



# Member Education Programme 2022

September – December 2022



*There are no great people in the world, only great challenges  
which ordinary people rise to meet*



**Whether you're a keen learner, or just beginning to explore possibilities, our courses can help. Confidence, careers, continuing personal and professional development, we have many learning opportunities in this brochure. Our courses are fully funded and offered FREE to UNISON members.**

Yet being a member of UNISON can be more than just a membership card. Why not join UNISON's network of workplace reps across the region from being a workplace contact; steward; health and safety rep or learning rep (ULR). A little time and enthusiasm are all that is needed and we'll provide the support and training to ensure you are confident and equipped for your role.

*"There are rewards in seeing someone flourish and access opportunities they otherwise wouldn't have had"*

~ Carol (ULR)



## Course calendar

COURSE	DATE	TIME
<b>SEPTEMBER</b>		
Suicide Prevention	9th September	10.00am - 12.00pm
Retirement and Pensions Explained	9th September	1.00pm - 2.00pm
Dru Yoga	15th September	12.00pm - 1.00pm
Creative Writing (bitesize)	20th September	1.00pm - 2.00pm
Power up Your Number Skills	22nd September	12.00pm - 1.00pm
Makaton Taster	27th September	10.00am - 12.00pm
Spanish Culture & Language	29th September	12.15pm - 1.15pm
Life's Creative Moments Series: Start to Draw	30th September	12.30pm - 1.30pm
<b>OCTOBER</b>		
Nutrition & Well-Being	3rd October	12.00pm - 2.00pm
Spanish Conversation Class	5th October	6.30pm - 7.30pm
<b>Neurodiversity Understood*</b>	6th October	10.00am - 4.00pm
Making a Difference	6th, 13th, 20th October	6.00pm - 8.00pm
<b>Confidence Building*</b>	11th October	10.00am - 4.00pm
Attachment in the Early years	12th October	9.30am - 1.00pm
Spanish Conversation Class	12th October	6.30pm - 7.30pm
CVs & Application forms	14th October	12.45pm - 2.00pm
Boost Your PowerPoint Skills	17th October	12.30pm - 3.30pm
Retirement and Pensions Explained	18th October	6.30pm - 7.30pm
Building Resilience	20th October	10.00am - 11.00am
Menopause Awareness	28th October	10.00am - 12.00pm
<b>NOVEMBER</b>		
Dignity in the Workplace	8th November	12.30pm - 1.30pm
<b>Assertiveness Skills*</b>	15th November	10.00am - 4.00pm
Presentation Skills	16th, 23rd, 30th November	6.00pm - 8.00pm
Enhance your Microsoft Excel Skills	18th November	10.00am - 1.00pm
Retirement and Pensions Explained	21st November	12.00pm - 1.00pm
Managing Anxiety	24th November	12.00pm - 2.00pm
Hidden Job Market	28th November	10.00am - 11.15am
Get Active! in UNISON	29th November	1.00pm - 2.00pm
<b>DECEMBER</b>		
How to find a Suitable Mortgage	1st December	1.00pm - 2.00pm
How to be a Good Trans Ally	2nd December	10.00am - 12.30pm
Autism Awareness	6th December	9.30am - 1.00pm
Interview Skills	8th December	12.15pm - 1.30pm

***\*Please note that these courses are to be held in-person at our Regional Centre in Leeds***

# Online Courses

Our online courses are delivered using either Zoom or MS Teams platforms and offered FREE to UNISON members to attend.

## How to apply:

To book your place on one of these courses, contact Rose on [r.bent@unison.co.uk](mailto:r.bent@unison.co.uk), unless otherwise stated, with your name, membership number (if you have it to hand) and your email address.

September

## September 2022

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### ● Suicide Prevention

**9th September at 10.00am - 12.00pm**

During the workshop we will consider the myths and facts relating to suicide, what signs to look out for and how to support someone who is having suicidal thoughts. In addition, the workshop will cover the preventative actions to take when dealing with a suicidal crisis situation. This session can be emotive and whilst the topic is serious, we hope you will enjoy the learning experience. To provide on-hand support, this session is co-delivered by two tutors.

### ● Retirement and Pensions Explained Webinar by Lighthouse Financial Advice

**9th September at 1.00pm - 2.00pm**

This session will provide information to help you prepare your finances in relation to your retirement and receiving your pension including how your pensions work, when you can take your pension, your options for accessing any additional pension savings plus countering inflation.

Contact Sarah on [sarah.codlin@quilter.com](mailto:sarah.codlin@quilter.com) or call 01273 523747 to book your place.

### ● Dru Yoga

**15th September at 12.00pm – 1.00pm**

A gentle flowing style of postures, breath work and relaxation. The session will include a yoga sequence to mobilise the spine, a few simple yoga postures and finishing with relaxation.

