

TRAINING PROGRAMME 2025



UNISON
South East



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Welcome



A heartfelt thank you and a warm welcome to the UNISON South East 2025 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 for everything you do.

We are proud to introduce our 2025 training programme, designed to support all our committed members, whether you're a UNISON Steward, Branch Officer, Health & Safety Rep, Equality Rep, Union Learning Rep, Workplace Rep, or a member looking to deepen your knowledge of what UNISON stands for and how we can work together for mutual benefit.

Following the success of our hybrid learning model introduced in 2023—offering both virtual and in-person training—this approach will continue in 2025. We recognise that flexibility is essential in meeting the needs of our diverse membership, and we hope that this blend of online and classroom-based sessions will continue to support your learning preferences and requirements as reps.

Sam and the team have once again worked closely with TUC tutors to develop our core training courses, including Organising Stewards, Health & Safety Reps, and ERA programmes, ensuring they are available in both formats. Our commitment to providing access to experienced mentors and guiding you every step of the way remains as strong as ever.

Our programme continues to include a wide variety of short, accessible webinars on crucial topics, alongside our popular

Open University and CRUSE courses. From exploring key issues like tackling misinformation with "Show Racism the Red Card" to workshops on "The Menopause," we are committed to ensuring you have the knowledge and resources needed in an ever-changing world.

Equalities remain at the heart of all we do, and our virtual training programme will be regularly updated with new and relevant courses. Keep an eye on our website and social media channels for the latest updates and additions to our programme.

Our training not only empowers you within the union but also helps support your career development and builds your confidence. We are here to guide you toward further support, information, and learning opportunities across the union and remain dedicated to delivering high-quality training that equips you with the skills you need.

A special thank you goes out to our remarkable Regional Education Team, who have worked tirelessly to develop and adapt these courses. 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.



Bridget Satchell

Member Learning Course Administrator

membereducationse@unison.co.uk

Bridget 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 Bridget 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 Hampshire-Boswell

Area Organiser (Member Learning)

a.hampshire-boswell@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.



Rupert Gibson

Regional Course Administrator

educationse@unison.co.uk

Rupert 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 Rupert 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 Rupert Gibson 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. 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.

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

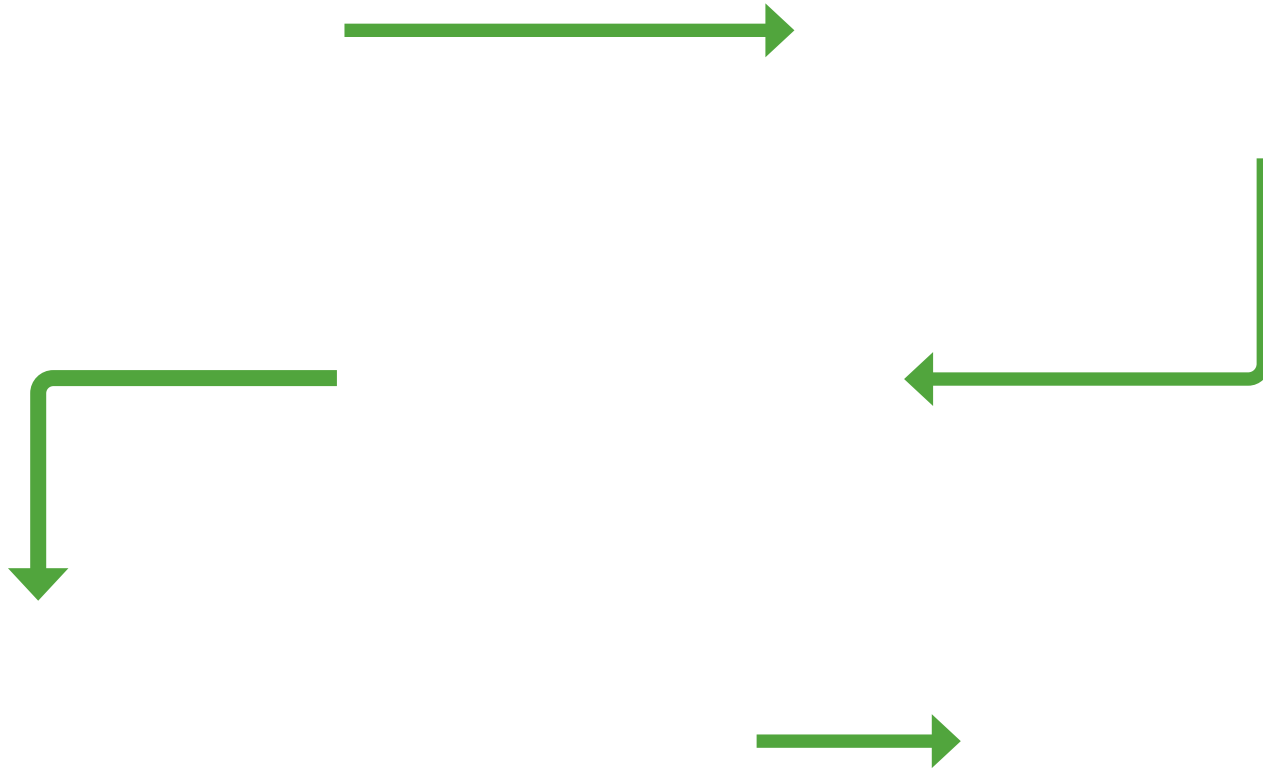
We recommend that you dedicate time to complete the course each week. It can be hard to complete the course if you are unsure when you will get an opportunity to complete the coursework. Set aside specific times to complete the work, even if it is one of our courses that can be completed flexibly.

