



UNISON

*Yorkshire and
Humberside*



Member Learning Course Programme

April 2026 – July 2026

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 April to July which include our popular Excel and Neurodiverse courses plus new this time – Get to Grips with Digital and The Accidental Manager.

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 doubt that a small group of thoughtful, committed citizens can change the world; indeed it is the only thing that ever has”

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



TRAINING COURSE	DATES	TIME	VENUE
APRIL			
Starting Your Own Business	16, 23 April 2026	6.00pm - 8.00pm	Online - Teams
Get to Grips with Digital	20 April 2026	10.00am - 1.00pm	Online - Teams
Digital Photography using a Mobile Phone	21 April 2026	12.00pm - 2.00pm	Online - Teams
Retirement and Pensions Explained	21 April 2026	6.00pm - 7.00pm	ON24 Webinar
Digital Skills: Selling Online	28 April 2026	12.00pm - 2.00pm	Online - Teams
Introduction to Artificial Intelligence (AI)	28 April 2026	12.00pm - 2.00pm	Online - Teams
Inheritance Tax	28 April 2026	1.00pm - 2.00pm	ON24 Webinar
Womens Lives Series: IWD Giving to Gain	30 April 2026	6.00pm - 8.00pm	Online - Teams
MAY			
Enhance Your Excel Skills	1 May 2026	10am - 1.30pm	Online - Teams
British Sign Language Next Steps	7, 14, 21 May 2026	6.00pm - 8.00pm	Online - Teams
Deaf Awareness & BSL Taster	12 May 2026	10.00am - 4.00pm	Leeds
Master Your Career: The Power of the CPD	18 May 2026	12.00pm - 2.00pm	Online - Teams
Excel for Beginners	19 May 2026	10am - 1.30pm	Online - Teams
Retirement and Pensions Explained	20 May 2026	12.00pm - 1.00pm	ON24 Webinar
JUNE			
Dealing with Conflict & Managing Difficult Conversations	2 June 2026	9.30am - 12.00pm	Online - Teams
Autism Awareness	3 June 2026	10.00am - 11.00am	Online - Teams
Digital Skills: Using a Parking App	8 June 2026	12.00pm - 2.00pm	Online - Teams
Digital Skills: Exploration of Gov.UK website	15 June 2026	12.00pm - 2.00pm	Online - Teams
Enhance Your Excel Skills	17 June 2026	10.00am - 1.30pm	Online - Teams
The Accidental Manager	18 June 2026	1.00pm - 3.00pm	Online - Teams
Retirement and Pensions Explained	18 June 2026	3.00pm - 4.00pm	ON24 Webinar
Introduction to Artificial Intelligence (AI)	23 June 2026	10.00am - 12.00pm	Online - Teams
Inheritance Tax	24 June 2026	12.00pm - 1.00pm	ON24 Webinar
JULY			
Retirement and Pensions Explained	15 July 2026	10.00am - 11.00am	ON24 Webinar

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:

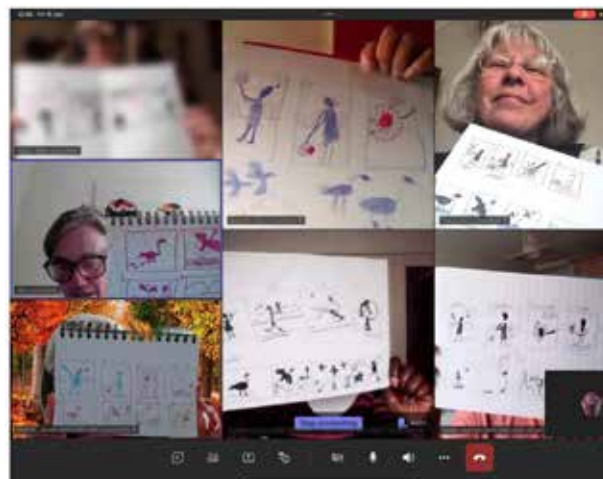
To book your place on one of these courses, contact Rose on r.bent@unison.co.uk, unless otherwise stated, with your name, membership number (if you have it to hand) and your email address.

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.



“Was a fun, interactive course. Great for stress relief. Really enjoyed it”

In Person Courses

The following in-person course 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.

● Deaf Awareness and BSL Taster

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: Tuesday 12 May at 10.00am – 4.00pm



“The tutor was amazing. She made sure everyone got involved”

Digital Skills Courses

● Get to Grips with Digital

This is a beginner-friendly course designed to help you build confidence and proficiency with basic computer skills. Learn how to navigate the operating system, manage files, use essential software, browse the internet, and stay safe online. Perfect for those new to technology or looking to refresh their skills.