## ● Creative Writing (bitesize)

**20th September at 1.00pm - 2.00pm**

In this session you will do some creative writing exercises, explore the benefits of creative writing and develop confidence in your own writing ability.

## ● Power Up Your Number Skills

**22nd September at 12.00pm - 1.00pm**

Being better with numbers isn't a special talent. It's something we can all learn. Don't let numbers hold you back! In this workshop you will recognise the important part numbers play in everyday life, explore attitudes to numbers, try activities and discover the fun you can have with numbers.

## ● Makaton Taster

**27th September at 10.00am – 12.00pm**

This session provides an introduction to Makaton, with about 25 signs and symbols being taught as individual signs and in short phrases. Background to Makaton and why and how it is used will also be covered.

## ● Spanish Culture and Language

**29th September at 12.15pm – 1.15pm**

Discover Spanish culture and how some of the stereotypes associated with this country are actually myths! You will also get a taster for a method that works brilliantly in helping you to learn how to speak Spanish. ¡Olé!

*“The course was perfect as a taster course to Spanish Culture and Language. It was just the right amount of learning and participation to keep it interesting and engaging.”*

## ● Life's Creative Moments Series: Start to Draw

**30th September at 12.30 pm – 1.30pm**

Drawing is an art that anyone can do. This workshop is a simple introduction to drawing that helps participants learn a new set of skills and have fun whilst drawing with instruction. The session will include a warm up activity and then move into drawing a simple cat in a box, create a face in proportion, a torso and then an animal in a simple backdrop. These drawing exercises will help to develop your drawing skills.

# October 2022

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## ● Nutrition and Well-Being

**3rd October at 12.00pm - 2.00pm**

What we eat doesn't just affect our physical health: it can also affect our mental health and wellbeing. In this course we will explore the relationship between food and mental wellbeing as well as how to manage our mood with food. Knowing what foods we should and shouldn't be eating can be really confusing, especially when it feels like the advice changes regularly. However, evidence suggests that as well as affecting our physical health, what we eat may also affect the way we feel.

## ● Spanish Conversation Class

**5th October at 6.30pm - 7.30pm**

**12th October at 6.30pm - 7.30pm**

Join in a Spanish conversation class with a twist. It caters for all levels because Spanglish is allowed. If you don't know a word or a sentence in Spanish just simply use the English. The fun and relaxed environment will get you used to hearing this beautiful language more and allow you to speak at your own pace. ¡Olé!

## ● Making a Difference

**6th, 13th, 20th October at 6.00pm – 8.00pm**

*(attendance is on three consecutive Thursday evenings)*

During this course you will debate current issues that impact on our lives. Look at inspiration from the past. Learn to speak up on issues which are important to us as well as explore websites which help us to campaign, petition and lobby for the things that matter in our local communities and workplaces. Plus develop the motivation needed to become more proactive within our local communities and as a UNISON member.

## ● Attachment in the Early Years

**12th October at 9.30am - 1.00pm**

This workshop is aimed at people working in early years settings or those with an interest in attachment theory for young children. The workshop will cover attachment classifications and how they are assessed, the features of caregiving that influence attachment, and the significance of attachment for lifespan development. Delivered in partnership with The Open University.

**Closing date: 19th September**

Please visit our website and complete this form to [register your interest](#).

## ● CVs and Application forms

**14th October at 12.45pm - 2.00pm**

Gain confidence to build, update and tailor your CV. Identify and promote your skills and experiences to apply for jobs plus understand what employers are looking for when screening CVs from job applicants. Delivered by the National Careers Service.

## ● Boost Your PowerPoint Skills

**17th October at 12.30pm - 3.30pm**

Microsoft PowerPoint is the most popular and widely used presentation software package in the workplace and this course is for people who want to extend their PowerPoint skills beyond the basics. You will be guided through the skills you need to produce highly efficient and productive slideshows and presentations including: understand how to work with and modify the Master Slide(s), create animations/transitions within your presentation, using the designer ideas panel, creating hyperlinks and more.

Please note this course is intended for those who have a working knowledge of PowerPoint.

## ● Retirement and Pensions Explained Webinar by Lighthouse Financial Advice

**18th October at 6.30pm - 7.30pm**

This session will provide information to help you prepare your finances in relation to your retirement and receiving your pension including how your pensions work, when you can take your pension, your options for accessing any additional pension savings plus countering inflation.