Points to consider

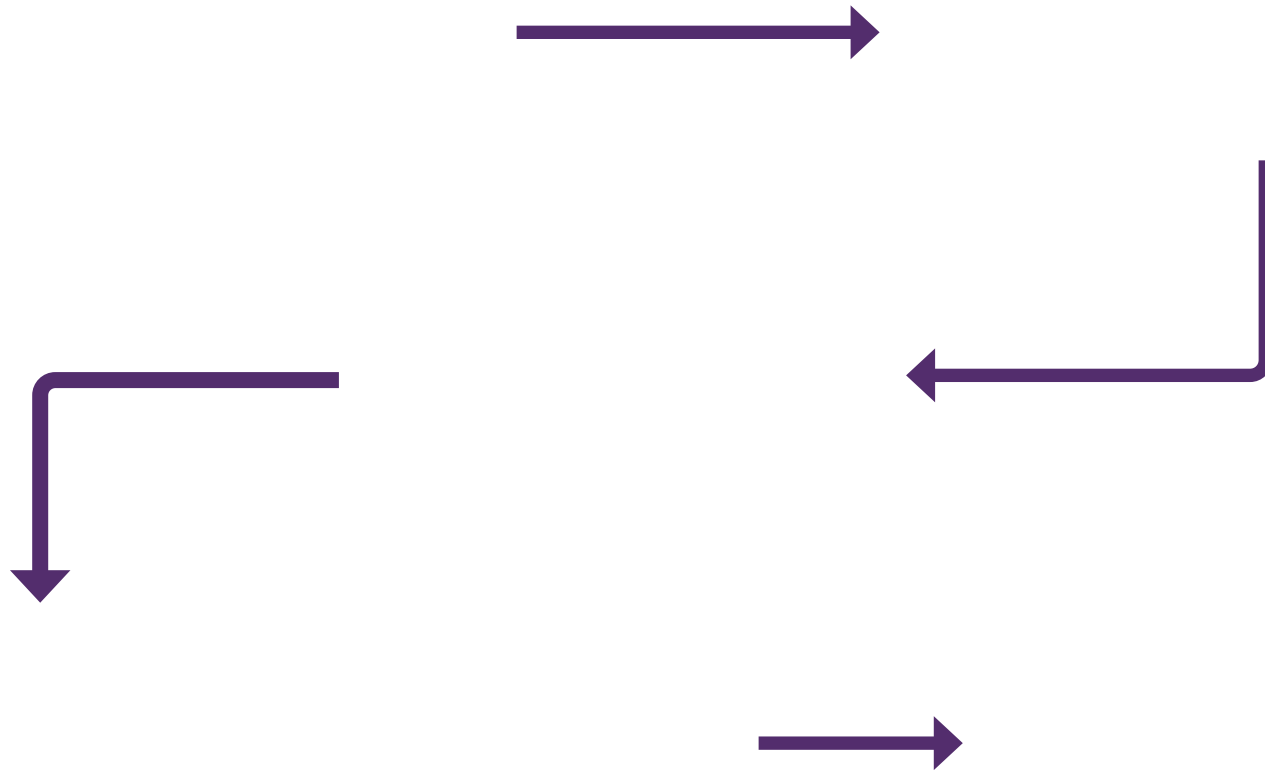
Where are you going to be doing the online course? In a busy or loud environment which may be distracting? Somewhere where you are likely to be interrupted? If possible find a quiet space to complete the course either at work or at home.

