise and challenge their biases, fostering a more inclusive and equitable environment in both personal and professional settings.

Trans Allyship

Date: 12 December 2024 **Time:** 12.45pm–3.15pm **Course code:** 08-24-0070

This two-hour training session aims to empower participants to become effective allies in fostering diversity, equity, and inclusion in the workplace. Through interactive exercises, case studies, and discussions, participants will explore the principles and practices of allyship, understand the experiences of marginalised groups, and learn how to take concrete actions to support and advocate for their colleagues. The training will equip participants with the knowledge, skills, and attitudes necessary to create a more inclusive and supportive work environment for all.

WEBINARS

Show Racism the Red Card works in educational settings, workplaces and sports clubs throughout the UK to offer a whole range of educational training, workshops, resources and activities, all designed to educate young people and adults about the causes and the consequences of racism.



Member Learning

Loss and Bereavement Awareness

Date: 18 March 2024 **Time:** 10.15am–12.45pm **Course code:** 08-24-0043

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.

WEBINARS

Cruse Bereavement
Support

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.

Member Learning

Bereaved by Suicide

Date: 10 September 2024 **Time:** 10.15am–12.45pm **Course code:** 08-24-0042

There is no single or right way to respond to a suicide. Recognising the individual circumstances are an important part of any support given to those bereaved by suicide. The content of this session is relevant to all UNISON workplaces and it guides you through the features and strategies to enable you to deliver timely and appropriate care to those you are supporting.

The webinar is designed to help you:

- ▶ Understand loss and grief, bereavement models and factors affecting the grieving process.
- ▶ Gain knowledge about how different factors affect grief.
- ▶ Learn how to communicate effectively and compassionately with the bereaved.
- ▶ Develop confidence when talking about difficult and sensitive topics.
- ▶ Be aware of the impact of supporting others and the importance of your self-care.

WEBINARS

Cruse Bereavement
Support

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.

Member Learning

Dementia awareness (for care workers)

Date: 19 September 2024 **Time:** 9.30am–12.30pm **Course code:** 08-24-0044



This session, delivered by JMG Training, will give you an understanding of the key issues in dementia care.

This course is specifically for those working in care settings.

Dementia awareness (for all members)

Date: 19 September 2024 **Time:** 1.30pm–4.30pm **Course code:** 08-24-0045



This session, delivered by JMG Training, will give you an understanding of the key issues in dementia care and how best to support individuals.

This includes:

- ▶ Discussing the impact of dementia on memory and strategies that may assist those experiencing memory impairment.
- ▶ Considering the importance of life story work in supporting those with dementia related memory loss.
- ▶ Listing the reasons why individuals have an increased incidence of behaviour that challenges and the reasons for this.

WEBINARS

Dementia Awareness



Member Learning

Autism Awareness in the workplace

Date: 2 April 2024

Time: 9.30am–12.30pm

Course code: 08-24-0046

This course will be of benefit to members who may work with Autistic people or come into contact with them throughout the course of their work (adult service users etc).

On completion of this Autism Awareness Training course you will be able to:

- ▶ Have a better understanding of what autism is
- ▶ Identify some of the main differences you will encounter when working with autistic people
- ▶ Have a better understanding of the sensory issues often associated with autism
- ▶ Understand some of the communication difficulties that autistic people can have
- ▶ Identify special interests and understand the advantages and disadvantages that these interests can have for an autistic person
- ▶ Have a range of strategies for working with autistic people and feel more confident in supporting positive behaviour
- ▶ Feel more confident working with autistic people.

WEBINARS

Autism
Awareness



Member Learning

Autism Awareness in children for school workers

Date: 2 April 2024

Time: 1.30pm–4.30pm

Course code: 08-24-0047

This course will be of benefit to members who work in schools and who may work with autistic children or young people.

