

LONDON & EASTERN REGION EDUCATION DEPARTMENT

COURSE SCHEDULE UNITE OFFICES & ONLINE

JULY – DECEMBER 2024

FOR COURSE BOOKINGS CONTACT THE EDUCATION DEPARTMENT:

Please advise your name, membership number, course type(s), venue(s) and date(s) requested.

Email: education.londoneastern@unitetheunion.org

Telephone: 020 8800 4281 (Option 4)

Online: www.unitetheunion.org/education

Online booking form: <https://surveys.unitetheunion.org/230653263116853>

MARGARET BOURNE
REGIONAL EDUCATION ORGANISER
(12-07-24)

IMPORTANT NOTICE

Please note that the Unite the Union online booking service has recently been redeveloped with the aim to provide a more efficient booking facility. The dates included in this schedule are correct for the London & Eastern region. If you are unable to locate your chosen course(s) on the online facility, please contact us by email or phone to book.

Important training information for reps and activists

Dear Colleague

Unite provides a first-class education provision. Courses are designed to empower you and give you the confidence to represent our members, as well as enhancing your personal development by learning new skills and knowledge. Unite – your Union remains ready to support you! We urge you to take advantage of the training that Unite offers so that together, we are prepared and confident to continue winning for our members – JOBS, PAY & CONDITIONS.

In this schedule, you will find both online and in-person courses to be held in Unite Offices. We understand that reps and branch officials have differing preferences/needs for online or in person courses - please be assured that we are committed to providing both options and we are planning more courses as the dual programme develops. Please feel free to attend courses interchangeably eg: reps that attend Workplace Reps Module 1A online may attend Module 1B in person and vice versa. If you have any learning needs/preferences eg, dyslexia, impaired hearing, impaired sight that you may need support with, please let us know so that Ruskin College/Unite can endeavour to assist you.

Courses are delivered by Ruskin College Tutors and/or Unite Specialists/Leaders – we aim to provide a relaxed and supportive environment. Some reps may feel daunted by the prospect of adult education, perhaps after years of absence from the classroom or childhood experiences. Please do not allow this to deter you. Please be encouraged as your passion and desire to help others is what we need and to be able to demonstrate your understanding.

Unite London & Eastern is proud of our richly diverse region and we are firmly committed to equality for all. We strongly encourage ALL reps and branch officials to attend equality & diversity courses/workshops as part of the region's strategy to achieve our aims. We are ALL affected by equality issues! We encourage participation from the full diversity of our members, reps and branch officials, particularly from our under-represented groups of workers. Unite's lay democracy structure is the foundation of our union. Unite policies are determined by members for members.

Whether you are attending a course for the first time as a newly elected rep or continuing your educational development through Unite, we look forward to welcoming you at a course.

Thank you for taking the time to train for your vital role and your continued endeavours in support of Unite members and their families.

Regards

Margaret Bourne
REGIONAL EDUCATION ORGANISER
LONDON & EASTERN REGION

Privacy Statement - Information about Training and Education Courses

For information about data processing of rep or member information on training and education course booking forms see Unite's full privacy policy (section 3 in particular).

Your data is covered by the Unite Privacy policy.

For more details visit: <https://unitetheunion.org/legal-information/privacy-policy/>

Online TBA
Also see national course schedule

WORKPLACE REPS – Module 1A (5 days)

Essential for all new reps and an optional refresher course too

Course covers: Key skills for organising your workplace - Handling discipline and grievance cases – Communication skills - Introduction to Employment Law – Equality at Work.

Online	29 July – 2 August 30 September – 4 October 25-29 November	2-6 September 28 October – 1 November 9-13 December
Unite Office(s)		
Select from available venue(s)	15-19 July	16-20 September 11-15 November

WORKPLACE REPS – Module 1B (5 days)

For reps who have completed module 1A

Course covers: Evaluating and assessing your experience since the part 1 course - Understanding the concept of 'good work' – Understanding and dealing with Issues around Dignity and Respect in the Workplace – Problem Solving skills – Bargaining Skills – Work-Life Balance – Building a strong workplace union.