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



2025 Courses at a glance

CLASSROOM E-LEARNING

| Date | Venue | Course |
|----------------|-----------------|---|
| 13–17 January | Online | Organising Stewards ➤ |
| 27–28 January | Online | ERA Refresher ➤ |
| 24–28 February | Online | Organising Stewards ➤ |
| 7 March | Online | Unconscious Bias ➤ |
| 10–14 March | Online | Health & Safety Reps ➤ |
| 17–18 March | Online | ERA Refresher ➤ |
| 21 March | Online | Making Equality Central to your Branch Practise ➤ |
| 24–28 March | Online | Organising Stewards ➤ |
| 3 April | Online | Trans Ally Workshop ➤ |
| 7–11 April | Woking Office | Organising Stewards ➤ |
| 14 April | Online | Maternity & Parental Rights ➤ |
| 28–30 April | Woking Office | Equality in your Branch ➤ |
| 12–13 May | Woking Office | ERA Refresher ➤ |
| 17–18 May | Non-residential | Branch Officer Training Weekend ➤ |
| 28–30 May | Woking Office | TUC Mental Health in the Workplace ➤ |
| 2–3 June | Online | Dealing with Bullying & Harassment ➤ |
| 4–6 June | Woking Office | Negotiating Skills ➤ |
| 9–13 June | Online | Health & Safety Reps ➤ |
| 19–20 June | Woking Office | Further Representation Skills ➤ |

| Date | Venue | Course |
|---------------------|---------------|---|
| 23–27 June | Online | Organising Stewards ➤ |
| 7–11 July | Woking Office | Organising Stewards ➤ |
| 17–18 July | Online | ERA Refresher ➤ |
| 21 July | Online | Making Equality Central to your Branch Practise ➤ |
| 21–23 July | Online | Union Learning Reps (ULR) ➤ |
| 25 July | Online | UNISON Recruitment techniques ➤ |
| 1,8,15,22,29 August | Online | Organising Stewards ➤ |
| 14 August | Woking Office | Artificial Intelligence technology in the workplace ➤ |
| 11–12 September | Woking Office | ERA Refresher ➤ |
| 16 September | Online | Trans Ally Workshop ➤ |
| 22–26 September | Woking Office | Organising Stewards ➤ |
| 29 September | Online | Unconscious Bias ➤ |
| 1 October | Woking Office | Developing Black Members for Leadership ➤ |
| 6–10 October | Woking Office | Health & Safety Reps ➤ |
| 20–24 October | Online | Organising Stewards ➤ |
| 14 October | Online | UNISON Recruitment techniques ➤ |

2025 Courses at a glance

CLASSROOM **E-LEARNING**

| Date | Venue | Course |
|----------------|---------------|---|
| 27 October | Online | Making Equality Central to your Branch Practise ► |
| 29–31 October | Woking Office | Equality in your Branch ► |
| 5–7 November | Online | TUC Mental Health in the Workplace ► |
| 6–7 November | Woking Office | Dealing with Bullying & Harassment ► |
| 10–14 November | Woking Office | Organising Stewards ► |
| 17–18 November | Online | ERA Refresher ► |
| 18 November | Online | Recruitment techniques ► |
| 19–21 November | Woking Office | Negotiating Skills ► |
| 27–28 November | Woking Office | Further Representation Skills ► |
| 1–5 December | Woking Office | Health & Safety Reps ► |
| 8–12 December | Online | Organising Stewards ► |
| 18–19 December | Woking Office | ERA Refresher ► |

2025 Webinars at a glance

| Date | Course |
|-----------|--------------------------------|
| 12 August | Understanding Neurodiversity ► |

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

13–17 January 2025

To complete this course you will require a total of 30 hours facility time between 13-17 January 2025.

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 13 January (10am – 3pm)
Tuesday 14 January (10am – 3pm)
Wednesday 15 January (10am – 3pm)
Thursday 16 January (10am – 3pm)
Friday 17 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: 08-25-0001

E-LEARNING

24–28 February 2025

To complete this course you will require a total of 30 hours facility time between 24-28 February 2025.

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 24 February (10am – 3pm)
Tuesday 25 February (10am – 3pm)
Wednesday 26 February (10am – 3pm)
Thursday 27 February (10am – 3pm)
Friday 28 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: 08-25-0003

Activist courses

CLASSROOM E-LEARNING

Organising Stewards (5 days)

E-LEARNING

24–28 March 2025

To complete this course you will require a total of 30 hours facility time between 24-28 March 2025.

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 24 March (10am – 3pm)
Tuesday 25 March (10am – 3pm)
Wednesday 26 March (10am – 3pm)
Thursday 27 March (10am – 3pm)
Friday 28 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: 08-25-0008

CLASSROOM

7–11 April 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0009

Activist courses

CLASSROOM E-LEARNING

Organising Stewards (5 days)

E-LEARNING

23–27 June 2025

To complete this course you will require a total of 30 hours facility time between 23–27 June 2025.

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 23 June (10am – 3pm)
Tuesday 24 June (10am – 3pm)
Wednesday 25 June (10am – 3pm)
Thursday 26 June (10am – 3pm)
Friday 27 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: 08-25-0024

CLASSROOM

7-11 July 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0025

Activist courses

CLASSROOM **E-LEARNING**

Organising Stewards (5 days)

E-LEARNING

1–29 August 2025

To complete this course you will require a total of 30 hours facility time between 1–29 August 2025.