Contact Sarah on [sarah.codlin@quilter.com](mailto:sarah.codlin@quilter.com) or call 01273 523747 to book your place

## ● Building Resilience

**20th October at 10.00am – 11.00am**

Self-care and wellbeing are important to maintain good mental health. This workshop will provide an introduction to mental health. It will look at how individual and social factors can impact on mental health and what can be done to help protect ourselves from experiencing mental health conditions, such as depression and anxiety. It will also consider strategies to help build resilience and look at resources to help support ourselves and others.

October

## ● Menopause Awareness

**28th October at 10.00am - 12.00pm**

We welcome you to join us for this 2 hour workshop where we will explore all things menopause. The aim of this workshop is to offer a better understanding of issues related to menopause and the lead up to it, peri-menopause. We will discuss this important phase in women's lives and seek to delve into the ways in which peri-menopause and menopause can impact the lives of women and their loved ones.

In addition we will discuss some of the best ways to keep healthy and minimise the symptoms as well as the impact on relationships, work and mental and physical health.

*“Very informative. It's great to have a session where you can share your experiences with others. Felt like a safe space to chat about personal issues. Also important that menopause is talked about.”*

November

## November 2022

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### ● Dignity in the Workplace

**8th November at 12.30pm - 1.30pm**

We are entitled to a workplace free from bullying or victimisation and be treated with dignity, respect and courtesy. In this session we will explore unacceptable behaviours in the workplace including bullying and harassment and ways to challenge and deal with such behaviours.

### ● Presentation Skills

**16th, 23rd, 30th November at 6.00pm - 8.00pm**

(attendance is on three consecutive Wednesday evenings)

Presentation skills can be a key skill and often, now, required at work, for study and for interviews. During this course you will learn what factors contribute to a good presentation including planning, structuring and preparing what you are going to say. In addition there will be tips on overcoming your fears of presenting and how to handle nerves.



## ● Enhance your Microsoft Excel Skills

**18th November at 10.00am - 1.00pm**

Microsoft Excel is the most popular and widely used spreadsheet software in the workplace and this course is for people who want to extend their spreadsheet skills beyond the basics. You will be guided through the skills you need to produce highly efficient and productive workbooks including how to: create a VLOOKUP table, create a Pivot Table and Pivot Chart, sorting and filtering, use the IF function and more.

Please note to attend this course you SHOULD be able to create, open, save, format and print a worksheet, be able to use simple formulas and the SUM function.

## ● Retirement and Pensions Explained Webinar by Lighthouse Financial Advice

**21st November at 12.00pm - 1.00pm**

This session will provide information to help you prepare your finances in relation to your retirement and receiving your pension including how your pensions work, when you can take your pension, your options for accessing any additional pension savings plus countering inflation.

Contact Sarah on [sarah.codlin@quilter.com](mailto:sarah.codlin@quilter.com) or call 01273 523747 to book your place.

## ● Managing Anxiety

**24th November at 12.00pm - 2.00pm**

Everybody experiences anxiety at some time in their life. This workshop provides an introduction to anxiety and explores what an anxiety disorder is; the general symptoms of anxiety and the different types of anxiety disorders. We will also consider risk factors and what protective measures can be put in place to help support ourselves, and others.

## ● Hidden Job Market

**28th November at 10.00am – 11.15am**

Delivered by National Careers, this workshop will look at how employers tend to promote their vacancies, hints and tips on how to plan your job search and how to look for work online, including using social media in your job search.

## ● Get Active! in UNISON

**29th November at 1.00pm - 2.00pm**

Wondered about getting more involved with UNISON but not sure where to start? In this session we will explore the different union roles i.e. steward, H&S rep, learning rep (ULR); how you can support your branch and help with UNISON's campaigns plus an overview of the training you will receive.

*"This was a really positive Confidence Building session, I have definitely taken some helpful tips away that I would like to try to boost my confidence."*

## December

## December 2022

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### ● How to find a Suitable Mortgage Webinar by Lighthouse Financial Advice

**1st December at 1.00pm – 2.00pm**

A webinar to help you understand mortgages including the different types, how to be the 'perfect' mortgage applicant, the hidden costs and much more.

Please contact Karyna on [karyna.medentseva@quilter.com](mailto:karyna.medentseva@quilter.com) or call 01273 523742 to book your place.

### ● How to be a Good Trans Ally

**2nd December at 10.00am - 12.30pm**

Trans people and trans rights are becoming increasingly visible but many still face real isolation. Every non-trans person can be an ally for trans equality but not everyone feels confident doing this. During this short workshop you will: consider the role of a trans ally and why it is needed; explore UNISON's definition of Transgender; understand what you can do to be a good trans ally and know where to find resources and support.

**Closing date: 1st November**

Please visit our website and complete this form to [register your interest](#).

