



Members' Education Programme

September – December 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 September to December which include our popular Excel for Beginners and Deaf Awareness courses plus new this time - Dealing with Conflict and Managing Difficult Conversations.

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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“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek”

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
SEPTEMBER			
Exploring Learning Options to Develop Your Skills	17 September 2024	12.30pm - 1.30pm	Online - Teams
How to be Good Trans Ally	18 September 2024	10.00am - 12.45pm	Online - Teams
Suicide Awareness	20 September 2024	12.30pm - 1.30pm	Online - Teams
Holiday Spanish Basics	25 September 2024	6.30pm - 7.30pm	Online - Teams
Retirement & Pensions Explained	25 September 2024	1.00pm - 2.00pm	ON24 webinar
OCTOBER			
Deaf Awareness & BSL	1 October 2024	10.00am - 1.00pm	Online - Zoom
Dyslexia Awareness	7 October 2024	10.00am - 11.00am	Online - Teams
Interview Skills	15 October 2024	6.30pm - 7.30pm	Online - Teams
Visual Impairment Awareness	16 October 2024	12.15pm - 1.45pm	Online - Teams
Get Active in UNISON	17 October 2024	12.30pm - 1.30pm	Online - Teams
Menopause Awareness (f2f)*	18 October 2024	10.00am - 4.00pm	Leeds
Barriers to Equality and the Role of Unconscious Bias	21 October 2024	12.00pm - 1.30pm	Online - Teams
Retirement & Pensions Explained	21 October 2024	6.30pm - 7.30pm	ON24 webinar
How to be Good Trans Ally	23 October 2024	10.00am - 12.45pm	Online - Teams
Inequalities in Mental Health	25 October 2024	10.00am - 12.00pm	Online - Teams
NOVEMBER			
Excel for Beginners	5 November 2024	10.00am - 1.30pm	Online - Teams
Neurodiversity Understood	7 November 2024	6.00pm - 7.00pm	Online - Teams
Interview Skills	11 November 2024	10.00am - 11.00am	Online - Teams
Beginners BSL	12, 19, 26 November 2024	6.00pm - 8.00pm	Online - Zoom
Black Members - Empowered Leadership (f2f)*	13 November 2024	10.00am - 4.00pm	Leeds
Understanding Depression	20 November 2024	6.00pm - 8.00pm	Online - Teams
Language of Equality: Reflecting on the Power of Language	22 November 2024	10.30am - 12.00pm	Online - Teams
Women in UNISON - Pathways to Activism (f2f)*	23 November 2024	10.00am - 4.45pm	Leeds
Dealing with Conflict & Managing Difficult Conversations	28 November 2024	9.30am - 12.00pm	Online - Teams
Retirement & Pensions Explained	28 November 2024	10.00am - 11.00am	ON24 webinar
DECEMBER			
Interview Skills	5 December 2024	12.30pm - 1.30pm	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.



In Person Courses

The following in-person courses will be held at our Leeds Office. The courses are FREE with lunch provided. To apply please contact your branch, details on previous page on how to apply.

● Menopause Awareness

This 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: 18 October at 10.00am – 4.00pm

● 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: 13 November at 10.00am – 4.00pm

● Women in UNISON – Pathways into Activism

This course is a one day course that helps women members to explore the possibilities of getting more involved in the union. It gives an outline of the way the union works and invites women to explore their own skills and gain confidence in their ability to use these skills in the union.

Date and time: 23 November at 10.00am – 4.45pm

“Excellent content. The presenters were knowledgeable and I particularly enjoyed listening to their experiences”

Online Courses: September 2024

● 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: 17 September at 12.30pm - 1.30pm, via Teams

● Suicide Awareness

During the presentation we will consider the myths and facts relating to suicide together with sources of support.

Date and time: 20 September at 12.30pm – 1.30pm, 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: 13 May at 6.30pm – 7.30pm, via Teams



Online Courses: October 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: 1 October at 10.00am – 1.00pm, via Zoom

● Dyslexia Awareness

This course is aimed at anyone with an interest in dyslexia and will cover an introductory understanding of Dyslexia, strengths of individuals with dyslexia and workplace barriers for employees with dyslexia.

Date and time: 7 October at 10.00am – 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: 15 October at 6.30pm - 7.30pm, via Teams

● Visual 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: 16 October at 12.15pm - 1.45pm, 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: 17 October at 12.30pm – 1.30pm, via Teams

● Inequalities in Mental Health

This course will help participants to identify how risk and protective factors impact on Mental Health inequalities, better understand inequalities that influence Mental Health, explore socioeconomic inequalities to reduce Mental Health issues plus consider actions that can be taken at structural, community and individual levels.