Online	12-16 August 11-15 November	16-20 September 9-13 December	14-18 October
Unite Office(s)			
Select from available venues(s)	3-7 June	2-6 September	

WORKPLACE REPS – Module 2A (5 days)

For reps who have completed module 1B

Course covers: Improving confidence and knowledge in exploring, questioning and using employment law – Exploring research skills and developing ability to find out how legal provisions impact on your members' rights in the workplace – How changes to employment law impact on your workplace rights – Planning alternative solutions other than employment law to your workplace rights – Working as a team to develop collection actions.

Online	28 October – 1 November
Unite Office(s)	
Select from available venue(s)	4-8 November

WORKPLACE REPS – Module 2B (5 days)

For reps who have completed module 2A

Course covers: Rights to information – Workplace Rights – Collective Bargaining – Agreements – The Case for Collective Agreements – Planning for getting an agreement – Collective Bargaining and Negotiation.

Online	25-29 November
Unite Office	
Select from available venue(s)	23-27 September 9-13 December

WORKPLACE REPS ADVANCED (5 days)

For reps who have completed modules 1A/B and 2A/B

This new course has been designed to advance the knowledge of experienced reps and to raise their awareness of current legislation and the impact it has on our members to ensure that we can continue to win in the workplace.

Online	18-22 November
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BRANCH SECRETARIES & BRANCH OFFICIALS (5 days)

Online 7-11 October

Hybrid/Unite Regional Office 25-29 November

This course is open to Branch Secretaries, Branch Treasurers, Branch Secretaries and Branch Equality Officers. The concept of this course is to develop Branch Officials by providing them with the knowledge and skills to nurture their passion to drive forward the ideology of our union, to develop our activist base to grow and strengthen our membership. This course is essential for new Branch Secretaries and officials, and for those that have not attended for some years and require a refresher. The course covers:

- the administrative role of the Branch Secretary;
- how the union works;
- how 'lay democracy' starts at local branch level;
- understanding organisation procedures;
- encouraging active participation within the Unite structure;
- Branch Finance
- understanding the Work, Voice, Pay strategy and the crucial role that the branch plays;
- Branch Portal
- setting out a local 'strategy for growth' for recruitment, retention and participation in branch life.
- Chairing Meetings & Organising Skills

Any Branch Secretary who experiences difficulty in obtaining paid release to attend this course should contact their Officer. Please contact the Education Department for more information.

BRANCH FINANCE (TREASURER) SKILLS (1 day)

Online 9 October

Hybrid/Unite Regional Office 27 November

The purpose of this one day briefing is to equip our branch treasurers and branch officials with the skills they need to effectively administer branch finances.

BRANCH PORTAL TRAINING Online

18 October 10.00-11.30 am or 1.30pm – 3pm

The branch portal allows elected branch officials access to their own branch's membership data from our membership system. Elected Branch officials can view and amend their branch details, their members' detail and view all branch notifications. This briefing will guide users in these processes. The main session will last approximately one hour, there will be an opportunity for Q&As.

BRANCH CHAIRING & ORGANISING SKILLS (1 day)

Online 11 October

Hybrid/Unite Regional Office 29 November

The purpose of this one-day briefing is to equip our branch secretaries and branch officials with the skills they need to effectively Chair Unite meetings. Chairing meetings, especially union meetings, can be a difficult and demanding job. Union meetings are often full of larger than life individuals, people with a great deal of knowledge, experience and passion. Sometimes that passion can take over and without realising it meetings can become dominated by a few individuals with quieter people feeling excluded. Union meetings are also often beset by old traditions and language which can make them less accessible to younger workers or those from different cultural and ethnic backgrounds.

