

2020 Full Education Programme



“Don’t go through life,
Grow through life”

Eric Butterworth



Introduction

This programme is designed to help you get the education and training you need to be active in UNISON. The aim of the training is to help you in whatever union role you have; whether you are starting out, taking on a new role, or have been involved for some time.

Our education and training aims to meet the organising challenge and the priorities set by Regional Council by helping you:

- Apply the skills you have to your trade union role and develop new skills,
- Develop your understanding of workplace issues for sharing with your members,
- Explore what it means to be an activist in an organising union,
- Get the support you need through quality training.

Our courses aim to help meet the organising challenge in UNISON, and develop UNISON as an organising union so that we:

- Welcome and involve new members,
- Base our bargaining agenda on members' needs,
- Do things with members, not simply for them,
- Encourage members to be workplace reps at a level they are comfortable with,
- Work through a strong and effective network of local reps,
- Organise around the collective dimension to individual problems.

Welcome

Welcome to a packed programme of Yorkshire & Humberside Region's Education and Training for 2020. It is our priority to have diverse and topical courses to meet the needs of members and activists both new and old. We have endeavored to have courses as widely accessible as possible by offering Venues across the region, and making more use of the TUC both in the classroom and online. In addition, UNISON is developing its own online workshops and e-notes.

We are continuing to support venues across the region as well as delivering more at the Regional HQ in Leeds, where our new regional centre, due to open in 2020, has a dedicated training and education suite; and we will continue to use Northern College.

The massive unrelenting Tory cuts are continuing to affect not only Trade Union education but all adult further education, which makes our Lifelong Learning and member learning access even more important for our members and potential members and activists. In addition to our Regional Education Team, and our Organisers will continue working with branches, along with their organising duties to develop Lifelong Learning and ensure activists are trained to the highest standards with courses on most TU subjects. Learning and training are now firmly embedded within all branches development plans.



Wendy Nichols
Regional Convenor

The Programme is designed to increase access to the most up to date training UNISON can offer both for new and developing existing activists. UNISON needs to increase its activist base, and attract better equipped and motivated activists. The courses provided directly aimed at building confidence and developing skills and abilities. We are sure that both you and UNISON will benefit from the experience.
It is never too late to learn.

Branch development is vital in recruiting and organising and retaining members. We are constantly striving to increase membership and provide a better service. Increasing membership and developing new activists from all sectors of the union will make us stronger and more representative of our members. We also aim to assist members with courses to help individuals improve their education to assist them in their daily working lives.

We believe that no member should be out of pocket attending UNISON courses. Branches and the Region will continue to contribute to ensure this, and access is freely available to as many members / activist as possible. Any additional travel costs or carer costs can be claimed from your branch, but you do need to speak to your branch and get their agreement in advance (details of help can be found within this Programme).



We also offer for clarity a separate members only training programme detailing some of the courses/workshops UNISON offers for non activist members. You can obtain a copy of this from your branch education co-ordinator or Branch Secretary. You can always find it on our website **www.unison-yorks.org.uk**

We pride ourselves on offering an extremely friendly relaxed and supportive learning environment, and this gives opportunities to meet new people make new friends and build networks with other branches and activists learners to build on knowledge and skills. Working together with other Trade Unionists to achieve common goals is at the fundamental core of our organisation and we offer many opportunities for development.

So please access and enjoy our learning offer and don't be afraid to comment on things that went well or not as well as we are always striving to improve your learning experience and all feedback is carefully considered and used to improve our delivery.

This year we are offering many short workshops on various subjects such as Dyslexia, Neurodiversity, Mental Health and Autism, alongside our Confidence and Assertiveness workshops for both women and men.

The TUC now offer fully online and integrated courses webinars as well as E-notes. We will also be running some Return to Learn and Women's Lives taster workshops as a first step in unleashing members potential.

I hope you will participate and enjoy what we have to offer and I firmly believe UNISON has the best trained activist of any other union in the UK.

Wendy Nichols
Regional Convenor

Practicalities

What are our courses like? Our courses are friendly and informal and are aimed at making learning a fun, rather than a daunting, experience. Everybody's views and experiences are listened to. Much of the time is spent working in small groups. You won't be lectured to or suddenly be called to give answers.

Access. UNISON's policy is to use training venues which are fully accessible for those members with disabilities and we make every effort to do so. However, facilities for disabled members do vary between venues, so please let us know relevant details of your disability when booking a place. If you require a facilitator in order for you to take part then you need to tell us on the booking form who they are so we can book accommodation for them if necessary.

Ramadan. For those members attending courses during Ramadan the course tutors will liaise with the member and the training venue to ensure that food is available at the appropriate time for the member to break their fast.

Course Fees. There is no cost to members attending any UNISON courses. Course fees will be charged to your Branch on a subsidised basis.

Expenses. In line with your own Branch policy, you may reclaim travel and additional child care expenses from Branch funds. You are advised to find out what you may claim before attending the course.

Time Off. Members should contact their Branch Secretary or Branch Education Co-ordinator regarding time off to attend trade union courses.

Time off with pay is normally available to stewards/representatives to attend trade union courses. However, not all courses attract time off with pay. Also, some of our courses are open to any member and they are therefore not normally eligible for time off. If you are in doubt, contact your Branch Secretary/Branch Education Co-ordinator. For more information visit <https://learning.unison.org.uk>.

Additional Needs. If you have additional needs such as a requirement for a loop system, any medical needs or special dietary requirements, please let us know as soon as possible so that this can be arranged.

Closing Dates. These are indicated for each course.

Late applications. Please ensure that application forms are received before the closing date as late applications may mean that a course has to be cancelled or child/dependant care cannot be organised. Most courses have to operate on a minimum of 10 applicants, so please don't delay, send your form in today.

Venues. Most of our residential courses are run at venues where meals are provided and where special diets are catered for if you let us know in advance. Whenever possible, residential accommodation is usually on a non-shared basis.

Non-residential venues vary, but generally will include access to tea/coffee facilities and meals whenever possible.

Atmosphere. The Yorkshire & Humberside Region prides itself on the fact that our courses are relaxed, informal and supportive, so you are invited to dress comfortably at all times.

Cancellations. If, for any reason, you find that you cannot attend a course on which you have been allocated a place, it is essential that you contact us immediately. Whatever your reason for cancelling, it may mean that another member can be offered a place or that you can be accommodated on another course. Failure to notify us will mean that your Branch is asked to pay the full cost of your place on the course.

If course attendees or Branches cancel a place more than 2 weeks before the course is due to take place, then no charge will be made to Branches, as the Region should not have incurred any charge at that stage. However, a cancellation at this stage may result in low numbers of attendees, which may mean the course having to be cancelled.

If course attendees or branches cancel a place less than 2 weeks before the course is due to take place, then the Branch will be charged the full course fee. If a course participant does not attend the course and has not informed the Regional Education Administrator prior to the start of the course, then the Branch will be notified and will be charged the full cost of the course.

We would urge all Branches to contact us as soon as possible if they do have a cancellation, as we may then be able to offer the place to another activist or member.

Further Information. If you need any further information, or you have any queries about this programme, please contact regional education administrator by phone on **0113 218 2330** or email **y&heducation@unison.co.uk**



*...inspiring
all to learn,
grow and
succeed.*



Contents

ACTIVIST TRAINING PAGES 8 – 13

These courses help with the first steps as a union activist as well as further essential development. Courses in this section include: The Organising Steward's Course, Developing Representation Skills, Further Representation Skills, Negotiating Skills, Confidence Skills for Activists, Health and Safety Representatives, UNISON Learning Representative, and Equalities in Your Branch.

RUNNING THE BRANCH PAGES 14 – 17

These courses are aimed at people who have taken on roles involved in running the Branch, such as Branch Secretary, Branch Treasurer and other Branch Officer positions.

DEVELOPING YOUR SKILLS PAGES 18 – 19

These skills-based courses are aimed at activists who wish to develop the skills they need to carry out their role within UNISON. They include Lay Tutor Training, Strategic Campaigning and Mentoring.

EMPLOYMENT LAW COURSES PAGES 22 – 24

These national and regional courses are aimed at giving activists and branch officials an overview of specific areas of employment law. They include: Contracts and TUPE, Disability Discrimination Law, Race and Sex Discrimination Law, and Introduction to Work Life Balance.