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 1 August (10am – 3pm)
Friday 8 August (10am – 3pm)
Friday 15 August (10am – 3pm)
Friday 22 August (10am – 3pm)
Friday 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: 08-25-0028

CLASSROOM

22–26 September 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0030

Activist courses

CLASSROOM E-LEARNING

Organising Stewards (5 days)

E-LEARNING

20–24 October 2025

To complete this course you will require a total of 30 hours facility time between 20–24 October 2025.

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 October (10am – 3pm)
Tuesday 21 October (10am – 3pm)
Wednesday 22 October (10am – 3pm)
Thursday 23 October (10am – 3pm)
Friday 24 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: 08-25-0023

CLASSROOM

10–14 November 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0037

Activist courses

CLASSROOM E-LEARNING

Organising Stewards (5 days)

E-LEARNING

8–12 December 2025

To complete this course you will require a total of 30 hours facility time between 8–12 December 2025.

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 8 December (10am – 3pm)

Tuesday 9 December (10am – 3pm)

Wednesday 10 December (10am – 3pm)

Thursday 11 December (10am – 3pm)

Friday 12 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: 08-25-0042

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

27–28 January 2025

This course is a total of ten hours spread over two days between 27–28 January 2025.

Tutorial Dates:

Thursday 27 January (10am – 3pm)

Friday 28 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: 08-25-0002

E-LEARNING

17–18 March 2025

This course is a total of ten hours spread over two days between 17–18 March 2025.

Tutorial Dates:

Monday 17 March (10am – 3pm)

Tuesday 18 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: 08-25-0006

Activist courses

CLASSROOM **E-LEARNING**

ERA Refresher Training (2 days)

CLASSROOM

12–13 May 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0012

E-LEARNING

17–18 July 2025

This course is a total of ten hours spread over two days between 17–18 July 2025.

Tutorial Dates:

Thursday 17 July (10am – 3pm)

Friday 18 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: 08-25-0026

Activist courses

CLASSROOM **E-LEARNING**

ERA Refresher Training (2 days)

CLASSROOM

11–12 September 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0029

E-LEARNING

17–18 November 2025

This course is a total of ten hours spread over two days between 17–18 November 2025.

Tutorial Dates:

Monday 17 November (10am – 3pm)

Tuesday 18 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: 08-25-0038

Activist courses

CLASSROOM **E-LEARNING**

ERA Refresher Training (2 days)

CLASSROOM

18–19 December 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0043

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

10–14 March 2025

To complete this course you will require a total of 30 hours facility time between 10–14 March 2025.

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 March (10am – 2.45pm)
Tuesday 11 March (10am – 2.45pm)
Wednesday 12 March (10am – 2.45pm)
Thursday 13 March (10am – 2.45pm)
Friday 14 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: 08-25-0005

E-LEARNING

9–13 June 2025

To complete this course you will require a total of 30 hours facility time between 9–13 June 2025.

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 9 June (10am – 2.45pm)
Tuesday 10 June (10am – 2.45pm)
Wednesday 11 June (10am – 2.45pm)
Thursday 12 June (10am – 2.45pm)
Friday 13 June (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: 08-25-0022

Activist courses

CLASSROOM **E-LEARNING**

Health & Safety Representatives (5 days)

CLASSROOM

6–10 October 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0032

CLASSROOM

1–5 December 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0041

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.

CLASSROOM

28–30 May 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0020

E-LEARNING

5–7 November 2025

Tutorial Dates:

Wednesday 5 November (10am – 2.45pm)

Thursday 6 November (10am – 2.45pm)

Friday 7 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: 08-25-0026

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.

CLASSROOM

28–30 April 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0011

CLASSROOM

29–31 October 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0035

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

19–20 June 2025

Woking Office

This course is classroom based, delivered by UNISON, Woking 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: 08-25-0023

CLASSROOM

27–28 November 2025

Woking Office

This course is classroom based, delivered by UNISON, Woking 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: 08-25-0040

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

4–6 June 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0021

CLASSROOM

19–21 November 2025

Woking Office

This course is classroom based, delivered by West Thames College, at UNISON, Woking 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: 08-25-0039

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

21 March 2025

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: 08-25-0007

E-LEARNING

21 July 2025

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: 08-25-0027

E-LEARNING

27 October 2025

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: 08-25-0034

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

E-LEARNING

2–3 June 2025

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: 08-25-0051

CLASSROOM

6–7 November 2025

Woking Office

This course is classroom based, delivered by by UNISON, Woking 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: 08-25-0052

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

7 March 2025

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: 08-25-0004

E-LEARNING

29 September 2025

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: 08-25-0031

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

25 July 2025
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: 08-24-0053

E-LEARNING

18 November 2025
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: 08-25-0054

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

14 April 2025

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: 08-25-0010

Activist courses

CLASSROOM E-LEARNING

Trans Ally Workshop

This workshop aims 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

3 April 2025
12noon–2pm

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: 08-25-0055

E-LEARNING

16 September 2025
12noon–2pm

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: 08-25-0056

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.