Date and time: 25 October at 10.00am – 12.00pm, via Teams

Online Courses: November 2024

● 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: 5 November at 10.00am – 1.30pm, 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: 7 November at 6.00pm – 7.00pm, 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: 11 November at 10.00am – 11.00am, via Teams

continued overleaf >

● Beginners BSL

This is a fun and interactive course intended as an introduction to sign. The course will not only help you to develop your sign vocabulary but will also assist in learning more about deaf culture and some of the barriers that deaf people face in everyday society. This will be a unique learning experience where you will develop a vast range of knowledge to further assist you in your next steps for learning British Sign Language. This course will be taught over 3 weeks in 2 hour sessions so you must be able to attend all three sessions.

Date and time: 12, 19, 26 November at 6.00pm – 8.00pm, via Zoom

● Understanding Depression

During the course you will learn how to recognise depression symptoms & spot the early warning signs, consider practical steps to support wellbeing, develop self-care and wellbeing plans to support oneself and others plus identify ways to build a mentally healthy workplace.

Date and time: 20 November at 6.00pm – 8.00pm, via Teams

● Dealing with Conflict and Managing Difficult Conversations

This course will help you to understand how as an individual to effectively deal with difficult situations, review the impact of conflict on yourself and others together with being able to recognise different kinds of behaviour and how to manage this within the conflict process.

Date and time: 28 November at 9.30am – 12.00pm, via Teams

Online Courses: December 2024

● 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: 5 December at 12.30pm – 1.30pm, via Teams

*“One of the best courses I have ever done.
Fast, passionate, informative, we covered a lot.
Really useful” ~ Deaf Awareness & BSL*

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: 18 September at 10.00am – 12.45pm, via Teams
23 October at 10.00am - 12.45pm, via Teams

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

“It was great listening to others’ views and experience”

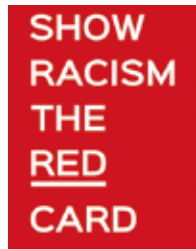
“The group was excellent and very engaged in the topic and some really good points were raised”

“It was a very insightful and useful session. It certainly provided a lot of food for thought”



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

Show Racism the Red Card Workshops



To book your place for the following workshop delivered by Show Racism the Red Card, please [visit our website](#) and complete the 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: 21 October at 12.00pm – 1.30pm, via Teams

● Language of Equality: Reflecting on the Power of Language

This session will provide an opportunity to consider and reflect on language relating to equality. Also consider the power language has on our perceptions and to emphasise the significance of language in the promotion of equality, whilst allaying fears around correct use of terminology.

Date and time: Date and time: 22 November at 10.30am – 12.00pm, via Teams

Thinking of Retirement

These webinars are delivered by Quilter Financial Advice via the webinar platform ON24. 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: 25 September at 1.00pm – 2.00pm (please [CLICK HERE](#) to book your place)
21 October at 6.30pm – 7.30pm (please [CLICK HERE](#) to book your place)
28 November at 10.00am – 11.00am (please [CLICK HERE](#) to book your place)

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



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.

Dates and time: 2, 3, 4 October at 10.00am – 4.30pm each day

To apply you will first need to be 'appointed' as a Learning Rep by the branch. Contact them in the first instance to discuss how to do this. They will then be in a position to book your place with us. Please note that whilst the course is free for members to attend, there is a charge to branches.

Branch charge: £90 per delegate

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

Help with Maths and English Skills

● 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.

<https://www.open.edu/openlearn/education-development/education/everyday-skills-maths-and-english>

● 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 you need to help you improve.

Visit our website and take the numeracy challenge:

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

● Building English and Maths confidence with Skills Builder

Use our Skills Builder tool for quick, fun, informal learning, which uses everyday examples to help you build your skills and confidence around English and maths. It also includes top tips on spelling and speed reading as well as a refresher on basic maths.

<https://skills-builder.dreamm.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.

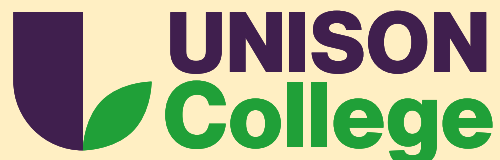
Visit: <https://e-learning.unison.org.uk/>

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”*

The logo for UNISON Yorkshire and Humberside is centered on a background of a sunset sky. The word "UNISON" is written in a bold, white, sans-serif font. The letter "S" is stylized with three white, curved lines that sweep upwards and to the right, passing behind the letter. Below "UNISON", the words "Yorkshire and Humberside" are written in a smaller, white, serif font, stacked on two lines.

UNISON
*Yorkshire and
Humberside*