MEMBER LEARNING PAGES 25 – 34

We now offer a range Member Learning courses such as Confidence Building (Power to be You) and Assertiveness Habit. Workshops run by the Open University are Autism Awareness, Mental Health Awareness and Dementia. Other courses for members include Return to Learn and Pre-Retirement Workshops. We have a number of Women's courses which are run on a women-only basis, and include: Building Confidence in Women, Women's Assertiveness, Pathways Into UNISON, and Women's Lives.

FURTHER LEARNING OPPORTUNITIES PAGES 35 – 38

USEFUL INFORMATION PAGES 39 – 40

This section includes information on: Kickstart Funding, Learning grants and UNISON e-Notes

HOW TO APPLY & GET INVOLVED PAGES 41 – 42

Instructions on how to apply for courses and where to go to download an application form.

Activist Training

■ The Organising Steward

If you are a new steward then this is an essential course for you. This course looks at what the roles of the steward are and gives you the skills, knowledge and understanding to carry out these roles, for example recruiting members and involving them in the union and how to work with members to tackle problems at work.

This course covers:

- Role of the Steward
- Mapping and organising
- Why equalities matter
- Supporting and representing members
- Understanding grievance and disciplinary procedures

We currently run the Organising Steward course which incorporates both Stage 1 and Stage 2 of this training over 5 consecutive days. New for this year we are also offering our **Stage 1** course in June for any Stewards or Branch Contacts who do not currently wish to represent members. The course will run over 3 days and has been designed to equip you with organising skills. NOTE: you will not receive ERA accreditation for this course.

You can find out more about the role of the Steward by completing our e-Note at <https://e-learning.unison.org.uk/>

The Organising Steward

Mon – Fri 27 – 31 January 2020 (Apply by: 3 January 2020)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 24 – 28 February 2020 (Apply by: 24 January 2020)
Residential at Northern College, Barnsley
Mon – Fri 16 – 20 March 2020 (Apply by: 14 February 2020)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 27 – 30 April, 1 May 2020 (Apply by: 27 March 2020)
Residential at Northern College, Barnsley
Stage 1: Wed – Fri 3 – 5 June 2020 (Apply by: 1 May 2020)
Non-residential at UNISON Regional Centre, Leeds
10, 11, 12, 18, 19 June 2020 (Apply by: 8 May 2020)
Non-residential at East Riding College, Hull
Mon – Fri 13 – 17 July 2020 (Apply by: 12 June 2020)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 7 – 11 September 2020 (Apply by: 7 August 2020)
Residential at Northern College, Barnsley
Mon – Fri 5 – 9 October 2020 (Apply by: 4 September 2020)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 2 – 6 November 2020 (Apply by: 2 October 2020)
Residential at Northern College, Barnsley
Mon – Fri 30 November, 1 – 4 December 2020 (Apply by: 30 October 2020)
Residential at Northern College, Barnsley

Cost to Branches: £150 for full course (5 days); £75 for Stage 1 (3 days)

Participants can attend on a day delegate basis but there will be no reduction in cost to branches.

NOTE: All Stewards must attend an ERA re-accreditation refresher course no later than every 5 years.

■ The Organising Steward – Online Version

Who is it for?

Any new steward who is unable to attend one of our face to face Organising Stewards courses because of work patterns or domestic commitments.

Aims of course

The course will cover the same material as the face-to-face 5 day workplace representatives course currently run in the region.

What will an online course involve?

You will access the course via the internet and work interactively on tasks with tutors and other course participants. Course activities contain discussion forums, quizzes, and workplace activities. You will need to spend approx 4-5 hours a week on the course over a 7 week period.

How will the online course work?

The course is delivered using a web-based learning environment and you can access course materials whenever is convenient for you. The course includes some group work, where you will be expected to work with fellow learners. At the start of the course, the tutor will set a timetable outlining the activities that need to be completed and a date when they should be submitted.

Do I need good IT skills to take part?

The starting point will be the ability to send an email and access the internet.

How do I apply?

For the application form, go to www.tuceducation.org.uk/findacourse/courses/63. Once you have registered, the TUC will send you a college enrolment form. This needs to be completed and sent back to the TUC by return, otherwise you will not be able to start the course. **Please also tell your manager and branch that you have applied.** You will be contacted by the TUC no later than 2 weeks before the course starts.

The Organising Steward – Online Version

20 January 2020 – 13 March 2020 (Apply by: 6 January 2020)
20 April 2020 – 12 June 2020 (Apply by: 6 April 2020)
6 July 2020 – 28 August 2020 (Apply by: 22 June 2020)
14 September 2020 – 6 November (Apply by: 23 August 2020)

The course is free to you

“The training was brilliant and really gave me the skills and confidence needed in the steward role.”

■ Health and Safety Representatives

This course is essential for new Health and Safety Representatives, or for those Health and Safety Representatives who have more experience but who haven't yet had the chance to go on this course. This is a five day course, which will give you the knowledge and confidence to look at:

- The role of the Health and Safety Rep
- Health and Safety Law
- Workplace inspections
- Risk Assessments
- Organising around Health and Safety problems

Health and Safety Representatives

Mon – Fri 27 – 31 January 2020 (Apply by: 3 January 2020)
Residential at Northern College, Barnsley
Mon – Fri 2 – 6 March 2020 (Apply by: 3 February 2020)
Non-residential at UNISON Regional Centre, Leeds
Mon – Fri 6 – 10 July 2020 (Apply by: 5 June 2020)
Residential at Northern College, Barnsley
14, 15, 16, 22, 23 October 2020 (Apply by: 14 September 2020)
Non-residential at East Riding College, Hull

Cost to Branches: £150

Participants can attend residential courses on a day delegate basis (no accommodation) but there will be no reduction in cost to Branches.

You can find out more about the role of the Health & Safety Representative by completing our e-Note at <https://e-learning.unison.org.uk/>

■ Union Learning Representatives (ULR)

The role of the Learning Rep is to promote UNISON's Lifelong Learning Agenda and to encourage non-traditional learners to enter into learning opportunities both in the workplace and the wider community. The Employment Act 2002 gives Union Learning Reps paid release to train and carry out duties in the same way as Stewards and Health & Safety Representatives.

This 3 day course will enable you to:

- Develop your skills and knowledge about the role
- Talk to members and identify their learning needs
- Feel confident working with employers to plan learning opportunities within the workplace

Union Learning Representatives

Tue – Thu 7 – 9 July 2020 (Apply by: 5 June 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £75

You can find out more about the role of Union Learning Rep by completing our e-Note at <https://e-learning.unison.org.uk/>

Essential Development

■ Confidence Skills for Activists

This course is aimed at Stewards, Union Learning Reps and Health & Safety Reps. It will help you develop the communication skills you need to do your job as an activist.

- Do you worry about speaking to managers?
- Are you sometimes lost for words at a meeting?
- Don't know how to face an angry member or manager?
- Don't know the most effective way to put your thoughts into words?

This course is aimed to reverse this situation so you will leave with the skills you need to become a more confident person and activist. You will also be able to represent yourself and members more effectively.

Confidence Skills for Activists

Mon 9 November 2020 (Apply by: 9 October 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25

“I was a bit unsure before attending but it was more interesting and informative than expected.”

■ Equalities in your branch

This course is aimed at existing and newly elected Branch Equality Representatives and Co-ordinators. It is also useful for any Branch Officers and Activists. The overall aim of this course is to help course members to:

- Promote equality in their branch
- Promote equality in the workplace
- Understand the role of Branch Equality Co-ordinators

Equality Representatives

Tue – Wed 22 – 23 September 2020 (Apply by: 21 August 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

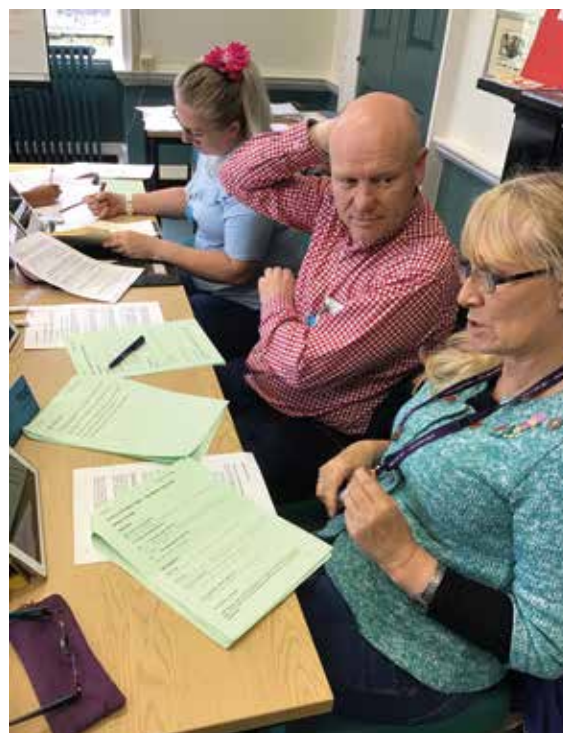


■ Negotiating Skills for Activists

ERA Re-accreditation Course

This course is aimed at all activists and will equip you for negotiating with managers at a local level. The course looks at:

- 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



Negotiating Skills for Activists

Mon – Fri 29, 30 June, 1 – 3 July 2020 (Apply by: 29 May 2020)

Residential at Northern College, Barnsley

Mon – Fri 21 – 25 September 2020 (Apply by: 21 August 2020)

Residential at Northern College, Barnsley

Cost to Branches: £150

NOTE: You may only attend this course if you have already completed one of the following courses: the Organising Steward, Health and Safety Reps, UNISON Learning Reps or the TUC equivalent (stage 1).

