



Members' Education Programme

May – July 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 May to July which include our popular Excel for Beginners, Holiday Spanish Basics and Deaf Awareness 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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“Don't sit down and wait for the opportunities to come. Get up and make them”

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
MAY			
Get Active in UNISON	9 May	1.00pm - 2.00pm	Online - Teams
Interview Skills	13 May	6.30pm - 7.30pm	Online - Teams
Menopause Awareness	13 May	6.30pm - 8.30pm	Online - Teams
Holiday Spanish Basics	14 May	12.30pm - 1.30pm	Online - Teams
How to be a Good Trans Ally	15 May	10.00am - 12.45pm	Online - Teams
Retirement and Pensions Explained	15 May	6.30pm - 7.30pm	Online - Teams
Excel for Beginners	20 May	10.00m - 1.30pm	Online - Teams
Understanding Loneliness	22 May	12.30pm - 1.30pm	Online - Teams
Exploring Learning Options	30 May	12.30pm - 1.30pm	Online - Teams
JUNE			
Deaf Awareness & BSL	4 June	10.00am- 1.00pm	Online - Zoom
Retirement and Pensions Explained	6 June	1.00pm - 2.00pm	Online - Teams
How to be a Good Trans Ally	10 June	1.00pm - 3.45pm	Online - Teams
Understanding Depression	12 June	10.00am - 12.00pm	Online - Teams
Challenging Conversations	17 June	10.00am - 11.30am	Online - Zoom
Misinformation	17 June	1.00pm - 2.00pm	Online - Zoom
RNIB Visually Impairment Awareness	21 June	12.30pm - 2.00pm	Online - Teams
JULY			
Women's Assertiveness (f2f)*	6 July	10.00am - 4.30pm	Leeds
ADHD Understood	9 July	10.00am - 11.00am	Online - Teams
Black Members - Empowered Leadership (f2f)*	11 July	10.00am - 4.00pm	Leeds
Retirement and Pensions Explained	12 July	10.00am - 11.00am	Online - Teams
Interview Skills	12 July	12.30pm - 1.30pm	Online - Teams
Dignity in the Workplace	18 July	12.15pm - 1.15pm	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/



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, 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 to book your place.



Women Only Courses



● Women's Assertiveness

This assertiveness training offers a means of learning an invaluable set of communication skills, which help to express our opinions, needs and feelings honestly and directly. The course is delivered in a friendly and relaxed atmosphere. You will leave with some useful techniques to be able to assert yourself in different situations. During the day we will cover the following:

- Learn how to express opinions, needs and feelings, honestly and directly
- Understand the basic model of assertiveness
- Identify own strategy for being more assertiveness

Date and time: 6 July at 10.00am - 4.30pm, in-person at our Leeds office

*“Empowered women,
empower women”*



May 2024

● 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: 9 May at 1.00pm - 2.00pm, 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: 13 May at 6.30pm – 7.30pm, 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: 13 May at 6.30pm – 8.30pm, via Teams

● Holiday Spanish Basics

Join in a Spanish class to learn the basics of going on holiday in Spain. Including how to order things and sound Spanish enough so that you (maybe) don't get charged tourist prices! It will be done in a fun and relaxed environment with the teacher Spanish Dan. ¡Olé!

Date and time: 14 May at 12.30pm – 1.30pm, via Teams

● Excel for Beginners

Microsoft Excel is the most popular and widely used spreadsheet software in the workplace and this course is aimed at those with little or no knowledge of the software. The session covers creating a new workbook, adding and editing data, working with formulas and charting. On completion of the session you will be able to create and use spreadsheets effectively for straightforward calculation and simple data manipulation.

Date and time: 20 May at 10.00am – 1.30pm, via Teams

● Understanding Loneliness

Anyone can be alone and not feel lonely, or they can have contact with people and still experience feelings of isolation. During this online session learners will explore:

- What is loneliness
- The causes and the physical impact of loneliness
- How we can reduce the risk of loneliness
- Union support

Date and time: 22 May at 12.30pm – 1.30pm, via Teams

● 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: 30 May at 12.30pm - 1.30pm, via Teams

June 2024

● 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: 4 June at 10.00am – 1.00pm, via Zoom

● Understanding Depression

During this session you will understand the definition of depression and recognise its symptoms & spot the early warning signs. You will also consider practical steps to support wellbeing, develop self-care and wellbeing plans to support oneself and others in addition to identifying ways to build a mentally healthy workplace.

Date and time: 12 June at 10.00am - 12.00pm, 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: 21 June at 12.30pm - 2.00pm, via Teams

July 2024

● ADHD Understood

In this session you will gain an introductory understanding of ADHD - Attention deficit hyperactivity disorder. You will learn to recognise and celebrate the positives of thinking differently. The session will also look at workplace barriers that exist for people with ADHD and also explore how organisations can become more inclusive.

Date and time: 9 July at 10.00am – 11.00am, via Teams

● Black Members – Empowered Leadership

The Empowered Leadership Programme is designed for the individual to identify the links between empowerment and successful leadership. It will demonstrate the power of language and communication in affecting positive changes, within the workplace and the home environment. It will also explore what it means to take responsibility and how your thinking can create your reality. This session is aimed at Black members.

