



# Members' Education Programme

January – April 2024

# Learn, Grow and Succeed with UNISON Learning

**UNISON believes that learning has a big impact on members' lives in the workplace and elsewhere, and so we are committed to lifelong learning. Our aim is to provide high quality FREE training for your personal and professional development.**



The range of training opportunities is evolving all the time. This brochure sets out the **free** courses currently available from January to April which include our popular Excel, Neurodiversity and Interview Skills courses.

Be a lifelong learner with UNISON – nurture your curiosity, expand your comfort zone, be fulfilled. Never underestimate the investment you make in yourself.

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*“Never be limited by other people’s limited imaginations”*

# Introduction

The aims of Trade Unions are to improve the lives and conditions of working people. One of the ways of doing this is via education and learning. You might have loved or hated school, been the quiet one or the one who was told to be quiet, whatever your experience don't worry Trade Union learning is nothing like school. We work in groups welcoming everyone's contribution, whatever their job, background or experience. We discuss things and learn from each other. Our methods aim to use many different learning styles so you can learn in a way which suits you.

In Yorkshire & Humberside UNISON's Trade Union education is a pathway where we provide input and support to develop members and potential members with transferrable skills that will improve their lives. We give public sector workers the Skill / Knowledge / Understanding and Confidence to speak up and empower their workplaces and communities via our member learning programmes. We hope to build pathways to increase their influence, giving members and activists the skills needed to be leaders representing the different populations which make up the region or just the skills they need to get on at work.

Our member learning programme builds in member engagement so that learners feel involved as they develop their skills and hopefully a love of learning and go on to champion Trade Union Education and learning. We train you because we think if you are good enough to form the backbone of the public services we all rely on then you deserve to be able to learn about the things that interest you.

We offer a range of courses either in-person at our regional offices in Leeds or online. The courses range from short taster sessions to longer programmes. Our tutors are friendly and approachable and sessions informal.



**Wendy Nichols**  
*Regional Convenor*



**Karen Loughlin**  
*Regional Secretary*

# Courses at a Glance

COURSE	DATES	TIME	VENUE
<b>FEBRUARY</b>			
Retirement & Pensions Explained	1 February	10.00am – 11.00am	Online – Teams
Exploring Learning Options to Develop Your Skills	6 February	1.00pm – 2.00pm	Online – Teams
Get Active in UNISON	8 February	1.00pm – 2.00pm	Online – Teams
Barriers to Equality and the role of Unconscious Bias	9 February	10.30am – 12.00pm	Online – Teams
Your Skills Your Future (bitesize)	9 February	12.30pm – 1.30pm	Online – Teams
Retirement & Pensions Explained	13 February	12.30pm – 1.30pm	Online – Teams
Makaton Taster	15 February	10.00am – 12.00pm	Online – Zoom
Essential Digital Skills	20 February	12.00pm – 2.00pm	Online – Teams
Deaf Awareness & BSL	21 February	10.00am – 1.00pm	Online – Zoom
Window on the World	21 February	12.00pm – 2.00pm	Online – Teams
How to be a Good Trans Ally	21 February	1.00pm – 3.45pm	Online – Teams
CVs & Application Forms	22 February	12.15pm – 1.15pm	Online – Teams
Menopause Awareness	26 February	6.30pm – 8.30pm	Online – Teams
Introduction to Mindfulness	29 February	12.00pm – 1.00pm	Online – Teams
<b>MARCH</b>			
Enhance Your Excel Skills	4 March	10.00am – 1.30pm	Online – Teams
Understanding Anxiety	5 March	10.00am – 12.00pm	Online – Teams
Retirement & Pensions Explained	6 March	6.30pm – 7.30pm	Online – Teams
The Aspiring Manager – Team Member to Team Leader	6, 13, 20 March	9.30am – 12.00pm	Online – Teams
Digital & Social Media Awareness	7 March	10.00am – 11.00am	Online – Teams
Manage Your WellBeing	7 March	1.00pm – 2.00pm	Online – Teams
Women's Health	8 March	10.00am – 12.00pm	Online – Teams
Black Women's Event – Putting Yourself First (f2f)*	TBC	TBC	Leeds
Neurodiversity Understood	18 March	10.00am – 11.00am	Online – Teams
Interview Skills	19 March	10.00am – 11.00am	Online – Teams
Tame Your Inner Critic	21 March	12.30pm – 1.30pm	Online – Teams
Building Confidence in Women (f2f)*	23 March	10.00am – 4.30pm	Leeds
<b>APRIL</b>			
Managing for the First Time	16, 23, 30 April	9.30am – 12.00pm	Online – Teams
Interview Skills	17 April	6.30pm – 7.30pm	Online – Teams
Autism Understood	18 April	12.30pm – 1.30pm	Online – Teams
RNIB Visually Impairment Awareness	25 April	12.30pm – 2.00pm	Online – Teams