Participants can attend on a day delegate basis (no accommodation) but there will be no reduction in cost to Branches.

“Great tutor, great group and amazing location!”

“The tutor made everything interesting and fun; learning made easy!”

Further Representation Skills

ERA Re-accreditation Course

This 2 day course is designed to follow on from the 5 day Organising Stewards course or equivalent and is aimed at existing UNISON stewards. The course reinforces some approaches and procedures introduced in the 5 day course and explores in more detail:

- 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

Further Representation Skills

Thurs – Fri 2, 3 April 2020 (Apply by: 2 March 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

“I have been blown away with UNISON and their education programme.”

UNISON Workplace Reps Refresher Course

ERA Re-accreditation Course

This two day course is designed to meet the requirements of the Employment Rights Act (ERA) reaccreditation for further training of steward and workplace reps.

The course aims to:

- Update reps on new legislation
- Introduce new developments within UNISON
- Share skills and experience to further develop approach as a UNISON rep

UNISON Workplace Reps Refresher Courses

Mon – Tue 1, 2 June 2020 (Apply by: 1 May 2020)

Non-residential at Northern College, Barnsley

Mon – Tue 19, 20 October 2020 (Apply by: 18 September 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £50

“My success in the union is all down to the education I received from UNISON and the amazing teaching and support of Northern College.”

Running the Branch

■ Branch Officer Training

These courses are designed for Branch Officials and committee members who have taken on responsibilities at Branch level. The courses will help develop the knowledge and skills needed for the different Branch roles.

Health and Safety Officer

This course covers the strategic role of organising Health and Safety Reps and members around health and safety issues. It is not suitable for Health and Safety Representatives who have not had any training or have only recently 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.

Labour Link Officer

This course helps new Labour Link Officers to understand their role within the branch, equip them with campaigning techniques, understand why politics are important in the branch and develop skills to encourage interest in political activity in the branch.

Communications Officer

This course is mainly for those branch activists who are already or 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 plus explore how to use layout to best effect to produce finished newsletters.

Branch International Officer

This course will examine in detail the role and function of Branch International Officers and how we can make 'international solidarity' a reality, not just a slogan. The course will look at UNISON's international priorities, the effect of globalisation on developing countries, and how branch-based activities can make a difference.

Branch Officer Training

All the above Branch Officer courses will take place on the following date:

Sat – Sun 16, 17 May 2020 (Apply by: 10 April 2020)

The courses will be held at UNISON Regional Centre, Leeds with overnight accommodation at DoubleTree by Hilton, Leeds.

Cost to Branches: £150

Branch Secretary

This course is designed to help existing and potential 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 and look at developing a team approach to branch work.

Chairing Meetings

The course is aimed at anyone who has to chair a formal trade union meeting, whether it be a Branch meeting, Branch Committee, Working Group or Self Organised Group. Find out how to practise the skills needed to run a meeting that is fair to all participants. This is suitable for all activists but especially Branch Chairs.

Branch Education Co-ordinator

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

Equalities Officer

Open to all Branch Equalities Officers and Branch Officers for Self Organised Groups. This course will help you to understand how discrimination affects members, what the union can do to tackle discrimination at work and how under-represented members can be encouraged to become involved in union activity.

Lifelong Learning Co-ordinator

This course will provide Lifelong Learning Coordinators with the knowledge and skills to effectively establish UNISON's learning and skills agenda in their workplace and successfully support the work of others to achieve branch aims around learning and skills.

Branch Officer Training

All the above Branch Officer courses will take place on the following date:

Sat – Sun 23, 24 May 2020 (Apply by: 10 April 2020)
The courses will be held at UNISON Regional Centre, Leeds with overnight accommodation at DoubleTree by Hilton, Leeds.

Cost to Branches: £150

■ Branch Welfare Officer Training

Branch Welfare Officer Training is a nationally co-ordinated programme.

The training is in 2 stages:

Stage 1: A short introductory online module plus a GDPR e-note

- Branch Welfare Officers (Stage 1) – This is an introduction to the branch welfare officer role, and forms the first part of the induction training.
- General Data Protection Regulations (GDPR) – This e-note covers the main data protection issues that you need to be aware of as a UNISON activist and takes about 20 minutes

To access the e-notes, go to <http://e-learning.unison.org.uk> and click on the log in button.

NOTE: you must complete the e-training before attending Stage 2

Stage 2: A two day face-to-face course

The course will help Branch Welfare Officers to:

- Understand their role and the confidentiality it involves.
- Understand the 'There for You' UNISON Welfare charity structure and staff responsibilities.
- Understand the application process and areas where welfare can assist members.
- Promote 'There for You' to managers and as a part of recruitment drives.
- Practice presentation skills and to handle problems in an assertive manner.
- Understand the importance of promoting and publicising 'There for You'.

Branch Welfare Officer Training

Tue – Wed 8, 9 Sept 2020 (Apply by: 29 July 2020)

Venue: Manchester

To apply: Please email LearningandOrganising@unison.co.uk for an application form.

there
for you

supporting UNISON members
when life gets tough

Branch Officer Training for Branch Treasurers

■ Branch Treasurer Online Accounting (OLBA)

This training is aimed at newly appointed Branch Treasurers and branch employed staff who have access to OLBA in their role. The course introduces UNISON's online branch accounting system (OLBA), how to set a budget and run reports and have an opportunity to work on live case studies.

Branch Treasurer Online Accounting (OLBA) Course

Thu 23 April 2020 (Apply by: 23 March 2020)
Non-residential at UNISON Regional Centre, Leeds
Thu 3 September 2020 (Apply by: 3 August 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25

■ Finance and the Organised Branch

This course is designed for Branch Treasurers, Branch Secretaries and any other Branch Officer who is associated with Branch finances. The course looks at roles and responsibilities, understanding the role that finance plays in an organised branch, understand branch finances and branch funding, develop protocols for budget setting and procurement and budgeting framework.

Finance and the Organised Branch

Mon 28 September 2020 (Apply by: 28 August 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25

“Brilliant presentation, nice relaxed atmosphere.”

“Thorough run through of the system. Easy to follow and understand. It will definitely help me with my role as treasurer.”

Developing Your Skills

■ Strategic Campaigning

The course will look at different campaigns and explore the factors which made them successful and those which may prevent a campaign from succeeding, considerations for finding a good campaigning issue, developing a core message, deciding on targets and allies and looking at tactics.

Strategic Campaigning

Monday, 23 March 2020 (Apply by: 21 February 2020)
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Non-residential at UNISON Regional Centre, Leeds
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Cost to Branches: £25

■ Mentoring

The course is aimed at developing a mentoring scheme to support stewards in the branch and will look at a branch strategy on mentoring, develop key mentoring skills and develop an awareness of the process of developing stewards in the branch.

Mentoring

Wed, Thu 11,12 November 2020 (Apply by: 23 October 2020)
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Non-residential at UNISON Regional Centre, Leeds
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Cost to Branches: £50

■ Mental Health in the Workplace

This TUC 3 day course is for reps who want to develop a better understanding of mental health in general and increase their awareness of how the workplace can affect mental health plus gain some practical skills for dealing with mental health related issues.

Mental Health in the Workplace

24 February, 2 March, 9 March 2020 (Apply by: 24 January 2020)
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Non-residential at East Riding College, Hull
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Cost to Branches: £30

■ Tutor Training Opportunities

To become a UNISON Lay Tutor you must complete the following 3 modules: Discussion Leading Skills, Lay Tutor Training, Equality Awareness for Lay Tutors.