Date and time: 11 July at 10.00am – 4.00pm, in-person at Leeds Office

● 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: 12 July at 12.30pm – 1.30pm, via Teams

● Dignity in the Workplace

A look at unacceptable behaviours in the workplace including bullying and harassment and ways to challenge and deal with such behaviours.

Date and time: 18 July at 12.15pm – 1.15pm, via Teams

“It has been a pleasure to share this session with you all - thank you. I feel this session has helped me but will also help me support others”

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

Date and times: 15 May at 10.00am – 12.45pm, via Teams
10 June at 1.00pm - 3.45pm, via Teams

To book your place for this workshop please visit [our website](#) and complete the form.

“I think this training is really important and I’m so glad that it is being run and that I was able to attend”

“Interesting and opened up good conversations”

“Really informative session with plenty of opportunities for engagement”



<https://yorks.unison.org.uk/2024/01/02/2024-the-year-of-lgbt-workers/>

Hope Not Hate

To book your place for either of the following workshops delivered by Hope Not Hate, please [visit our website](#) and complete the form.

● Challenging Conversations

People are becoming increasingly intolerant of inappropriate comments being made in the workplace. However, is there a way we can call people out on these comments without creating arguments? This session explores practises that seek to understand people's perspectives, rather than focus on their objectionable conclusions. Participants will feel confident in having more in-depth conversations with people who have very embedded views, and will have got to grips with the principles of empathetic listening and Socratic questioning.

Date and time: 17 June at 10.00am – 11.30am, via Teams

● Misinformation

This session explores what dis/misinformation is, its dangers and why humans are so drawn towards conspiracy theories. All humans suffer from bias, our inclination towards believing things that already fit with our values. Leaving us to be very uncritical of some sources. Participants will build their confidence and understanding in this topic, learn what the difference between misinformation and disinformation is and how to deal with it personally and in supporting others.

Date and time: 17 June at 1.00pm – 2.00pm, via Teams



Thinking of Retirement

These webinars are delivered by Quilter Financial Advice via Teams. If you are interested, click the relevant link to book your place.



● 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: 15 May at 6.30pm – 7.30pm (please [CLICK HERE](#) to book your place)
6 June at 1.00pm – 2.00pm (please [CLICK HERE](#) to book your place)
12 July at 10.00am – 11.00am (please [CLICK HERE](#) to book your place)



National Numeracy

Don't let numbers hold you back – improve your numeracy skills with National Numeracy.

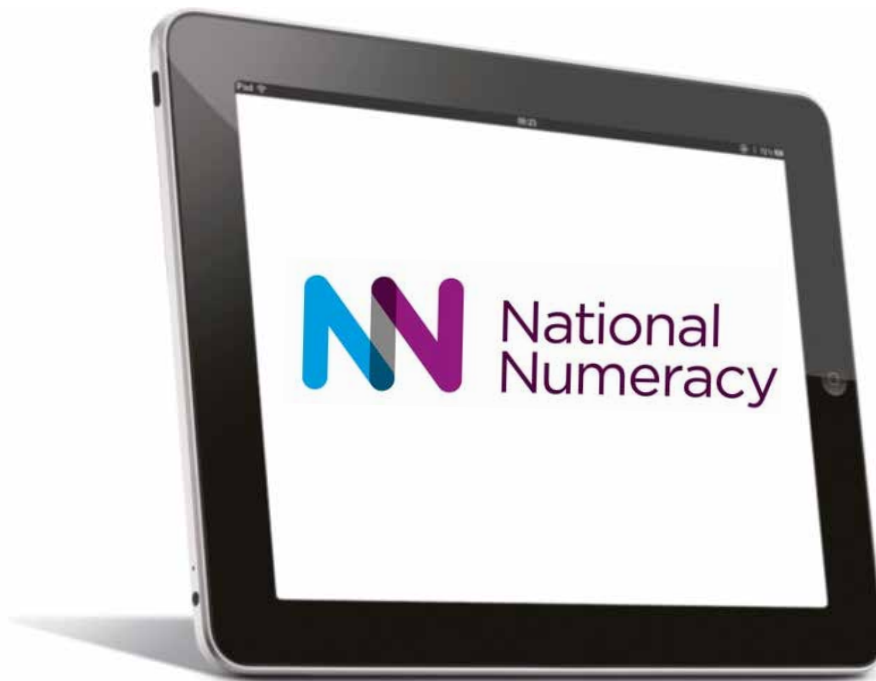
Many of us say we're not numbers people. But numbers play a big part in all our lives. With the help of National Numeracy you can sharpen your numeracy skills and build your confidence with maths.

National Numeracy have developed a number of resources to help develop skills and confidence in using numeracy to get into or on at work, helping children with homework, and managing money.

Start now and take the online challenge and get the resources to help you improve.

Visit our website and take the numeracy challenge:

<https://www.nationalnumeracy.org.uk/challenge/unison-yorkshire-humber>



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

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

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.

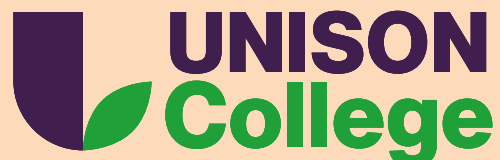
Visit: <https://e-learning.unison.org.uk/>

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/>

Fighting for Fairness and Equality



*“Legacy is not what’s left tomorrow when you’re gone.
It’s what you give, create, impact and contribute
today while you’re here that then happens to live on”*



UNISON
*Yorkshire and
Humberside*