\* (f2f) - Please note that these courses are to be held in-person at our Regional Centre in Leeds.

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

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



[www.facebook.com/unisonyh/](https://www.facebook.com/unisonyh/)



[www.instagram.com/unisonyorkshumber/](https://www.instagram.com/unisonyorkshumber/)



<https://x.com/unisonyh>

# How to Apply for Courses

**Our courses are friendly and informal and are aimed at making learning a fun experience. There are no course fees for any of the courses detailed in this brochure. All courses are FREE for UNISON members to attend.**

## Online Courses

Our online courses are delivered using either Zoom or Teams platforms and offered FREE to UNISON members to attend. They are all friendly and informal sessions with times varying from during the day to some in the evening.

### **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.

## In-Person Courses

Our in-person courses are 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. Lunch is provided. These courses are FREE for UNISON members to attend.

### **How to apply:**

To book your place on in-person courses 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 – <https://branches.unison.org.uk/> Your branch will then contact the education team at [r.bent@unison.co.uk](mailto:r.bent@unison.co.uk) to book your place.



Online  
Menopause  
Awareness  
course

*"I loved the freedom to chat, it felt safe. The content was brilliant, the delivery was controlled, not rushed, and was delivered with patience and a tentative ear."*

# Women Only Courses



## ● Women's Health

This session is aimed at women who are interested in building good habits to improve their overall health and wellbeing. Whatever stage you are at on your journey, we feel sure that you will benefit from joining us. We will be exploring small changes that can be easily implemented every day that will support physical as well as mental health and will bring in a range of techniques to help you feel more in control, manage stress and navigate challenging times. The session will be friendly and informal with plenty of opportunity for discussion.

**Date and time:** 8 March at 10.00am to 12.00pm, online via Teams

## ● Black Women's Event – Putting Yourself First

This in-person session is aimed at Black women. Join us for a day dedicated to Black women's self-care. We will be joined by Calm & Centred for part of the day. They will give an overview of self-care and mindfulness plus an introduction to essential oils. There will also be an opportunity to make your own oils (all materials provided).

**Date and time:** TBC, in-person at our Leeds office

## ● 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 we will look at the things which help build confidence. We also look at the barriers which can get in the way of building our confidence and develop a strategy for overcoming them.

**Date and time:** 23 March at 10.00am to 4.00pm, in-person at our Leeds office



*“Empowered women, empower women”*

# February 2024

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## ● Exploring Learning Options to Develop Your Skills

This workshop will help you understand some of the benefits of learning in relation to your career including those skills frequently requested by employers and how this might relate to learning choices. Delivered by National Careers.

**Date and time:** 6 February at 1.00pm to 2.00pm, via Teams

## ● Get Active in UNISON

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.

**Date and time:** 8 February at 1.00pm to 2.00pm, via Teams

## ● Your Skills Your Future (bitesize)

Identify your existing, transferable, and potential skills for the purpose of personal or professional development. Explore how to develop the skills you may need and feel more confident about selling your skills.

**Date and time:** 9 February at 12.30pm to 1.30pm, via Teams

## ● Makaton Taster

This taster session provides an introduction to Makaton. You will learn about 25 signs and symbols as individual signs and in short phrases. The session will also include the background to Makaton together with why and how it is used.

**Date and time:** 15 February at 10.00am to 12.00pm, via Zoom

## ● Deaf Awareness and BSL

This session aims to highlight the communication differences of deaf/hearing people, building up an awareness of the challenges faced by the deaf community. It will also explore how organisations can break down the barriers to these through educating about what can be done to support the Deaf to create a more integrated inclusive working environment for all. There will also be an opportunity to learn some basic BSL signs during the session.