To complete the Tutor Training Basics route you must attend the Discussion Leading Skills and Leading and Delivering Short Workshop courses.



These courses will explore educational methods, consider how people learn and develop your skills to run simple group-based activities.

Dates for these courses will be fixed based on demand from applications.

“I really enjoyed the course and it has set me up with the key skills and confidence to work in branch delivering training.”

Organising for Equality

■ Self Organised Groups and Young Members' Forum

UNISON promotes equality and encourages activism through its **Young Members' Forum** and its four self organised groups which include **Women Members, Black Members, Disabled Members and Lesbian, Gay, Bisexual and Transgender Members**. This year there will be one day training courses for each of these groups and Young Members. The courses are open to any member who identifies as being from the relevant group and are a great way to network with other members who share the same concerns and aspirations.



Dates have yet to be confirmed but the courses are non residential and will be held at UNISON Regional Centre, Leeds.

Cost to Branches: £25 full day. £12.50 half day.

“I have learnt a lot today. I will try to help other members and put into practice.” – Disabled Members Group Event

*“I really enjoyed the event and hope to build on the confidence gained from today's session.”
– Black Members Group Event*

Calendar of Courses 2020

	COURSE TITLE	COURSE DATES	CLOSING DATE FOR APPLICATIONS	RESI-DENTIAL	VENUE
JAN	Organising Steward – Online Version	20 Jan – 13 March 2020	Mon, 6 January 2020	DL	DL
	Organising Steward	27 – 31 January 2020	Fri, 3 January 2020	NR	RCL
	Health & Safety Representatives	27 – 31 January 2020	Fri, 3 January 2020	4 Nights	NCB
FEB	Autism Awareness (Open University)	5 February 2020	Mon, 6 January 2020	NR	RCL
	Mental Health Awareness (Open University)	7 February 2020	Mon, 6 January 2020	NR	RCL
	Mental Health in the Workplace <i>New</i>	24 February, 2 March, 9 March 2020	24 January 2020	NR	ERCH
	Organising Steward	24 – 28 February 2020	Fri, 24 January 2020	4 Nights	NCB
	Dyslexia in the Workplace <i>New</i>	25 February, 2020	Fri, 24 January 2020	NR	RCL
	Neurodiversity in the Workplace <i>New</i>	26 February, 2020	Fri, 24 January 2020	NR	RCL
MAR	Health & Safety Representatives	2 – 6 March 2020	Mon, 3 February 2020	NR	RCL
	Building Confidence in Women	7, 8 March 2020	Fri, 7 February 2020	1 Night	RCL
	Employment Law: Introduction to Employment Law	12 March 2020	Mon, 10 February 2020	NR	RCL
	Employment Law: Introduction to Contracts of Employment	13 March 2020	Mon, 10 February 2020	NR	RCL
	Organising Steward	16 – 20 March 2020	Fri, 14 February 2020	NR	RCL
	Confidence Building (Power to be You)	19 March 2020	Fri, 21 February 2020	NR	RCL
	Strategic Campaigning	23 March 2020	Fri, 21 February 2020	NR	RCL
	Pre-Retirement Workshop	31 March 2020	Fri, 28 February 2020	NR	RCL
APR	Further Representation Skills	2, 3 April 2020	Mon, 2 March 2020	NR	RCL
	Branch Treasurer Online Accounting (OLBA) Training	23 April 2020	Mon, 23 March 2020	NR	RCL
	Organising Steward	27 – 30 April, 1 May 2020	Fri, 27 March 2020	4 Nights	NCB
	Manage your Work Life Balance <i>New</i>	28 April 2020	Fri, 27 March 2020	NR	RCL
	Organising Steward – Online Version	20 April – 12 June 2020	Mon, 6 April 2020	DL	DL
MAY	Return to Learn Taster Workshop <i>New</i>	11 May 2020	Fri, 10 April 2020	NR	RCL
	Power up your Number Skills	13 May 2020	Mon, 13 April 2020	NR	RCL
	Branch Officer Training Weekend	16, 17 May 2020	Fri, 10 April 2020	1 Night	RCL
	Branch Officer Training Weekend	23, 24 May 2020	Fri, 10 April 2020	1 Night	RCL
	Assertiveness Habit	19 May 2020	Mon, 20 April 2020	NR	RCL
JUN	UNISON Workplace Reps Refresher	1, 2 June 2020	Fri, 1 May 2020	NR	NCB
	Organising Steward (Stage 1)	3 – 5 June 2020	Fri, 1 May 2020	NR	RCL
	Introduction to Family History <i>New</i>	16 June 2020	Fri, 15 May 2020	NR	RCL
	Women's Assertiveness	20 – 21 June 2020	Mon 18 May 2020	1 Night	RCL
	Women's Lives Taster Workshop <i>New</i>	22 June 2020	Fri, 22 May 2020	NR	RCL
	Organising Steward	10, 11, 12, 18, 19 June 2020	Fri, 1 May 2020	NR	ERCH
	Creative Writing	24 June 2020	Fri, 22 May 2020	NR	RCL
	Negotiating Skills for Activists	29, 30 June, 1 – 3 July 2020	Fri, 29 May 2020	4 Nights	NCB
JUL	Autism Awareness (Open University)	2 July 2020	Mon, 1 June 2020	NR	RCL
	Health & Safety Representatives	6 – 10 July 2020	Fri, 5 June 2020	4 Nights	NCB
	Organising Steward – Online Version	6 July – 28 Aug 2020	Mon, 22 June 2020	DL	DL
	Your Skills, Your Future	6 July 2020	Fri, 5 June 2020	NR	RCL
	UNISON Learning Representatives	7 – 9 July 2020	Fri, 5 June 2020	NR	RCL
	Building Confidence in Women	11, 12 July 2020	Mon, 8 June 2020	1 Night	RCL
	Organising Steward	13 – 17 July 2020	Fri, 12 June 2020	NR	RCL
	Cancer in the Workplace (New)	20, 21 July 2020	Fri, 19 June 2020	NR	ERCH

	COURSE TITLE	COURSE DATES	CLOSING DATE FOR APPLICATIONS	RESI-DENTIAL	VENUE
SEP	Branch Treasurer Online Accounting (OLBA) Training	3 September 2020	Mon, 3 August 2020	NR	RCL
	Organising Steward	7 – 11 September 2020	Fri, 7 August 2020	4 Nights	NCB
	Confidence Building (Power to be You)	7 September 2020	Fri, 7 August 2020	NR	RCL
	Dementia Workshop (Open University)	9 September 2020	Fri, 7 August 2020	NR	RCL
	Organising Steward – Online Version	14 Sep – 6 Nov 2020	Fri, 23 August 2019	DL	DL
	Pathways into UNISON	12, 13 September 2020	Mon, 17 August 2020	1 Night	RCL
	Equality Representatives	22, 23 September 2020	Fri, 21 August 2020	NR	RCL
	Negotiating Skills for Activists	21 – 25 September 2020	Fri, 21 August 2020	4 Nights	NCB
	Branch Treasurer: Finance and the Organising Branch	28 September 2020	Fri, 28 August 2020	NR	RCL
OCT	Health & Safety Representatives	14, 15, 16, 22, 23 October 2020	Mon, 14 September 2020	NR	ERCH
	Pre-Retirement Workshop	1 October 2020	Fri, 4 September 2020	NR	RCL
	Get That Job – a job applications workshop	5 October 2020	Fri, 4 September 2020	NR	RCL
	Organising Steward	5 – 9 October 2020	Fri, 4 September 2020	NR	RCL
	Dignity in the Workplace <i>New</i>	8 October 2020	Mon, 7 September 2020	NR	RCL
	Mental Health Awareness (Open University)	14 October 2020	Mon, 14 September 2020	NR	RCL
	UNISON Workplace Reps Refresher	19, 20 October 2020	Fri, 18 September 2020	NR	RCL
	Women's Assertiveness	31 October, 1 November 2020	Mon, 28 September 2020	1 Night	RCL
NOV	Assertiveness Habit	2 November 2020	Fri, 2 October 2020	NR	RCL
	Organising Steward	2 – 6 November 2020	Fri, 2 October 2020	4 Nights	NCB
	Confidence Skills for Activists	9 November 2020	Fri, 9 October 2020	NR	RCL
	Mentoring	11, 12 November 2020	Fri, 9 October 2020	NR	RCL
	Employment Law: Introduction to Work Life Balance	23 November 2020	Fri, 23 October 2020	NR	RCL
	Employment Law: Introduction to Disability Discrimination Law	24 November 2020	Fri, 23 October 2020	NR	RCL
	Employment Law: Introduction to Race & Sex Discrimination Law	25 November 2020	Fri, 23 October 2020	NR	RCL
	Organising Steward	30 November, 1 – 4 December 2020	Fri, 30 October 2020	4 Nights	NCB
DEC	Pre-Retirement Workshop	4 December 2020	Mon, 2 November 2020	NR	RCL

KEY:

Residential Details:

DL – Distance Learning

NR – Non-residential

Green = Members courses

Purple = Activist courses

Venue:

DL – Distance Learning

RCL – UNISON Regional Centre, Leeds

NCB – Northern College, Barnsley

ERCH – East Riding College, Hull

Employment Law Courses

■ Regional Employment Law Courses

These courses are aimed at stewards or branch officials and will give an overview of specific areas of employment law. They will look at what the law actually says and how it may be applied.