Unite meetings need to be chaired by activists who are progressive and skilled at driving exciting enthusiastic meetings for our union which encourage high levels of participation and have clear actions emanating from them. This course includes ideas on setting up meetings and ensuring arrangements are inclusive, made for members with disabilities to be able to attend and taking into account different requirements of other groups of potential attendees. We want Unite meetings to be enjoyable and productive. This training package should help to ensure that is the case and is particularly suitable for people involved in organising and chairing workplace or branch meetings.



EQUALITY & DIVERSITY (5 Days)

Online

5-9 August

21-25 October

Unite Office(s)

TBA

This essential course is designed to give all Unite Reps and branch officials the confidence and knowledge to address equality and diversity issues. The course provides a comprehensive overview of equality in the workplace. On completion of the course reps should be able to: Recognise equality issues within the workplace, know what constitutes discrimination, harassment and bullying, challenge the perception of equality and diversity. Decide how best to support workers in response to new equality legislation and develop equality policies and practice. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

EQUALITY WORKSHOPS (1 day – select from available options) Online via Unite Zoom

These workshops are an interactive support to our current Equality Campaigns, ensuring that reps and branch officials have the knowledge and tools to push equalities up bargaining and organising agendas and to have all the support you need to represent members and organise on equality issues at work. These workshops are open to all Unite reps. If you are an equality rep, health and safety rep, workplace rep or branch officer, equality issues are dealt with by us all. Please bring a copy of your relevant workplace equality policies (eg: equality, diversity, inclusion) for self-review.

- **WORKSHOP – MENOPAUSE/ANDROPAUSE AWARENESS (1-2 hrs)**

11 July (1.30 – 3pm) (attend as you are able) TBA

These sessions are being held during the lunch break so that reps can attend as they are able. Ideally commence at 12.30 and leave when you need to. The main session will last approx. one hour and Q&As in the last hour.

This workshop is designed to raise awareness of the issues that members affected by the menopause or andropause experience and the impact on their attendance, health & safety and performance at work. This workshop will look at recent tribunal cases and the law to discuss an action plan to organise and tackle the issues collectively to ensure that this issue is placed on the bargaining agenda. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review

- **WORKSHOP – LGBT+ AWARENESS IN THE WORKPLACE (1 day) 22 July (updated)**

This course is designed to raise awareness of the issues that our colleagues in the LGBT+ community face. We will be looking at the history of LGBT+ rights; explore terminology and language; identify barriers faced by LGBT+ colleagues in the workplace and examine support for individual members facing issues at work by being an active ally and through rep support. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

- **WORKSHOP – TACKLING SEXUAL HARASSMENT IN THE WORKPLACE (1 day)**

27 September

Unite campaigns for healthy, safe workplaces and working lives for all and is opposed to all forms of harassment at work including sexual harassment. This workshop is designed to identify different forms of sexual harassment and to develop strategies to prevent its occurrence in the workplace and to organise to ensure that all workers are treated with dignity and respect in the workplace. Please bring a copy of your relevant workplace equalities policies (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – DOMESTIC ABUSE – A WORKPLACE ISSUE (1 day)** 26 September

The effects of domestic violence/abuse can have an impact on performance, health & safety and attendance at work. This interactive workshop covers: Why is domestic violence/abuse a workplace issue? Definitions – violence, abuse and coercive control – eg, financial and emotional; Supporting individual members; Absence and productivity; Negotiating a policy. This course is suitable for all workplace, H&S, equality reps and branch officers. Please bring a copy of your relevant workplace equality policies (eg: equality, diversity, inclusion) for self-review.