**Date and time:** 21 February at 10.00am to 1.00pm, via Zoom

## ● Essential Digital Skills

This workshop will ease you into the world of online communication. Learn how to protect yourself from online scams and viruses, email safety plus understand social media and online conferencing.

**Date and time:** 20 February at 12.00pm to 2.00pm, via Teams

## ● Window on the World

This workshop will look at why we all see things differently and how these impact on how we treat ourselves and other people. Having a better understanding of our 'Frame of Reference' can provide a good insight into those factors that impact on our attitudes and beliefs.

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

**Date and time:** 21 February at 12.00pm to 2.00pm, via Teams

## ● How to be a good Trans Ally

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.

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

**Date and time:** 21 February at 1.00pm to 3.45pm, via Teams

## ● CVs and Application Forms

Gain confidence to build, update and tailor your CV, identify and promote your skills and experience and understand what employers are looking for when screening CVs

**Date and time:** 22 February at 12.15pm to 1.15pm, via Teams

## ● Menopause Awareness

This 2-hour workshop 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 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.

**Date and time:** 26 February at 6.30pm to 8.30pm, via Teams



## ● Introduction to Mindfulness

In this session we will explore and discuss the concept of mindfulness, understand the benefits of practicing it regularly plus try out some short mindfulness exercises.

**Date and time:** 29 February at 12.00pm to 1.00pm, via Teams

# March 2024

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## ● Enhance Your Excel Skills

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.*

**Date and time:** 4 March at 10.00am to 1.30pm, via Teams

## ● Understanding Anxiety

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.

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

**Date and time:** 5 March at 10.00pm to 12.00pm, via Teams

## ● Digital & Social Media Awareness

[for career development and job searching]

This workshop delivered by the National Careers Service will help you understand the role of social media in career development and job search including how to build professional networks and how to use the internet and new technology to research, plan and enhance career prospects.

**Date and time:** 7 March at 10.00am to 11.00am, via Teams

## ● Manage Your Well-Being

Identify sources of stress and hindrances to your wellbeing. Plus consider a range of strategies for keeping stress at bay together with exploring how to make time and space to implement solutions.

**Date and time:** 7 March at 1.00pm to 2.00pm, via Teams

## ● Neurodiversity Understood

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.

**Date and time:** 18 March at 10.00am to 11.00am, via Teams

## ● Interview Skills

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.

**Date and time:** 19 March at 10.00am to 11.00am, via Teams

## ● Tame Your Inner Critic

If you want to flourish in life then conquering your inner critic can be a powerful stepping stone. This session will look at ways to address your negative thoughts and create a kinder, more productive relationship with yourself.

**Date and time:** 21 March at 12.30pm to 1.30pm, via Teams



# April 2024

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## ● Interview Skills

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.

**Date and time:** 17 April at 6.30pm to 7.30pm, via Teams

## ● Autism Understood

This introductory 1-hour session will help you gain an understanding of autism and look at workplace barriers for those who are autistic.

**Date and time:** 18 April at 12.30pm to 1.30pm, via Teams

## ● RNIB Visually Impairment Awareness

This session with the RNIB will improve your understanding of different types of visual impairment and how they impact people's lives. Using visual aids, myth busting, videos and more, it will give you key takeaways around facts and figures as well as practical skills, such as how to guide a blind person. Delivered by the local Community Connection team from the leading sight loss charity in the UK, this is a great opportunity to learn more about sight loss that you can apply to both your working and home lives.

**Date and time:** 25 April at 12.30pm to 2.00pm, via Teams

# Show Racism the Red Card Workshops



To book your place for any of the following three workshops delivered by *Show Racism the Red Card*, please [visit our website](#) and complete the relevant form.

## ● Barriers to Equality and the role of Unconscious Bias

This session will explore the causes and consequences of prejudice and discrimination plus understand the impact of unconscious bias and privilege on our thought processes.

**Date and time:** 9 February at 10.30am to 12.00pm, via Teams

# Team Leadership and Management Skills

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We are pleased to offer the following courses on leadership which are fully funded. Both are delivered online via Teams. To attend you must be able to attend all three sessions and support from your line manager would be desirable.

**To apply:** please email [r.bent@unison.co.uk](mailto:r.bent@unison.co.uk) to book your place.

## ● The Aspiring Manager – Team Member to Team Leader

This course is designed for those who have not yet undertaken their first people management role but wish to prepare themselves for developing their career in this direction. The course is made up of 3 modules and is designed to give you greater self-awareness and a practical insight into what you need to consider and demonstrate when taking the step for promotion.