There are 5 one day courses – you can either do all 5 days or pick the day or days to suit your interest. These courses will give a basic grounding in those areas of employment law and will help you to identify possible legal cases, which may be run in conjunction with the region.

Introduction to Employment Law

Thu, 12 March 2020 (Apply by: 10 February 2020)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Contracts of Employment

Fri, 13 March 2020 (Apply by: 10 February 2020)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Work Life Balance

Mon, 23 November 2020 (Apply by: 23 October 2020)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Disability Discrimination Law (Equality Act)

Tue 24 November 2020 (Apply by: 23 October 2020)

Non-residential at UNISON Regional Centre, Leeds

Introduction to Race and Sex Discrimination Law (Equality Act)

Wed 25 November 2020 (Apply by: 23 October 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £25 per course



National Employment Law Courses

The following advanced employment law courses supplement the range of training offered at regional level and are aimed at experienced workplace representatives who should be ERA accredited and have a basic understanding of employment law.

CONTRACTS, REDUNDANCY AND TUPE

25, 26, 27 February 2020: Closing date for receipt of applications: **14 January**

24, 25, 26 September 2020: Closing date for receipt of applications: **13 August**

This course will help activists develop their understanding of contracts of employment and member's potential rights on redundancy. It will enable them to recognise relevant legal issues when dealing with casework, campaigning and negotiating. It also covers unilateral variation of contract; unfair dismissal in the context of changing contracts; redundancy and TUPE. It does not cover unfair dismissal in the areas of capability and misconduct.

DISABILITY DISCRIMINATION LAW

7 & 8 April 2020: Closing date for receipt of applications: **20 February**

17 & 18 November 2020: Closing date for receipt of applications: **6 October**

This course will help activists when representing members and negotiating with employers around disability issues by increasing their understanding of how often disability discrimination law applies and how it can be used to put pressure on employers to take positive steps. The course covers identifying potential cases of disability discrimination in the workplace, who disability discrimination law applies to, how to interview members with a potential case, the extent of the employer's duties to make reasonable adjustments, the relationship between sickness issues (e.g. back injury, depression) and disability discrimination, and recognising time-limits. It does not cover how to run a tribunal case.

MATERNITY AND PARENTAL RIGHTS

15 July 2020: Closing date for receipt of applications: **3 June**

This course is for UNISON activists who need to advise members on maternity and parental rights or who are looking to improve on statutory rights through negotiation. It will help you understand the complex law relating to these rights, including the recently introduced Shared Parental Leave rights. It will also give you an opportunity to compare negotiated contractual agreements with statutory rights to identify opportunities for seeking improvements.

RACE AND SEX DISCRIMINATION LAW

11, 12, 13 February 2020: Closing date for receipt of applications: **30 Dec 2019**

6, 7, 8 October 2020: Closing date for receipt of applications: **25 September 2020**

This course will help activists to recognise direct and indirect race and sex discrimination when dealing with casework in the branch. It will help them understand the questions to ask when interviewing members with potential cases. It will give them an overview of legislation and time-limits; understanding the questionnaire procedure; introduction to law on sexual harassment. It does not cover how to run a tribunal case. The course does not cover the law on pregnancy and maternity/paternity which is covered in the Maternity and Paternity Rights course.

UNFAIR DISMISSALS AND EMPLOYMENT TRIBUNALS

9, 10, 11 June 2020: Closing date for receipt of applications: **28 April**

1, 2, 3 December 2020: Closing date for receipt of applications: **20 October**

This course will help reps to use the law to underpin negotiations with employers on dismissal issues in internal disciplinary hearings, and to develop analytical skills useful in all areas of their work. While activists are not expected to represent

at tribunal cases, understanding the importance of time limits and evidence gathering at an early stage will ensure sound groundwork should a case eventually go to tribunal. This course covers the law of unfair dismissal: who can claim unfair dismissal and what makes a dismissal unfair, especially in the context of misconduct. It follows a misconduct dismissal through every stage of preparation for a tribunal case, finishing with a mock video of the tribunal hearing. This course does not cover unfair dismissal in the context of redundancy, contract variation or TUPE as that is the subject of the Contract, Redundancy and TUPE course.

All courses will be held in UNISON Centre, 130 Euston Road, London NW1 2AY.

Unless otherwise stated in the joining instructions all courses will start at 11am on the first day, 9.30am on the second/third day. All days will finish at 4.30pm.

HOW TO APPLY: To apply, please phone or email for an application form (see below) and return it to: **UNISON Learning & Organising Services, UNISON Centre, 130 Euston Road, London NW1 2AY.** Tel: **0207 121 5383** Fax: **0207 121 5758**
Email: **learningandorganising@unison.co.uk**

ALLOCATION OF COURSE PLACES: To ensure the effective application of UNISON principles of Proportionality and Fair Representation, places are allocated on national courses immediately after the closing date instead of on a first come first served basis. If courses are oversubscribed, selections are made on the basis of achieving Fair Representation and Proportionality, as set out in UNISON Rules, and to ensure a fair spread of participants from regions and sectors where appropriate. In-depth employment law courses supplement the range of training offered at regional level. They are aimed at experienced activists and this is also taken into account when offering places on these courses.

CHARGES: Branches will be charged the following course fees:

- IF THE PARTICIPANT STAYS OVERNIGHT: £375 for 3-day courses, £250 for 2-day courses and £150 for 1-day courses. Accommodation, travel and care costs and a £5 per day out-of-pocket allowance will be paid by LAOS.
- IF THE PARTICIPANT IS NON RESIDENTIAL: £225 for 3-day courses, £150 for 2-day courses and £75 for 1-day courses. Travel and care costs and a £5 per day out-of-pocket allowance will be paid by LAOS.

Branches will be notified the total that will be charged in relation to course fees as soon as possible after the event. The amount will then be taken via deduction direct from branch funds on the 15th of the month.

FACILITATION AND DEPENDENT CARE: It is UNISON policy that no member should be deterred from applying for a course because of facilitation needs, necessary childcare or other care commitments.

CANCELLATION POLICY: Where places on courses are cancelled without good cause charges will be levied as follows:

- 2 weeks and over – no charge
- 1 – 2 weeks before the start of the course – 50% of the course fee
- 0 – 7 days before of the start of the course – 100% of the course fee.

OUR COMMITMENT TO EQUALITIES: As part of UNISON's equal opportunities policy in education, there is a questionnaire at the back of the application form. This information will be strictly confidential and used only to monitor UNISON's ability to deliver educational opportunities fairly to all sections of its membership.

www.learning.unison.org.uk/activist-training

FREE Member Learning Workshops



Try our free one-day workshops for members as an introduction to UNISON learning. Explore the skills you have, how to make the most of them, and how to develop new ones. Workshops on offer include:

■ Confidence Building (Power to be You)

This one day workshop will:

- Help to improve self-esteem
- Provide ideas and tips for addressing your own confidence and assertiveness issues
- Look at how to deal with criticism
- Help to speak with confidence

Confidence Building (Power to be You)

Thu 19 March 2020 (Apply by: 21 February 2020)
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Non-residential at UNISON Regional Centre, Leeds
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Mon 7 September 2020 (Apply by: 7 August 2020)
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Non-residential at UNISON Regional Centre, Leeds
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Cost to Branches: FREE

■ Assertiveness Habit

This one day workshop will help you to:

- Understand the meaning of assertive, passive and aggressive behaviour
- Consider the nature and impact of behaviour on ourselves and on others
- Practise a more assertive approach to a range of situations
- Speak with more confidence

Assertiveness Habit

Tue 19 May 2020 (Apply by: 20 April 2020)

Non-residential at UNISON Regional Centre, Leeds
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Mon 2 November 2020 (Apply by: 2 October 2020)
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Non-residential at UNISON Regional Centre, Leeds
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Cost to Branches: FREE

“Course was brilliant, facilitators were amazing, friendly and empathetic.”