This 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.

E-LEARNING

21–23 July 2025

12noon–2pm

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: 08-25-0057

Activist courses

CLASSROOM **E-LEARNING**

Artificial Intelligence technology in the workplace (1 day)

The introduction of new Artificial Intelligence (AI) technology in the workplace can help to improve work for staff and make it fairer, safer, faster, less monotonous, more productive. But it may put some jobs at risk. It may require many workers to retrain and learn new skills.

It is important that this is recognised and action is ongoing so that workers are always prepared and ready. Whilst some sectors may have expanded as a result of technological innovation, others have found that new technology has replaced labour. For employers, it is expected that new technology will increase their productivity and profits. Workers too should be able to share in the benefits of new technology and be assured that their interests are protected.

The aim of this brief introductory session is to introduce activists to some of the terminology around the technology, to highlight some of the issues arising from its use and to devise an approach to organising around it.

CLASSROOM

14 August 2025

Woking Office

This course is classroom based, delivered by UNISON, Woking 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: 08-25-0079

Activist courses

CLASSROOM **E-LEARNING**

Developing Black Members for Leadership (1 day)

This course aims to:

- ▶ Build on the legacy of the year of the Black workers
- ▶ Engage with members who identify as a Black
- ▶ Develop an understanding of the equality legislation regarding race
- ▶ Build confidence and knowledge of branch activities
- ▶ Develop a range of soft and transferable skills
- ▶ Examine ways to influence using a range of tools
- ▶ To understand how we involve members to participate in low level UNISON activities
- ▶ To consider how you can support the branch as an active member or an officer.

CLASSROOM

1 October 2025

Woking Office

This course is classroom based, delivered by
by UNISON, Woking 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: 08-25-0080

Activist courses

Branch Officer Training Weekend

17–18 May 2025, Hilton Southampton, Utilita Bowl, Botley Road, Southampton, SO30 3XH

All Branch Officer training courses are **non-residential**, aimed at all newly elected and/or untrained officers. Accommodation if required, will need to be booked by your Branch.

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: 08-25-0013

Branch Chairperson

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: 08-25-0014

Branch 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: 08-25-0015

Activist courses

Branch Officer Training Weekend

17–18 May 2025, Hilton Southampton, Utilita Bowl, Botley Road, Southampton, SO30 3XH

All Branch Officer training courses are **non-residential**, aimed at all newly elected and/or untrained officers. Accommodation if required, will need to be booked by your Branch.

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: 08-25-0019

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: 08-25-0017

Activist courses

Branch Officer Training Weekend

20–21 July 2024, Hilton Southampton, Utilita Bowl, Botley Road, Southampton, SO30 3XH

All Branch Officer training courses are **non-residential**, aimed at all newly elected and/or untrained officers. Accommodation if required, will need to be booked by your Branch.

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: 08-25-0016

International Relations Officer

The international work done by UNISON makes an invaluable contribution to the success of the union.

We recognise that our solidarity has no borders and cannot be confined solely to our work in this country. Many of the challenges we face in Britain – privatisation and commercialisation, trade union rights and poor health and safety, threats to our pensions – are also being faced in different parts of the world.

The course aims are to understand why international work is a trade union issue, be aware of UNISON's priority themes, campaigns and countries, understand UNISON's structures for carrying out international work and increase your confidence in carrying out your role as a Branch International Officer

Course code: 08-25-0018

Activist webinars

WEBINARS

Understanding Neurodiversity

Date: 12 August 2025

Time: 12pm–1pm

Course code: 08-25-0058

This webinar covers:

- ▶ What is neurodiversity?
- ▶ To examine some of the more common types of neurodiversity presented by members.
- ▶ To consider the issues neurodivergent members might experience at work.
- ▶ To understand legal implications and consider reasonable adjustments

National Activist courses

CLASSROOM **E-LEARNING**

Registration: Course application and registration process will be managed by LAOS and course places will be released and advertised during Spring and Autumn 2025.

Course fees: Please note that there will be a charge to the branch of £30 per learner for OLBA and There for You training.

Branch Treasurer OLBA training

Online, Module 2. 9.30am – 1pm

This one day course will be delivered by UNISON's National Finance Team. Learners will need to complete the Branch Treasurer and GDPR e-notes as part of their training.

Dates:

- ▶ Course 1: 29 April 2025
- ▶ Course 2: 1 May 2025
- ▶ Course 3: 7 May 2025
- ▶ Course 4: 15 May 2025
- ▶ Course 5: 28 May 2025
- ▶ Course 6: 25 June 2025
- ▶ Course 7: 9 September 2025
- ▶ Course 8: 20 November 2025

Branch Welfare Officer training

Online. 10am – 1pm

This two half day session course will be delivered by There for You tutors. Completion of the Branch Welfare and GDPR e-notes are a course requirement before attending the online workshop.