- **WORKSHOP – TACKLING RACISM IN THE WORKPLACE (1 day)** 7 October

Within our movement it is now widely accepted that race equality is a key trade union issue. Trade unions have a crucial role to play in helping to create working conditions that are fair to all workers – including Black, Asian and ethnic minority workers. The Equality Act 2010 provides protection for our members from racism and harassment and the opportunity to promote race equality. This course aims to build on good practice and assist in developing policies as part of our bargaining agenda on race equality in the workplace. We want to ensure that all negotiators have as much support as possible in understanding and dealing with racism and harassment, but also to create a climate in the workplace that welcomes diversity and positively promotes good race relations. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – HARMFUL GAMBLING (1day)** 11 October

Unite recognises the devastating impact that gambling can have on individuals and their families. What can start as a harmless 'flutter' can very quickly spiral out of control as people are trapped by the many enticing advertisements or become desperate to supplement their income, particularly during the cost-of-living crisis. The consequences are far reaching and can affect a person's general wellbeing, attendance and performance at work, and beyond within society. This workshop will raise awareness of the many issues and explore how to support members. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – FLEXIBLE & FAMILY FRIENDLY WORKING (1 day)** 31 October

This workshop explains the current legal situation around flexible working and time off for parents and carers. This workshop will help you to present a case for your members and explore how to negotiate a family friendly policy for our members. We look at model policies and best practice in the workplace. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – WORKPLACE STRESS (1 day)** 1 November

Unite is campaigning against workplace stress and to prevent workplace discrimination for people who have a mental health condition. This workshop outlines the legal responsibilities of the employer to tackle stress at work. We will cover: The scale of the problem; The HSE Stress Management Standards; Risk Assessment and the role/rights of the H&S reps, workplace reps, equality reps and branch officials. This course will also cover why it is important to explain to members that our role as Unite reps is to provide representation on issues relating to employment. It is essential that reps do not provide counselling or health advice to members as reps and to use the information provided to ensure our members can access health advice and support where necessary. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review

- **WORKSHOP – NEGOTIATING REASONABLE ADJUSTMENTS (1 day)** 18 November

Equality law recognises that bringing about equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled worker. Disabilities can be visible and invisible. The duty for employers to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable. This course will cover what can be defined as a disability under the Equality Act, and how to support a member in gaining reasonable adjustments from an employer, and how to signpost members for support outside of the workplace. This interactive workshop includes: The law around disability at work; What are reasonable adjustments? Recent tribunal cases and improving workplace policies. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **NEURODIVERSITY & HIDDEN DISABILITY AWARENESS (1 day)**

2 December (Updated)

This course will help us to understand the term neurodiversity and recognise non-visible disabilities. We will explore the barriers that colleagues with non-visible disabilities face in the workplace. The course will also provide an overview of equality law and the need for reasonable adjustments by exploring how we can support individual members facing issues at work. We will also look at dealing with disability as a collective issue by negotiating supportive workplace policy and procedures. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

- **WORKSHOP – EQUAL PAY (1day)**

22 November

It is vital that equal pay is at the centre of collective bargaining. Unite reps have a key role in ensuring that progress is made towards closing the gender pay gap which will take a mere 38 years to close at the current rate of 'progress', as well as the ethnicity pay gap where experiences differ according to minority groups. The pay gap also impacts members with disabilities and LGBT+ members. This workshop will help you put together an equal pay plan for your workplace. You will learn how to carry out Equal Pay Audits; Bargain for Equal Pay and review lessons learned from the Single Status Equal Pay Law. You will also explore some recent case law updates and their implications for trade unions. Please bring a copy of your relevant workplace policies (eg: equality, diversity, inclusion) for self-review.

MENTAL HEALTH AWARENESS (5 days)

Online

5-8 August

18-22 November

Unite Office

14-18 October

This course will help reps develop a better understanding on mental health issues and how they affect members in the workplace. You will develop a better understanding of Disability Law and how it applies to people with mental health illnesses. This training will enable you to develop a strategy to deal with workplace mental health issues and ensure employees are not discriminated against. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review.

ENVIRONMENTAL AWARENESS (5 days)

Online 2-6 December

This course is designed for Unite Environmental Reps, Workplace Reps, H&S reps, equality reps, Union Learning Reps and branch officials. The course provides a comprehensive overview of environmental definitions and factors in the workplace; standards and legislation, environmental impact mapping, handling environmental issues and presenting information. This course will also enable understanding of 'Just Transition' - A comprehensive and broad strategy put forward by the global trade union movement to protect those whose jobs, incomes and livelihoods that are at risk because of climate policies. (TUC definition).