**Module One** – The Development Journey

**Module Two** – Developing Effective Communication Skills as a Potential Manager

**Module Three** – The Skills to Manage People and Resources

On completion of this course, you should feel better prepared to apply for roles with people management responsibilities.

**Date and times:** 6, 13, 20 March at 9.30am to 12.00pm, via Teams

*You must be able to attend all three sessions to take part in this course.*

## ● Managing for the First Time

This course is aimed at those who are managing/supervising people for the first time but have had no formal training in this area. The course is a series of 3 modules giving tips and techniques to support managers and supervisors to work effectively with their teams.

**Module One** – Role & Responsibilities/Leadership Style

**Module Two** – Communicating Effectively with your Team

**Module Three** – Building and Motivating your Team to Perform

**Date and time:** 16, 23, 30 April at 9.30am to 12.00pm, via Teams

*You must be able to attend all three sessions to take part in this course*

# Thinking of Retirement

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These webinars are delivered by Quilter Financial Advice via Teams. If you are interested, please contact Sarah on [sarah.codlin@quilter.com](mailto:sarah.codlin@quilter.com) or call 020 38310743 with the date of the session you wish to attend.



## ● Retirement and Pensions Explained

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.

**Dates and times:** 1 February at 10.00pm to 11.00am  
13 February at 12.30pm to 1.30pm  
6 March at 6.30pm to 7.30pm

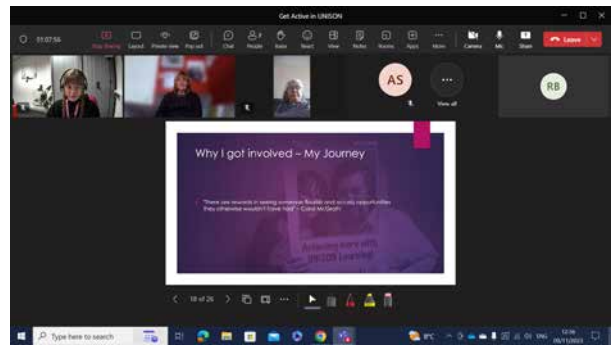




**Black activism – Developing Your Skills with the union**



**Women in UNISON – Pathways to Activism**



**Get Active in UNISON**

*“Really engaging day with knowledgeable and friendly/helpful tutors. I also enjoyed the guest speaker. It was great to hear a real life example of being a steward”*

*“Brilliant delivery, the tutors were fantastic. They made us feel safe and identified skills in me that I didn't know I had. Can't wait for the next course. Thank you!”*

*“The course surpassed my expectations. It kept my interest and made me realise I could become more active”*

## Love Learning?

Make a difference and become a Union Learning Rep (ULR)



If you are passionate about learning why not become a ULR encouraging and supporting colleagues with their learning. The ULR role is crucial in supporting members in the workplace to take up worthwhile, enjoyable and at times life changing learning opportunities.

Grow your skills and confidence whilst sharing UNISON's fabulous learning offer. Email our team to find out more [yhmemberlearning@unison.co.uk](mailto:yhmemberlearning@unison.co.uk)

Watch this video and learn why this union role might be right for you: [ULR role](#)

You can also find out more about being a ULR by completing our short online learning module introducing the role, which you can find on our [e-learning site](#)



## Training for the Union Learning Rep Role

This core course for new Union Learning Representatives (ULR) is delivered over 3 days in-person at our office in Leeds. The training explains UNISON's approach to lifelong learning with a focus on those who have traditionally been excluded from learning, you will learn how you can work with members and employers to identify learning needs, promote UNISON's learning offer, and organise around learning.

If you would like to discuss the role further, please feel free to email: [r.bent@unison.co.uk](mailto:r.bent@unison.co.uk)

# Online and Distance Learning

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## ● 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/>

## UNISON College Bursary Scheme

UNISON wants to help members realise their potential. The bursary scheme offers members support in paying fees for training or courses pursued for personal or professional development.

Find out more here:

<https://learning.unison.org.uk/unison-college-bursary-scheme/>





# Be involved

## Become Active in UNISON

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.

Play the Activate! Game to find out more about the various roles <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.



# 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/>