■ Your Skills, Your Future

This one day workshop will:

- Help you identify your existing, transferable, and potential skills for the purpose of personal or professional development
- Help you to feel more confident about your skills and abilities
- Identify ways to seek out opportunities for skills development
- Highlight your achievements

Your Skills, Your Future

Mon 6 July 2020 (Apply by: 5 June 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Get That Job – a Job Applications Workshop

This one day workshop will:

- Discuss feelings about applying for jobs
- Identify your existing levels of confidence in relation to work and personal life
- Acknowledge your strengths and skills
- Explore the job application process and application forms
- Increase confidence in demonstrating your skills and experience on application forms, particularly in relation to the Person Specification

Get That Job

Mon 5 October 2020 (Apply by: 4 September 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Creative Writing

Everyone is talented, original and has something important to say. This workshop will inspire you to get writing using fun and entertaining ways to tap into your imagination.

The aim of this one day workshop:

- To have a go at some creative writing exercises
- To explore the benefits of creative writing
- To develop confidence in your own creative writing skills

Creative Writing

Wed 24 June 2020 (Apply by: 22 May 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Power Up Your Number Skills – Everyday Maths

Having good numeracy skills and the confidence to try them out is vital for all of us. It helps us understand when we're getting a good deal and when we're being 'ripped off'.

This one day workshop will:

- Explore ways to show that numbers can be fun
- Explore attitudes towards numbers
- Develop confidence in use of numbers and numeracy

Power Up Your Number Skills

Wed 13 May 2020 (Apply by: 13 April 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Dyslexia in the Workplace



This one-day course is aimed anyone with an interest in dyslexia and will cover:

- An introductory understanding of Dyslexia
- Strengths of individuals with Dyslexia
- Workplace barriers for employees with Dyslexia

Dyslexia in the Workplace

Tue 25 February 2020 (Apply by: 24 January 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Neurodiversity in the Workplace



Neurodiversity is an umbrella term for autism, dyslexia, ADHD and Dyspraxia and on the day will cover:

- An introductory understanding of Neurodiversity
- Strengths of Neurodiverse individuals
- Workplace barriers for Neurodiverse employees

Neurodiversity in the Workplace

Wed 26 February 2020 (Apply by: 24 January 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Manage Your Work-life Balance



The day will allow you to:

- Examine your current work-life balance
- Explore ways to cope with competing demands
- Reflect on obstacles to achieving balance

Manage Your Work-life Balance

Tue 28 April 2020 (Apply by: 27 March 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Dignity in the Workplace



This one day workshop will look at:

- What is meant by dignity in the workplace
- Understanding unacceptable behaviour
- How to challenge unacceptable behaviour

Dignity in the Workplace

Thu 8 October 2020 (Apply by: 7 September 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Introduction to Family History



After this course you will:

- Understand why researching family history can be a valuable activity
- Be able to draw your own family tree using common symbols
- Know how to start and progress your own research

Introduction to Family History

Tue 16 June 2020 (Apply by: 15 May 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Cancer in the Workplace



This 2 day TUC course will help you:

- Find out more about cancer in the workplace, its causes and effects
- Become familiar with employment rights and benefits and how they can be used
- Be able to support and refer colleagues to useful organisations

Cancer in the Workplace

Mon, Tue 20, 21 July 2020 (Apply by: 19 June 2020)

Non-residential at East Riding College, Hull

Cost to Branches: FREE

Thinking of Retirement

■ Pre-Retirement Workshop

This workshop, run by True Bearing Chartered, will make you aware of your choices and aid you in your decision making around retirement.

By the end of the workshop you will be able to:

- Create your own route path from the world of work to the world of retirement
- Identify changes in both pensions and financial regulations which will affect your retirement decisions
- Identify the long term issues affecting your retirement
- Identify personal and lifestyle actions which will help to improve your retirement
- Start the process of planning for a successful retirement

Pre-Retirement Workshop

Tue 31 March 2020 (Apply by: 28 February 2020)
Non-residential at UNISON Regional Centre, Leeds
Thu 1 October 2020 (Apply by: 4 September 2020)
Non-residential at UNISON Regional Centre, Leeds
Fri 4 December 2019 (Apply by: 2 November 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: £10

Open University Courses

■ Autism Awareness



A short workshop delivered by the Open University providing a general introduction to autism. Note this session is not intended to be about how to manage someone with autism in a particular setting.

The aims of the day include:

- Historical background to autism
- Characteristics of autism
- Areas of difficulty
- Typical behaviours
- Some strategies for dealing with people with autism

Autism Awareness

Wed 5 February 2020 (Apply by: 6 January 2020)
Non-residential at UNISON Regional Centre, Leeds
Thu 2 July 2020 (Apply by: 1 June 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to branches: FREE

■ Mental Health Awareness Workshop

A one day workshop delivered by the Open University that will help you:

- Understand the main mental health problems that people face
- Gain an insight into the experience of having mental distress
- Explore some strategies for promoting good mental health
- Be able to take a revised awareness to the workplace

Mental Health Awareness Workshop

Fri 7 February 2020 (Apply by: 6 January 2020)
Non-residential at UNISON Regional Centre, Leeds
Wed 14 October 2020 (Apply by: 14 September 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Dementia Workshop

A short workshop run by The Open University providing an introduction on dementia care. The workshop aims to:

- Define dementia – types and causes and that dementia is not part of natural ageing
- Explain how dementia affects the way a person behaves and functions – it's not just about losing memory
- Discuss the concept of 'there is more to a person than the dementia'
- Discuss the importance of knowing about the person and person centred care – 'this is me'
- Explore issues and ways of making it possible to live well with dementia
- Consider ways in which care environments can be made more dementia-friendly

Dementia Workshop

Wed 9 September 2020 (Apply by: 7 August 2020)
Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

"Fab course. Thanks for making it relevant and interesting"

Women Only Courses

These two friendly and fun courses are delivered by experienced female tutors at our UNISON Regional Office in Leeds from Saturday morning until Sunday lunchtime. Overnight accommodation is arranged for you.



The courses are open to non-activist women and will not involve any cost to you. Although these courses can be done in isolation, members applying for this course would benefit from completing the Building Confidence in Women course first as the Women's Assertiveness course builds on the training done in that course.



Building Confidence In Women

Confidence is extremely important in almost every aspect of our lives, yet so many struggle to find it. The good news is that confidence can be learned and built on. In this fun and practical course, women work in pairs and small informal groups to look at the things which help them build confidence. We also look at the barriers which can get in the way of building confidence and develop a strategy for overcoming them.

***"It was useful to remind myself to value me.
I will promote this course to others."***

Building Confidence In Women

Sat – Sun 7, 8 March 2020 (Apply by: 7 February 2020)
This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.
Sat – Sun 11, 12 July 2020 (Apply by: 8 June 2020)
This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.

Cost to Branches: £150





Women's Assertiveness

Assertiveness training offers a means of learning an invaluable set of communication skills, which helps us to express our opinions, needs, and feelings honestly and directly. The philosophy behind assertiveness training is expressly non-competitive and great care is taken to enable each participant to strengthen their self-esteem and prevent themselves being manipulated or exploited. The course is delivered in a friendly and relaxed atmosphere. You will leave the weekend with some useful techniques to be able to assert yourself in different situations.

“I think knowing it was for women specifically helped me feel a lot more comfortable in the situations where we had to feedback.”

Women's Assertiveness

Sat – Sun 20, 21 June 2020 (Apply by: 18 May 2020)
This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.
Sat 31 Oct – Sun 1 Nov 2020 (Apply by: 28 September 2020)
This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.

Cost to Branches: £150



Pathways Into UNISON

A key purpose of the course is to provide an opportunity for women to find out more about UNISON, gain confidence in their skills and abilities, and to recognise how they can put these to use in union work without having to commit all their spare time and energy.

The course also explores why women do or do not get involved in the union, appreciate the skills that many women develop, not just at work but in dealing with day to day life and gain confidence in their ability to use those skills in the union.

Pathways into UNISON

Sat – Sun 12, 13 September 2020 (Apply by: 17 August 2020)
This course will be held at UNISON Regional Centre, Leeds with overnight accommodation at a Leeds hotel.