## ● Autism Awareness

**6th December at 9.30am – 1.00pm**

Whilst this workshop is aimed mainly at school support staff, this session would benefit any member who works with children and young people or has a general interest. This workshop will cover such themes as the understanding of what autism is, the symptoms, areas of difficulty and supporting children with autism. Delivered by the Open university.

**Closing date: 11th November**

Please visit our website and complete this form to [register your interest](#).

## ● Interview Skills

**8th December at 12.15pm – 1.30pm**

In attending this session you will recognise different types of Interviews you may encounter. Understand what the employer looks for in an interview and how to deconstruct interview questions. You will also be introduced to the value of using the STAR technique and how to approach virtual interviews. Delivered by National Careers.



# In-Person Courses

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The following courses are in-person and will be held at our regional office in Leeds which is situated near the train station: UNISON, Yorkshire & Humberside Regional Centre, Quayside House, Canal Wharf, Leeds, LS11 5PS. These courses are **FREE** for UNISON members to attend.

## How to apply:

To register your interest for this course please contact your branch as you will need approval to attend. If you are unsure how to contact your branch, please use our [branch finder tool](#). Your branch will then contact the education team to book your place.

## ● Neurodiversity Understood

**6th October at 10.00am – 4.00pm**

Neurodiversity is an umbrella term for autism, dyslexia, ADHD and dyspraxia. In attending this session you will gain a clear and practical understanding of Neurodiversity including: recognising and celebrating the positives of thinking differently, understand how to unlock the potential of neurodiversity plus explore what your organisation can do to become inclusive.

**Closing date: 12th September**

## ● Confidence Building

**11th October at 10.00am – 4.00pm**

Confidence is when you believe in yourself and abilities. This course looks at barriers which can get in the way of your confidence and explores strategies for overcoming them.

**Closing date: 16th September**

## ● Assertiveness Skills

**15th November at 10.00am – 4.00pm**

An opportunity to explore times and places you would like to be more assertive and to build the strategies to do so. The course will cover the meaning of assertive, passive and aggressive behaviour and touch on dealing with conflict and approaching difficult conversations.

**Closing date: 21st October**



*“Great to be back doing in-person courses again. Thank you!”*



# Online and Distance Learning

## ● Skills Academy

Access to over 600 free online courses. Courses are CPD and ROSPA accredited.

Find out more and register here: <https://learning.unison.org.uk/skills-academy/>

## ● Distance Learning

Accredited Level 2 fully funded courses in partnership with local colleges. Due to funding changes in the region, where you live will determine the college you can enrol with and as such we have partnered with three colleges.

To find out more and how to apply, visit <https://yorks.unison.org.uk/life-long-learning>

## ● UNISON e-Learning

This site hosts a number of online learning resources for UNISON members. You will find a variety of short activities which you can complete on this site, as well as directions where to find other useful union learning resources.

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

## Financial support

### Learning Grants for UNISON Members

UNISON wants to help members realise their potential. We offer financial support to members taking part in various educational and learning opportunities, as well as learning discounts from a number of providers.



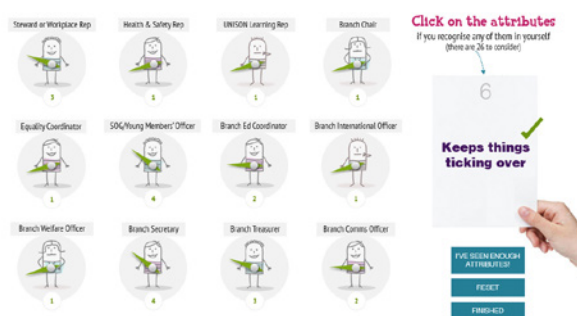
Find out more here: <https://learning.unison.org.uk/financial-support/>

# Get involved

## Become Active in UNISON

Get involved and help make a positive difference to peoples' work life whilst learning new skills and meeting new people. You don't have to commit a lot of time, or be an expert, a little time and a lot of enthusiasm are all that's needed; give it a try, you'll be amazed how much you get out of it. There are many different roles you can choose from. Find out more about the different activist positions that are open to UNISON members by logging into our e-learning site and playing our Activate! Game:

<https://learning.unison.org.uk/2019/06/10/activate/> or visit <https://yorks.unison.org.uk/get-active/> for more information. Alternatively, just contact your local branch for a chat.



*“We all need to be active because that makes UNISON stronger and ensures we have a powerful voice” ~ Sharron (steward)*

## 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 bring 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.



These groups meet locally and nationally to discuss, campaign and organise around the specific issues that affect them. Find out more here: <https://yorks.unison.org.uk/equality/>

Why not visit our websites and discover more with UNISON learning

### Regional member learning:

<https://yorks.unison.org.uk/life-long-learning>

### UNISON Learning and Organising:

<https://learning.unison.org.uk/>