Dates:

- ▶ Course 1: Day 1: 13 May 2025 / Day 2: 20 May 2025
- ▶ Course 2: Day 1: 9 September 2025 / Day 2: 16 September 2025
- ▶ Course 3: Day 1: 11 November 2025 / Day 2: 18 November 2025

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 (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 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 11-17 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

2025 Webinars at a glance

WEBINARS

| Date | Webinar | |
|------------|---|---|
| 13 January | Mental health in children and young people > |  |
| 13 January | Pension Session > | |
| 4 February | Cancer at work: The Equality Act 2010, reasonable adjustments and Support > | |
| 7 March | History of Women's Health > |  |
| 7 March | Tackling Sexual Harassment at Work > |  |
| 7 March | History of the Suffragettes > |  |
| 1 May | Cruse Loss and Bereavement > |  |
| 12 May | Pension Session (all) > |  |
| 12 May | Pension Session (LG) > |  |
| 13 May | Solidarity and Allyship > |  |
| 14 May | The Equality Act 2010 and Reasonable Adjustments > |  |
| 15 May | Confidence Skills > |  |
| 16 May | Health and Safety at work > |  |
| 9 June | Green Skills > | |
| 18 June | Diabetes > | |
| 30 July | Union Learning Representative brief > | |
| 28 August | SRRC – Racism and the Far Right > |  |

| Date | Webinar | |
|--------------|-------------------------------------|---|
| 24 September | Cruse Loss and Bereavement > |  |
| 25 September | SRRC – Tackling Racism in Society > |  |
| 16 October | Menopause > | |
| 12 November | Bullying and Harassment > | |
| 27 November | SRRC – Islamophobia > |  |
| 11 December | SRRC – Allyship > |  |

Member Learning

Mental health in children and young people

Date: 13 January 2025

Time: 10am–12.30pm

Course code: 08-25-0044

An introduction to mental health awareness – children and young people's mental health edition.

Using literature from Youth Mental Health First Aid (MHFA®) courses and ARC Trauma Informed training HFEH Mind have developed a session for everyone who works with, lives with or supports young people aged 5–25.

We will begin to teach you the skills and confidence to spot the signs of mental health issues in a young person, offer first aid and guide them towards the support they need. In doing so, you can speed up a young person's recovery and stop a mental health issue from getting worse.

WEBINARS



Member Learning

Loss and Bereavement Awareness

Date: 1 May 2025 **Time:** 10.15am–1.00pm **Course code:** 08-25-0061

Date: 24 September 2025 **Time:** 10.15am–1.00pm **Course code:** 08-25-0067

This training will give delegates a better understanding of how a bereavement can impact an individual and the factors that influence how they grieve. It will explain what support people need when they are grieving and help overcome the barriers to talking about death, loss and grief.

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

WEBINARS

Pension Session

Date: 13 January 2025

Time: 1pm–2pm

Course code: 08-25-0045

This free webinar, presented by an expert financial adviser, is designed to help you understand how to secure the income you need for a comfortable retirement.

Cancer at work: The Equality Act 2010, reasonable adjustments and Support

Date: 4 February 2025

Time: 12noon–1pm

Course code: 08-25-0046

A session open to all members of UNISON. We will look at how Cancer can effect those in work and what protections there are in the workplace, we will do this by looking look the Equality Act 2010 and reasonable adjustments. We will also discuss UNISON's welfare charity There for You and UNISON reps can help in the workplace.

Member Learning

WEBINARS

Stress Awareness

Date: 9 March 2025

Time: 12noon–1pm

Course code: 08-25-0050

A learning session with UNISON with the aims to help understand the sign of stress, how to tackle stress, what employers should be doing to support their employees and know how UNISON can support members who are feeling stressed at work.

Green Skills

Date: 9 June 2025

Time: 12noon–1pm

Course code: 08-25-0065

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

Diabetes

Date: 18 June 2025

Time: 12noon–1pm

Course code: 08-25-0066

A lunch time session to talk about Diabetes, a life changing condition affecting many people in work. This session will look at the types of diabetes and associated medication, how this can impact on daily living and how equality legislation can apply at work.

Member Learning

WEBINARS

Menopause

Date: 16 October 2025

Time: 12noon–1pm

Course code: 08-25-0068

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

Bullying and Harassment

Date: 12 November 2025

Time: 12noon–1pm

Course code: 08-25-0069

This webinar will give participants some of the tools and knowledge needed to recognise and deal with bullying and Harassment in the workplace.

Topics covered in this webinar:

- ▶ Understanding how Bullying and Harassment differ under the Equality Act 2010
- ▶ Recognising bullying and harassment
- ▶ The impact this has on workplace environments
- ▶ Workplace bullying, harassment and the law
- ▶ How to fight back with UNISON's help

Member Learning

WEBINARS

Union Learning Representative briefing

Date: 30 July 2025

Time: 12noon–2.00pm

Course code: 08-25-0081

An update and networking event for existing or interested Union Learning Reps and Life Long Learning Branch Officers in the region.