On completion of this Autism awareness training course you will be able to:

- ▶ Have a better understanding of what autism is
- ▶ Identify some of the main differences you will encounter when working with autistic people
- ▶ Have a better understanding of the sensory issues often associated with autism
- ▶ Understand some of the communication difficulties that autistic people can have
- ▶ Identify special interests and understand the advantages and disadvantages that these interests can have for an autistic person
- ▶ Have a range of strategies for working with autistic people and feel more confident in supporting positive behaviour
- ▶ Feel more confident working with autistic people.

WEBINARS

Autism
Awareness



Member Learning

WEBINARS

Makaton for babies and families (Taster)

Date: 7 February 2024 **Time:** 10am–11.30am **Course code:** 08-24-0048

Date: 1 March 2024 **Time:** 10am–11.30am **Course code:** 08-24-0049

This workshop is just 2 hours and is relevant for people working with children or family members. We look at signs and symbols relating to daily routines and play.

Makaton is a unique language programme that uses symbols, signs and speech to enable people to communicate. It supports the development of essential communication skills such as attention and listening, comprehension, memory, recall and organisation of language and expression.



Makaton for babies and families (Full day)

Date: 22 April 2024 **Time:** 9am–4pm **Course code:** 08-24-0050

Makaton Signing for Babies and Families one day course, is a series of fun and interactive sessions designed to encourage the development of communication and language skills in babies and children. The topics taught on this course include saying hello, eating and drinking, going out, and using Makaton through play. Over 130 signs and symbols are taught on this course through lots of nursery rhymes, songs, and activities, together with hints and tips for effective communication.

Member Learning

Mental health in children and young people: awareness with MIND

Date: 23 January 2024

Time: 9.30am–1pm

Course code: 08-24-0051

This workshop is designed to raise mental health awareness in young people and children covering the following:

- ▶ Understand the main mental health problems that young people face
- ▶ Gain an insight into the experience of children and young people having mental distress
- ▶ Explore some strategies for promoting good mental health in children and young people

WEBINARS



Learning at Work Week

13–19 May 2024



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 you can find on the next five pages, open to all members in the region.



Learning at Work Week

WEBINARS

Retirement and your pension explained

Date: 13 May 2024

Time: 9.00am–10.00am

Course code: 08-24-0075

Lighthouse Financial Advice is the trusted financial advice partner of UNISON. We are a leading financial business, and our purpose is to help you achieve your aspirations through expert financial planning.

In this webinar, you will be able to learn about:

- ▶ How pensions work
- ▶ Ways you may be able to increase your income
- ▶ Tax considerations, including your tax-free lump sum
- ▶ and lots more!

The webinar will be presented by one of our expert financial advisers who has specific knowledge of your sector. Every person that attends can request a free 1-2-1 advice meeting with a financial adviser.

**Learning at
Work Week**

Budget Busting Workshop

Date: 13 May 2024

Time: 12noon–1.00pm

Course code: 08-24-0076

This course will look at the issue of debt and how it may affect our members, consider how we can support and signpost members in difficult financial situations, and look at basic budgeting. As part of the session we can sign post to organisations that can help with financial advice, such as our financial advice partner, Lighthouse.

**UNISON
College**

Learning at Work Week

WEBINARS

Trade Unions

Date: 14 May 2024

Time: 9.00am–10.00am

Course code: 08-24-0089

Ever wondered a little bit more about trade unions? Join us in an interactive session to learn more about trade union movement, how UNISON was formed and UNISON today.

Learning at
Work Week

History of the Suffragettes

Date: 14 May 2024

Time: 12noon–1.00pm

Course code: 08-24-0078

UNISON is a union with 80% Women membership. Learn about the women who fought for their right to vote, and discuss why they are still relevant to women in UNISON today.

Health and Safety at Work

Date: 14 May 2024

Time: 3.00pm–4.00pm

Course code: 08-24-0079

Ever wanted to know the Health and Safety basics at work? Then this webinar is for you. We will take a look at the legal protections for Health and Safety at work and why health and safety is so important to employers. There will be plenty of time for you to ask your Health and Safety questions too.