EMPLOYMENT LAW & INDUSTRIAL RELATIONS (5 days)

4-8 November

Course outline to follow. Please register your interest.

LEGAL BRIEFINGS

These popular sessions are delivered by Unite L&E Legal Team. Sessions are informal and there is no requirement for coursework.

ONLINE VIA UNITE ZOOM LINK

13 September	9.30am – 12.30pm	Discrimination & the Equality Act
4 October	9.30am -11 pm	GDPR
4 October	11am - 12.30 pm	Insolvency

NEGOTIATING SKILLS (5 days)

Online 21-25 October (TBC)

This course is aimed at workplace reps who negotiate and bargain with their employers on union matters. This course provides reps with the skills to select, prepare and use the best negotiating and bargaining strategies when taking part in negotiation.

ORGANISING BUS SCHEDULES (5 days)

TBA

This course is designed to better equip bus schedule reps with the skills and confidence to enable them to successfully negotiate improvements in working conditions and organising around these issues. The course includes:

- raising awareness of different workplace terms and conditions
- developing skills to encourage a greater understanding of schedule rep functions
- examining issues arising from the introduction of a new route
- constructing a working timetable and blocks of driving time. Analysing information held on a flat line graph
- understanding duty compilations, roster formulas, rest day patterns and transferring this information onto a roster
- Scheduling costing
- examining issues surrounding the law and union policies
- devising and implementing strategies to improve health and safety cultures

Please bring your schedule agreement to the course for self-review.

ORGANISING TO WIN THE WORKPLACE (1 day)

Online TBA Please register your interest

This workshop is designed to advance the skills and knowledge of all experienced and newly elected reps and branch officials, so that we can continue to work together to win for our members.

This workshop will provide an overview of some of the key organising strategies for growth including: the Organising Cycle; Work-Voice-Pay Strategy, using the WVP Portal; accessing agreements and templates; organising around Health & Safety; organising around Equality; effective communicating methods to ensure that the collective and industrial voice of our members is heard; membership retention as well as other organising initiatives. This workshop will build on the introductory sessions that are provided on initial courses for new activists; as well as providing a refresher for experienced reps and branch officials who have not attended training for some time.

PENSIONS STAGE 1 (5 days)

Online 21-25 October

Unite Office(s)

Select from available venues(s) 9-13 September 11-15 November

Pensions are an integral part of Jobs, Pay & Conditions which are often overlooked or compromised due lack of awareness, diminishing available schemes or even the cost-of-living crisis. Pensions should be high on the wage claim as they represent deferred wages. We strongly recommend all reps and branch officials attendance to enable effective collective bargaining to avoid poverty in retirement. eg: As a result of Women, BAEM, Disabled and LGBT+ Pay gaps, these people will experience an increased detrimental impact; absence from work due to maternity, ill health or industrial death. This is an essential course to support the region's strategy for equality in work and in retirement.

This course is designed to provide an understanding of pensions to enable reps and branch officials to develop their representational skills in basic pension provisions. As the prospect of retirement at a reasonable age seems further and further away, good pension arrangements are more important than ever, whether provided by employers, the Government or a combination of the two.

In a world of change, can you prevent a change in pension arrangements from turning out to be a disaster? Is your pension at work good enough and, if not, what can you do about it? Is there a threat of your scheme closing, as many have others have done, and, if there is, can closure be prevented? And what about the State pension, auto-enrolment and NEST (National Employment Savings Trust)? What's going on? - What can you do about it? This just what this Pensions introductory course is all about. Sign up and make sure that you are in the know. Please bring a copy of your scheme handbook and annual benefit statement for self-review.