The update will include:

- ▶ An update on the member learning programme 2025
- ▶ A discussion on the 2026 programme with suggestions and themes from those attending
- ▶ A workshop based on branch learning, and how to set this up

International Women's Day

WEBINARS

History of Women's Health

Date: 7 March 2025

Time: 11.00am–12noon

Course code: 08-25-0047

Join us online to take a look into medical history and the way Women's health has been traditionally excluded from this. The session will explore how this exclusion means there is still a gender health gap in today's society.



International
Women's Day

Tackling Sexual Harassment at Work

Date: 7 March 2025

Time: 1pm–2.30pm

Course code: 08-25-0048

This will be an interactive workshop for those wishing to know more about how sexual harassment can be tackled at work. Understand what Sexual harassment is and be able to identify it, the aims of the session are:

- ▶ To understand why sexual harassment is both a workplace and trade union issue
- ▶ To know of UNISON's sexual harassment policy
- ▶ To aware of key actions which can combat sexual harassment in the workplace

International Women's Day

History of the Suffragettes

Date: 7 March 2025

Time: 4pm–5pm

Course code: 08-25-0049

This session will take a look at the history surrounding Women's Suffrage in Great Britain, taking a close look at the bold, sometimes unrecognised Women who took action to secure the vote for Women.

WEBINARS



International Women's Day

Learning at Work Week

12–18 May 2025



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 three pages, open to all members in the region.



Learning at Work Week

WEBINARS

Pension Session (all)

Date: 12 May 2025

Time: 10.00am–11.00am

Course code: 08-25-0059

This free webinar, presented by an expert financial adviser, is designed to help you understand how to secure the income you need for a comfortable retirement.

**Learning at
Work Week**

Pension Session (LG)

Date: 12 May 2025

Time: 1.00pm–2.00pm

Course code: 08-25-0060

This free webinar, presented by an expert financial adviser, is designed to help you understand how to secure the income you need for a comfortable retirement. This session is specifically for members part of the Local Government Pension Scheme.

Learning at Work Week

WEBINARS

Solidarity and Allyship

Date: 13 May 2025

Time: 12noon–1.00pm

Course code: 08-25-0062

In this webinar, you will:

- ▶ Know what we mean by “allyship”
- ▶ Understand why allyship and solidarity is essential now
- ▶ Understand the difference between meaningful allyship and performative allyship
- ▶ Explore how we can build structures that allow us to support each other

**Learning at
Work Week**

The Equality Act 2010 and Reasonable Adjustments

Date: 14 May 2025

Time: 12noon–1.00pm

Course code: 08-25-0107

Join us to gain a basic knowledge of Equality Act 2010 and protected characteristics. This session's primary focus will be on disabilities, where we will be taking a look at reasonable adjustments in the workplace and how employers should be supporting their employees according to legislation.

Learning at Work Week

WEBINARS

Confidence Skills

Date: 15 May 2025

Time: 12noon–1.00pm

Course code: 08-25-0063

Ever wondered what might be hindering your confidence? Join us for an hour-long session, where we take a look at all things that can impact our confidence before exploring ways in which we start changing this. This session will also touch on public speaking and changing thought processes.

Learning at
Work Week

Health and Safety at work

Date: 16 May 2025

Time: 12noon–1.00pm

Course code: 08-25-0064

If you're curious about the legislation surrounding Health and Safety, this is the session for you. We will aim to provide you with basic knowledge of health and safety legislation and how as an employee you should be expected to be protected at work. We will also share details of the work a UNISON health and Safety reps undertake and how to get involved.

Show Racism The Red Card

Racism and the Far Right

Date: 28 August 2025

Time: 9.45am–12.15pm

Course code: 08-25-0075

This interactive workshop is designed to educate participants on the roots, rise, and impact of racism and far-right ideologies in contemporary society. The course will delve into the historical development of racist structures, the tactics and rhetoric of far-right movements, and the role of systemic racism in perpetuating inequality. Through guided discussions, case studies, and reflective activities, participants will learn to recognize and challenge racist ideologies in both overt and subtle forms. The session emphasizes practical strategies for countering racism and promoting inclusivity in personal, professional, and community spaces.

By the end of this workshop, participants will be able to:

- ▶ Define racism, systemic racism, and far-right ideologies, and understand their historical and social contexts.
- ▶ Recognize the tactics, symbols, and language used by far-right groups to spread their message.
- ▶ Identify how systemic racism manifests in institutions and everyday interactions.
- ▶ Develop strategies to safely challenge racist behaviours, language, and ideologies.
- ▶ Engage in constructive dialogue to promote anti-racist practices in the workplace and community.
- ▶ Build resilience and allyship in the face of far-right rhetoric and microaggressions.