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

Date and time: 20 April at 10.00am - 1.00pm, via Teams

● Digital Photography using a Mobile Phone

This course will explore the use of a camera on a mobile phone. This will predominantly be centred around the iPhone, however you can bring other devices and help and support will be given. You will explore the camera settings for your phone or your mobile device and learn what the different types of camera mode do and what they are used for including time lapse, slo-mo, cinematic, video, photo, portrait and pano. You will also learn how to add text and symbols or drawings to pictures using the add text feature. This course will be a hands-on approach for you to get to grips with using a mobile phone for photography.

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

Date and time: 21 April at 12.00pm - 2.00pm, via Teams

● Selling Online

Explore online selling through social media. During this session you will learn how to list an item through MarketPlace in Facebook. We will discuss the importance of photography when advertising an item for sale and how to research a fair price for the item you wish to list. You will learn the importance of description and marketing the product through your description and photographs taken. This is an ideal first step course to introduce you to online selling together with online safety tips to keep yourself safe when using the internet.

Date and time: 28 April at 12.00pm - 2.00pm, via Teams

● Introduction to Artificial Intelligence (AI)

In today's fast-paced digital age, artificial intelligence (AI) is revolutionizing the way we work. To stay ahead, it's essential to harness the power of AI tools like Microsoft Copilot, ChatGPT, and Gemini. This course will guide you through the responsible and effective use of these AI assistants, enabling you to boost productivity and streamline your workflow. This course is designed for those new to AI or seeking to enhance their productivity or simply curious. Join us on this exciting journey looking at the potential of AI.

Date and time: 28 April at 12.00pm - 12.00pm, via Teams
23 June at 10.00am - 12.00pm, via Teams

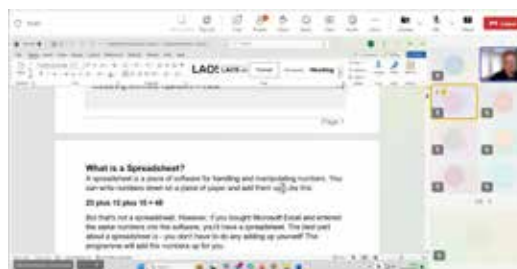
● Enhance Your Excel Skills

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: 1 May at 10.00am - 1.30pm, via Teams

“There was plenty of time for questions, and there were a few tips and tricks that I had not been aware of, even after using Excel for many years.”



● 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. For complete beginners or those with a little knowledge.

Date and time: 19 May at 10.00am – 1.30pm, via Teams
17 June at 10.00am - 1.30pm, via Teams

● Using a Parking App

In a fast moving digital world often we feel out of reach with how to make transactions with the movement from physical to electronic cash transfers. This course will make you feel at ease when parking your car in car parks using a cashless system and teach you all you need to ensure you can re-use the app to enable you to park with ease and confidence.

Date and time: 8 June at 12.00pm – 2.00pm, via Teams

● Exploration of Gov.UK website

In this short, practical session, you'll discover how to search for key services such as tax, benefits, healthcare, and passports; understand how to stay safe online; and gain the confidence to use digital tools for everyday tasks such as setting MOT and car tax reminders and accessing free certified training courses.

Date and time: 15 June at 12.00pm – 2.00pm, via Teams

Online Courses: April 2026

● Starting Your Own Business

This course will help you to consider your business plan ideas and learn about the processes of setting up your own business. You will explore useful websites and resources to help you to feel fully prepared for starting your own business learning about the motivators to work for yourself as well as the skills and qualities needed to be successful.

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

Date and time: 16, 23 April at 6.00pm - 8.00pm, via Teams

● Women's Lives Series: IWD Giving to Gain

In celebration of International Women's Day, this workshop will explore its 2026 theme: Give to Gain. We will identify opportunity gaps, analyse the impact of women's contributions through the lens of Yorkshire & Humberside and develop a Personal Action Plan using the 'Democracy Cookbook' principles to 'Give' and 'Gain'.

Date and time: 30 April at 6.00pm - 8.00pm

Online Courses: May 2026

● British Sign Language Next Steps

This course is the perfect follow on from the BSL for beginners however new learners are welcome as no prior learning is necessary to achieve the learning outcomes for this course as new vocabulary will be explored.