Cost to Branches: FREE



“Thanks for a great course at the weekend. I thoroughly enjoyed it and found it to be really informative and unexpectedly confidence boosting!” – Grace, now a ULR for her branch

A Fantastic Opportunity to Ease Yourself Back into Learning!



The courses are designed to be a welcoming and supportive route back into learning. You will have support of a Worker's Education Association (WEA) Tutor, experienced in working with adults.

Return to Learn

- A 16 week course developing your study skills and giving you confidence in areas such as writing, problem solving and computer skills.
- Study groups meet on an evening weekly or fortnightly at a local venue. Each session lasts up to two and a half hours.

We plan to run **Return to Learn** from September 2021. Areas yet to be confirmed.

Women's Lives

- A 10 week course looking at issues of interest to women and drawing on experiences at work and personal life. The aim is to build confidence as well as study skills.
- Study groups meet once weekly or fortnightly in the evening at a local venue lasting two hours.

Women's Lives will run in **Leeds, Sheffield, Grimsby and Scarborough** starting from September 2020.

If you are interested in finding out more about either of these courses, information sessions will be held in each area during September 2020. They are a chance to meet the course tutor, find out more about the course and sign up! The sessions are likely to last up to two hours.

■ Return to Learn – Taster Workshop

You will have the opportunity to try out some learning approaches used in Return to Learn in a supportive and encouraging environment including:

- expressing your point of view
- solve a maths problem
- explore ideas for planning your study time

Return to Learn – Taster Workshop

Mon 11 May 2020 (Apply by: 10 April 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE

■ Women's Lives – Taster Workshop

You will have the opportunity to try out some learning approaches used in Women's Lives in a supportive and encouraging environment.

- Discuss some aspects of women's life experiences
- Work in small groups to create a short text about your life as a woman
- Explore ideas for planning your study time

Please contact our Education Team to express your interest by emailing y&heducation@unison.co.uk or calling **0113 2182330**.

Women's Lives – Taster Workshop

Mon 22 June 2020 (Apply by: 22 May 2020)

Non-residential at UNISON Regional Centre, Leeds

Cost to Branches: FREE



Fully Funded Distance Learning Courses with Recognised Accreditation

We are pleased to offer a range of accredited **Level 2** fully funded distance learning courses in partnership with Bradford College. These courses offer you the flexibility of studying from anywhere at any time and last 6 or 9 weeks. To be eligible learners must be aged 19 and over, lived in the EU for the past 3 years and not currently studying on another course prior to starting.



■ Paper-based courses

- Preparing to Work in Adult Social Care
- Understanding Autism
- Understanding Behaviour that Challenges
- Principles of Business Administration
- Principles of Care Planning
- Introducing Caring for Children and Young People
- Common Health Conditions
- Counselling Skills
- Customer Service
- Principles of Dementia Care*
- Understanding the Care and Management of Diabetes*
- Dignity and Safeguarding in Adult and Social Care*
- Principles of End of Life Care
- Equality and Diversity*
- Information, Advice and Guidance
- Lean Organisation Management Techniques
- Principles of Working with Individuals with Learning Disabilities
- Prevention and Control of Infection in Health Care Settings*
- Awareness of Mental Health Problems
- Nutrition and Health
- Understanding the Safe Handling of Medication in Health and Social Care
- Understanding Safeguarding and Prevent
- Principles of Team Leading*
- Falls Prevention

* are also available online

- Recognised qualification – NCFE CACHE
- Assessment based only – NO exam or test to sit
- Dedicated tutor support

NB If you do not complete the course, YOU will be liable for payment of any charges. Currently this is £130.

For more information or to sign up email r.bent@unison.co.uk or call **07985 291267**.

Further Learning Opportunities

■ Get online with Learn My Way



Take your first steps online and learn basic IT skills for FREE.

Learn My Way really does make online learning easy! It doesn't matter if you've never touched a mouse or a keyboard before. You'll discover how to use a keyboard, mouse, touchscreen and computer, how to keep in touch with email, how to use the internet, and how to stay safe online.

Start learning today by logging on to www.learnmyway.com to register using our centre code number 8000526 or speak to your Union Learning Rep to help get you started.

■ Don't let numbers hold you back – Take the National Numeracy Challenge!

Many of us say we're not numbers people. But numbers play a big part in all our lives. With the help of National Numeracy you can sharpen your numeracy skills and build your confidence with maths. Being better with numbers isn't a special talent; it's something we can all learn. Start now and take the online challenge and get the resources to help you improve.



Visit: <https://lp.nnchallenge.org.uk/uniyah>



"I decided to do the challenge because of my family. I was getting asked maths questions from their homework and realised my maths was bad. I used the website on my phone and found the videos easy to follow and really clear. I did a little each day and I found myself starting to enjoy it. It became a habit and part of my routine. I answer their questions now without having to sneaky look at Google."

■ Family Maths Toolkit

National Numeracy also has a **Family Maths Toolkit** which is full of ideas to help parents, families and children aged 13 and under enjoy everyday maths activities together.



Why not visit www.familymathstoolkit.org.uk/ to find out more.

■ Everyday Skills in Maths and English

These free courses are ideal for anyone who wants to improve and refresh their everyday skills in Maths and English. They are available at two levels and you can choose the level that suits your ability and aspirations. They are divided into a series of easy-to-manage sections with interactive quizzes and activities to motivate and inspire you.



www.open.edu/openlearn/education-development/everyday-skills-maths-and-english

Become a Champion at Work

■ Digital Champion Workshop

You don't need to be an IT whizz to be a Digital Champion, just a willingness to support others with their digital confidence. From accessing payslips and requesting annual leave to doing a weekly shop or booking a restaurant, we all need digital skills. This workshop will explore what it means to be a Digital Champion and provide you with the skills to support colleagues through changes at work brought by the digitisation of public services.

■ Numeracy Champion Workshop

You don't need to be a Maths expert to be a Numeracy Champion, just a willingness to support others with their numeracy skills. From cooking, booking holidays and finding the best deal, good numeracy skills are essential for work and life in general. This workshop will explore what it means to be a Numeracy Champion, understand maths anxiety and provide you with the skills to support people with their numeracy skills.

Dates for these workshops will be fixed based on demand from applications. If you are interested in running one of these workshops in your branch/ workplace, please email r.bent@unison.co.uk for further details.



■ UNISON and The Open University Working In Partnership

UNISON and **The Open University** partnership is based firmly on a shared goal to extend learning opportunities to those who have previously been unable to access them. Whether you're looking for short bites of non-accredited learning or an academic qualification, the partnership offers learning opportunities that can help you meet your personal and professional goals.



- Study OU Access Modules – If you want to study with the OU but you're not quite sure you are ready, an OU Access module is the ideal way to prepare. You may even be able to study for free.
- OpenLearn is the Open University's web access point for its open and free online resources for adult learners.
- A suite of six free online courses aimed at those who wish to improve their skills, knowledge and career prospects in specific areas.

For more information visit: www.open.ac.uk/choose/unison
You can also ring **0300 303 5303** to speak to an OU adviser.

■ Courses at Northern College

You can study a wide range of subjects from courses to improve your literacy and numeracy skills to Information Technology, Social Sciences and Health, Social Care, Wellbeing and Parenting. Whilst some courses are free, other courses start from £45 upwards. Limited childcare places are also available for children over 6 months and under 12 years.



For the full range of subjects available, view their brochure online at:
www.northern.ac.uk/courses/

For further information and to apply, contact Northern College directly:
Email: courses@northern.ac.uk
Tel: **01226 776000**
Web: www.northern.ac.uk

Please quote 'UNISON' when applying.

“The manner, the whole persona of the college is incredible, everyone, absolutely everyone, smiles and speaks to you. You are instantly put at ease and feel as though you have been here before – you are actually part of this college family!”

Useful Information

■ Handy weblinks

UNISON Learning and Organising Website: <https://learning.unison.org.uk>

UNISON e-Notes: <https://e-learning.unison.org.uk>

Organising Space: <https://organisingspace.unison.org.uk> – the Organising Space, where we are encouraging ULRs and other activists to network and share resources.

TUC Education: www.tuceducation.org.uk

Wranx: <https://unionlearn.ulp.wranx.com> – bite sized learning to help improve knowledge on a range of subjects including Maths and English.