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

Tackling Racism in Society

Date: 25 September 2025 **Time:** 9.45am–12.15pm **Course code:** 08-25-0076

This dynamic workshop is designed to empower participants with the knowledge, awareness, and practical tools needed to promote equality and actively challenge racism in society. The session will explore the definitions and manifestations of discrimination and racism, both explicit and implicit, with a focus on understanding how these issues affect individuals and communities in modern Britain. Participants will gain insight into the intersectionality of racism with other forms of discrimination and learn to identify everyday forms of racism, from microaggressions to overt acts of prejudice. The workshop will also address unconscious bias, privilege, and the fine line between workplace banter and bullying. Through reflective activities, case studies, and group discussions, attendees will develop strategies to challenge stereotypes, recognize their own biases, and become effective allies in the fight against systemic inequality.

By the end of this workshop, participants will be able to:

- ▶ Define Discrimination and Racism
- ▶ Recognize Racism and Prejudice in Britain Today
- ▶ Identify Everyday Forms of Racism and Their Impact
- ▶ Recognize the Boundary Between Banter and Bullying in the Workplace
- ▶ Challenge Stereotypes Through Intersectionality
- ▶ Examine Unconscious Bias
- ▶ Understand White Privilege and Other Forms of Privilege

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

Islamophobia

Date: 27 November 2025 **Time:** 9.45am–12.15pm **Course code:** 08-25-0077

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 recognize, challenge, and combat Islamophobia in various social, cultural, and institutional contexts.

By the end of this workshop, participants will be able to:

- ▶ Define Islamophobia and its historical context, including its roots in colonialism and imperialism.
- ▶ Identify common stereotypes, tropes, and misconceptions associated with Islam and Muslims.
- ▶ Recognize the diverse manifestations of Islamophobia, including structural, institutional, and interpersonal forms.
- ▶ Analyse the impact of Islamophobia on individuals, communities, and society as a whole.
- ▶ Understand the intersectionality of Islamophobia with other forms of discrimination, including racism, xenophobia, and religious intolerance.
- ▶ Examine the role of media, politics, and cultural narratives in perpetuating Islamophobic attitudes and behaviours.
- ▶ Develop strategies for challenging and confronting Islamophobia in various contexts, including education, employment, and public discourse.
- ▶ Foster empathy and solidarity with Muslim individuals and communities affected by Islamophobia.
- ▶ Engage in allyship and advocacy efforts to combat Islamophobia and promote social justice.
- ▶ Commit to ongoing learning, reflection, and action to create inclusive and equitable communities.

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

Allyship

Date: 11 December 2025 **Time:** 9.45am–12.15pm **Course code:** 08-25-0078

This training aims to equip adults 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 antisemitism, 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 recognize, confront, and counter antisemitism in their personal and professional lives.

By the end of this workshop, participants will be able to:

- ▶ Define antisemitism and explain its historical origins and evolution.
- ▶ Identify common stereotypes, tropes, and myths associated with antisemitism.
- ▶ Recognize the diverse manifestations of antisemitism, including overt and covert forms.
- ▶ Analyse the impact of antisemitism on individuals, communities, and society as a whole.
- ▶ Explore the intersectionality of antisemitism with other forms of prejudice and discrimination.
- ▶ Understand the role of language, imagery, and symbols in perpetuating antisemitic attitudes and behaviours.
- ▶ Develop strategies for challenging and confronting antisemitism in various contexts, including online spaces, workplaces, and educational institutions.
- ▶ Cultivate empathy and solidarity with individuals and communities affected by antisemitism.
- ▶ Engage in constructive dialogue and allyship to combat antisemitism effectively.
- ▶ Commit to ongoing learning, reflection, and action to create a more inclusive and equitable society.

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.



Microsoft Excel training pathway

WEBINARS

Register Interest in learning Microsoft Excel, start with the basics and work your way towards an advanced level.

Training will be done across 3 months with each month completing a different stage of training. Each Stage requires 8 hours training over 2 days.

Stage 1: Get a grip of spreadsheets! This course will help you gain the basic skills necessary to create, edit, format and manipulate spreadsheet data. No previous experience of Excel is necessary, but attendees should have a basic understanding of PCs, including familiarity with keyboard and mouse.

Stage 2: Learn to organise table data, present data as charts and enhance the look and appeal of workbooks by adding graphic objects.

Stage 3: Gain the skills to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources, and import and export data.

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 TUC logo consists of the letters 'TUC' in a stylized, bold, white font. The 'T' and 'U' are connected, and the 'C' is a simple curve. 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' made of two overlapping shapes, one dark blue and one green, followed by the text 'UNISON' in dark blue and 'College' in green.

UNISON

South East

Regional Office
Wells House
65 Boundary Road
Woking GU21 5BS

For further information
please contact:

Sam Raymond
Regional Education Officer
s.raymond@unison.co.uk
southeast.unison.org.uk