UNION LEARNING REPS – STAGE 1 (5 days)

Online TBA

This course is designed to be the core initial training for all new Unite Union Learning Reps (ULRs) and is an ideal refresher for experienced reps too. It helps them develop the basic knowledge and skills needed as a new rep to enable them to develop the skills and knowledge of colleagues in the workplace. The course forms a solid foundation for the new ULR to develop their skills and their own personal development.

GETTING INVOLVED & BUILDING INVOLVEMENT IN YOUR UNION WORKSHOPS

UNITE NEEDS YOU!!!

Do you want to get more involved in Unite?

Would you like become a rep or a constitutional committee delegate?

These workshops will guide members, reps and branch officials on how they can get more involved in Unite and what the various roles entail. We will show you how to increase your participation and/or stand for election, as well as looking at the barriers that our members and reps experience in getting more involved. Unite's lay democracy structure is the foundation of our union. Unite policies are determined by members for members. These informal workshops are designed to encourage the full diversity of our members to stand as reps and delegates within Unite constitutional and democratic structures.

There are various roles including:

- Workplace Rep (Shop Steward); Health & Safety rep; Equality Rep; Learning Rep; Environment Rep
- Branch Officers: Secretary; Chair; Treasurer; Equality Officer.
- Constitutional Committee Delegate:
 - Regional Industrial Secretor Committee (RISC);
 - Equalities Committees: Women; BAEM; Disabled; LGBT+; Young Members; Retired Members
 - Area Activists

We welcome applications from all members and reps, particularly from our under-represented groups of workers. We hope that you will find a convenient briefing and understand that you may not be able to attend the full session due to your work and personal commitments – please do not let this prevent you from attending part of a session if necessary.

COME ON, GET INVOLVED!

These informal and relaxed sessions will be held online via Unite Zoom link.

- **GETTING INVOLVED IN YOUR UNION WORKSHOP**

Designed for members who are not reps and are considering standing for election as a rep or branch official.

20 November 2024

12 noon – 1.30 pm or 5-7 pm

- **BUILDING YOUR INVOLVEMENT IN UNION WORKSHOP**

Designed for reps who are considering increasing their involvement in Unite constitutional committees and democratic structures.

20 November 2024

9.30 – 11.00 am or 2-4 pm

If you are interested in either of these workshops and the dates above are unsuitable, please let us know by registering your interest in future sessions.

PLEASE FEEL TO CIRCULATE TO OTHER INTERESTED MEMBERS AND REPS WHO HAVE EXPRESSED AN INTEREST IN BECOMING MORE INVOLVED IN UNITE

Important training information for reps and activists

ONLINE COURSE SCHEDULE JULY - DECEMBER 2024
AT A GLANCE – REP PLANNER'