■ UNISON Learning Grants

To help you get ahead and develop your career, UNISON offers the following learning grants for members who are studying at their own expense:

- Learning grants of up to £300 for courses including GCSEs, A-levels, BTec, Foundation and undergraduate degrees and most personal or career development courses.
- Open University grants of £250 for a 30 point course and up to £500 for a 60 point course.
- Certificate or Diploma grants of up to £500 towards fees for members on Trade Union and Labour Movement or Women's Studies courses.

Find the application form and more information at <https://learning.unison.org.uk/financial-support>

You can also call the Learning and Organising Team on **020 71215116** or email: **LearningAndOrganising@unison.co.uk**

■ Learning Discounts for UNISON Members

Members can get fee discounts for distance learning from the following:

National Extension College (NEC)

NEC offer a 10% discount to UNISON members on all its courses. Simply quote your UNISON membership number when enrolling.

The full list of courses can be found at **www.nec.ac.uk**.

The Open College of the Arts

Find your creative discipline with OCA. Choose from drawing, photography, creative writing and painting, plus more. Members can claim a 10% discount.

Visit their website: **www.oca.ac.uk**

E-Careers

UNISON members can claim a 10% discount on any e-Careers course by quoting **UNISON10**. Course categories include Teaching, Childcare & Education, Business & Work and Health, Safety & Compliance.

Visit their website <https://ecareers.unison.org.uk/>

And do remember, you may be able to get help with the cost of education that you're undertaking at your own expense with UNISON's Learning Grants.

■ Financial help to kickstart your branch learning

Kickstart grants are exactly what they sound like: they help you 'kickstart' learning activity in your branch. To qualify for a Kickstart grant your learning activity must involve either recruiting Union Learning Reps, engaging learners in English, Maths and IT, developing skills for the workplace OR tackling barriers to equality and diversity. The funding can be used to pay for venue and catering costs, learning equipment or resources.



NB Kickstart grants can't be used to pay for tutor costs or activist training.

There are two levels of funding available:

- **Kickstart** – up to £250 to support learning events and engage existing and potential members eg paying for refreshments at a workshop or buying a bookcase for a workplace reading group
- **Moving On** – £250-£2,500 to help put sustainable learning in place eg buying IT equipment for a learning centre

To apply for funding email kickstart@unison.co.uk for an application form. If you would like to discuss the Kickstart programme further, contact Learning and Organising Services on 0207 121 5116.

“Our branch used Kickstart to put on a few training courses in the branch for members. The process for applying was simple. Our members love coming and we have more courses planned – I’ll be filling those forms out again! Without Kickstart’s continued help we couldn’t have done this and the help we’ve given to our members has been well worth it.”

How to Apply for Courses

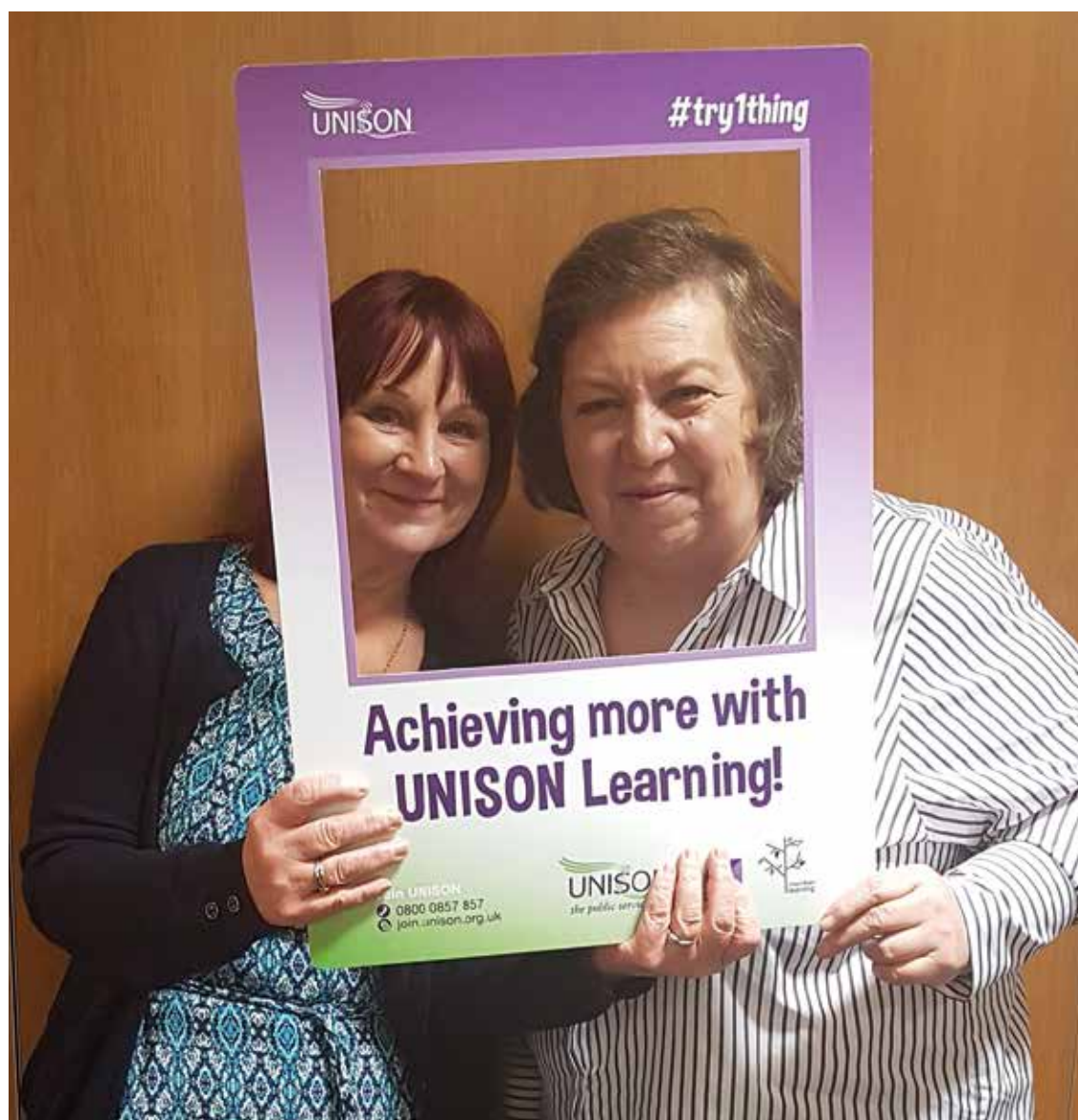
To apply, please complete an application form and send it to your Branch office for approval. An application form can be downloaded from our website at **www.unison-yorks**

Your branch will then forward your application form to the UNISON Regional Office to book your place on the course. Branches should send application forms to our Regional Education Administrator by email at **y&heducation@unison.co.uk** Scanned applications will be accepted and do not need to be sent in the post.

Please note that all applications must be signed by a Branch Officer to give approval for the delegate to attend the training. If an application form is not complete then it will be returned back to the Branch.

Please note that places for training cannot be reserved without an application form.

If you have any queries about this process then please call the Regional Education Team on **0113 218 2330**.



Get Involved

Being a member of UNISON is more than just a membership card. Why not join UNISON's network of people across the region who tackle work issues and improve conditions for themselves and colleagues through their UNISON branch. You don't have to commit a lot of time or be an expert to get more involved. A little time and enthusiasm are all that's needed. Give it a try; you'll be amazed how much you get out of it. You'll get the support and training you need to ensure you are confident and equipped in your role.

Support your colleagues by helping your UNISON branch

- Become a **workplace contact** sharing information with colleagues
- Become a **workplace steward** offering advice on issues at work and represent members in cases
- Make sure your colleagues are safe and healthy at work by becoming a **health and safety representative**
- Support your colleagues learning and development and become a **union learning representative (ULR)**
- Stand up for equality in your workplace and help change views, policies and lives by becoming an **equality representative**

Visit: unison.org.uk/for-activists

Challenge Inequality

Join one of the UNISON groups that campaign for equality for **women** members, **black** members, **lesbian, gay, bisexual** and **transgender (LGBT)** members and **young** members. Self organised groups and forums brings together members from these under represented groups to help the union identify and challenge discrimination and build equality. It can be a great way for you to get involved in the union whilst developing your skills, expertise and confidence.

Visit: unison.org.uk/equality

If you're ready to get involved just contact your local branch.





BLACK MEMBERS ARE
GETTING INVOLVED AND
CHALLENGING INEQUALITY

2020 Full Education Programme



"Don't go through life,
Grow through life"

Eric Butterworth

**You can find details of all the
courses we run on our website
www.unison-yorks.org.uk**