This course will focus on the exploration of days of the week, months of the year, colours, animals and family. Learners will learn to sign and recognise words in relation to these topics.

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: 7, 14, 21 May at 6.00pm - 8.00pm, via Teams

● Master Your Career: The Power of the CPD

This session moves beyond 'mandatory training' and will help you turn your daily hard work into a visible track record for promotion.

During the session you will start to map your everyday tasks to the Skills, Knowledge and Behaviours (SKBs) required for Level 3 and Level 5 Management apprenticeship as well as learn how to build an 'evidence bank' for promotions and appraisals.

Date and time: 18 May at 12.00pm - 2.00pm

Online Courses: June 2026

● Dealing with Conflict & 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: 2 June at 9.30am – 12.00pm, via Teams

● Autism Awareness

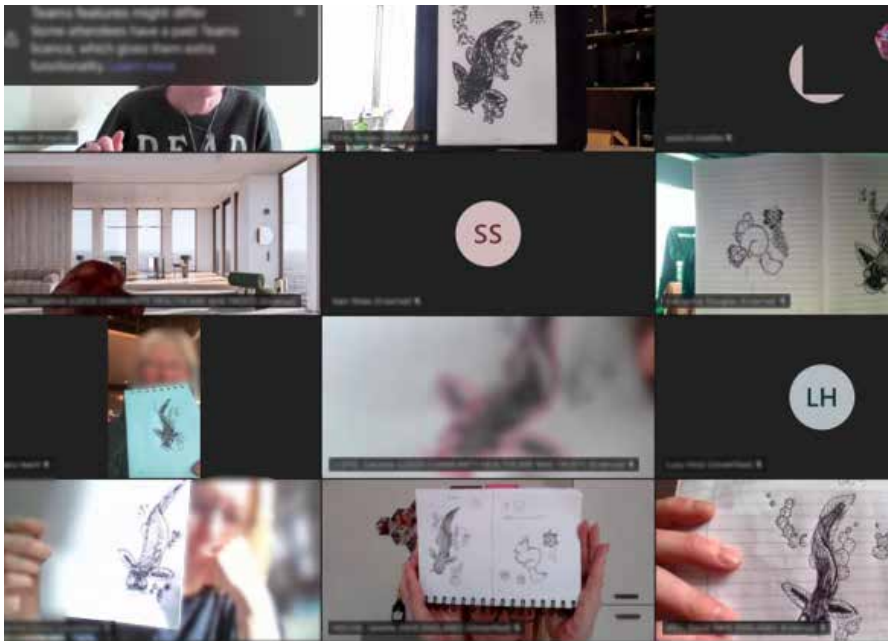
This introductory 1-hour session will help you gain an understanding of autism and look at workplace barriers for those who are autistic.

Date and time: 3 June at 10.00am - 11.00am, via MS Teams

● The Accidental Manager

This workshop helps you recognise the Skills, Knowledge and Behaviours (SKBs) you already have and gives you the professional language to claim your identity as a leader. The training also addresses the mindset shift required when an employee begins leading their former peers, focusing on trust and professionalism.

Date and time: 18 June at 1.00pm – 3.00pm, via Teams



“The calmest lunch time I’ve had in a long time. Thank you”

“Really engaging course and enthusiastic and energetic tutors”



Financial Planning Webinars

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:

21 April at 6.00pm – 7.00pm	please CLICK HERE to book your place
20 May at 12.00pm - 1.00pm	please CLICK HERE to book your place
18 June at 3.00pm - 4.00pm	please CLICK HERE to book your place
15 July at 10.00am - 11.00am	please CLICK HERE to book your place

● Inheritance Tax

This session will explain how inheritance works and include wills and gifting, home ownership and estate planning strategies.

Dates and times:

28 April at 1.00pm - 2.00pm	please CLICK HERE to book your place
24 June at 12.00pm - 1.00pm	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: TBC 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 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/>

Explore Online Learning

● Skills Academy

UNISON College is working with the Staff Skills academy+ to offer our members access to hundreds of free online courses. With topics ranging from Hobbies & Lifestyle to Personal and Professional Development plus much more. There's something for everyone. With these self-guided courses, you learn at your own pace.

You'll have 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/>

● OpenLearn

With hundreds of courses, articles, videos and interactives, OpenLearn has options for all. Study for free. You can earn a free digital badge or statement of participation on most courses. Refresh your study skills and enhance your work skills without committing to full-time study.

Dive in and start learning: <https://www.open.edu/openlearn/>

● 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”