Learning at Work Week

WEBINARS

Stress Management

Date: 15 May 2024

Time: 9.00am–10.00am

Course code: 08-24-0081

Learn how to identify the signs of stress and how we can take small actions to help keep our stress levels down.

**Learning at
Work Week**

Local Government Pension Explained

Date: 15 May 2024

Time: 12noon–1.00pm

Course code: 08-24-0080

Lighthouse Financial Advice is the trusted financial advice partner of UNISON. We are a leading financial business, and our purpose is to help you achieve your aspirations through expert financial planning.

In this webinar, you will be able to learn about:

- ▶ How your pensions work, including the state and Local Government Pension Scheme
- ▶ Ways you may be able to increase your income
- ▶ Tax considerations, including your tax-free lump sum
- ▶ and lots more!

The webinar will be presented by one of our expert financial advisers who has specific knowledge of your sector. Every person that attends can request a free 1-2-1 advice meeting with a financial adviser.

Learning at Work Week

WEBINARS

Know your Rights: Social Care

Date: 16 May 2024

Time: 9.00am–10.00am

Course code: 08-24-0082

This session is for those who work in social care. We will look at employment rights such as holiday entitlements and breaks at work. There will be time to ask any questions you may have about your role and how UNISON can support you in your workplace.

Learning at
Work Week

Menopause Workshop

Date: 16 May 2024

Time: 12noon–1.00pm

Course code: 08-24-0083

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.

Green Skills

Date: 16 May 2024

Time: 3.00pm–4.00pm

Course code: 08-24-0084

A session to look at UNISON's green agenda, how as UNISON members we can support this and information on how to become part of this movement.

Learning at Work Week

WEBINARS

Brush Party: Online Art Class

Date: 17 May 2024

Time: 9.00am–12noon

Course code: 08-24-0085

It doesn't matter if you haven't picked up a paintbrush since school, our artist will walk you through creating your masterpiece. You'll be delighted as your blank canvas transforms in just a few hours.

We send you everything you need to your house to paint this picture Paint along with a tutor and have fun. You must sign up by 2nd May, hurry spaces are limited Kits contain paint, canvas, brushes, paper palette, paper cup

Learning at
Work Week

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.

Jon Dunn

West Thames College

London Road

Isleworth TW7 4HS

Tel: 020 8326 2000

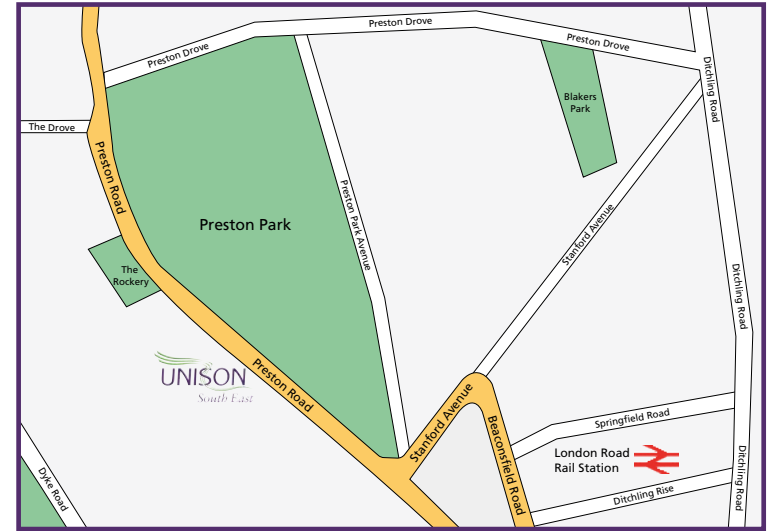
Email: jon.dunn@west-thames.ac.uk

The logo for TUC (Trade Union Congress) is displayed in a large, bold, white font against a blue background. The letters 'T', 'U', and 'C' are stylized with a slight shadow effect.

Changing the world
of work for good



Brighton Office



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