COURSE / MONTH	JUL	AUG	SEP	OCT	NOV	DEC	
Branch Secretaries & Branch Officials	1-5 Jul	~~~	~~~	7-11 Oct	~~~	~~~	
Branch Finance (Treasurer) Skills	3 Jul	~~~	~~~	9 Oct	~~~	~~~	
Branch Chairing & Organising Skills	5 Jul	~~~	~~~	11 Oct	~~~	~~~	
Branch Portal Skills	11 Jul AM	~~~	~~~	18 Oct AM/PM	~~~	~~~	
Building Involvement in your Union	~~~	~~~	~~~	~~~	20 Nov AM/PM	~~~	
Domestic Abuse & Violence	~~~	~~~	26 Sep	~~~	~~~	~~~	
Discrimination and the Law	~~~	~~~	13 Sep	~~~	~~~	~~~	
Employment Law & Industrial Relations	~~~	~~~	~~~	~~~	4-8 Nov	~~~	
Environmental Awareness	~~~	~~~	~~~	~~~	~~~	2-6 Dec	
Equality & Diversity	15-19 Jul	5-9 Aug	~~~	21-25 Oct	~~~	~~~	
Equal Pay	~~~	~~~	~~~	~~~	22 Nov	~~~	
Flexible & Family Friendly Working	~~~	~~~	~~~	31 Oct	~~~	~~~	
GDPR	~~~	~~~	~~~	4 Oct	~~~	~~~	
Getting Involved in your Union	~~~	~~~	~~~	~~~	20 Nov AM/PM	~~~	
Harmful Gambling	~~~	~~~	~~~	11 Oct	~~~	~~~	
Health & Safety Reps 1A	29 Jul – 2 Aug	~~~	9-13 Sep	14-18 Oct	~~~	9-13 Dec	
Health & Safety Reps 1B	~~~	12-16 Aug	~~~	30 Sep – 4 Oct	11-15 Nov	~~~	
Health & Safety Reps 2A	~~~	~~~	~~~	~~~	4-8 Nov	~~~	
Health & Safety Reps 2B	8-12 Jul	~~~	~~~	~~~	~~~	9-13 Dec	
Insolvency	~~~	~~~	~~~	4 Oct	~~~	~~~	
LGBT+ Awareness in the Workplace	22 Jul	~~~	~~~	~~~	~~~	~~~	
Menopause & Andropause Awareness (2hrs)	11 Jul PM	~~~	TBA	TBA	TBA	TBA	
Mental Health Awareness	~~~	5-9 Aug	~~~	~~~	18-22 Nov	~~~	
Negotiating Reasonable Adjustments	~~~	~~~	~~~	~~~	18 Nov	~~~	
Negotiation Skills	~~~	~~~	21-25 Oct	~~~	~~~	~~~	
Neurodiversity & Hidden Disabilities	~~~	~~~	~~~	~~~	~~~	2 Dec	
Organising Bus Schedules	~~~	~~~	~~~	~~~	~~~	~~~	TBA
Organising to Win in the Workplace	~~~	~~~	~~~	~~~	~~~	~~~	TBA
Pensions Stage 1	~~~	~~~	~~~	21-25 Oct	~~~	~~~	
Redundancy & the Law	~~~	~~~	~~~	~~~	~~~	~~~	
Tackling Racism in the Workplace	~~~	~~~	~~~	7 Oct	~~~	~~~	
Tackling Sexual Harassment	~~~	~~~	27 Sep	~~~	~~~	~~~	
TUPE	12 Jul	~~~	~~~	~~~	~~~	~~~	
Understanding Unite Benefits	~~~	~~~	~~~	~~~	~~~	~~~	
Union Learning Reps Stage 1	~~~	~~~	~~~	~~~	~~~	~~~	
Women's Health, Safety & Wellbeing	~~~	~~~	~~~	~~~	~~~	~~~	TBA
Workplace Reps 1A	8-12 Jul 29 Jul – 2 Aug	~~~	2-6 Sep 28 Sep – 2 Oct	28 Oct – 2 Nov	25-29 Nov	9-13 Dec	



	15-19 Jul	12-16 Aug	16-20 Sep	14-18 Oct	11-15 Nov	9-13 Dec	
Workplace Reps 1B	~~~	~~~	~~~	28 Oct – 2 Nov	~~~	~~~	
Workplace Reps 2A	1-5 Jul	~~~	~~~	~~~	25-29 Nov	~~~	
Workplace Reps 2B	~~~	~~~	~~~	18-22 Nov	~~~	~~~	
Workplace Reps Advanced	~~~	~~~	~~~	~~~	1 Nov	~~~	
Workplace Stress							

Important training information for reps and activists

UNITE OFFICE COURSE SCHEDULE JULY - DECEMBER 2024
'AT A GLANCE – REP PLANNER'

HEALTH & SAFETY REPS – MODULE 1A

Please register your interest	
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HEALTH & SAFETY REPS – MODULE 1B

Norwich District Office	29 July – 2 August 2024
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HEALTH & SAFETY REPS – MODULE 2A

Regional Office (Ron Todd House)	18-22 November 2024
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WORKPLACE REPS – MODULE 1A

Heathrow District Office	9-13 September 2024
Clapham (South London) Office	11-15 November 2024
Chelmsford District Office	16-20 September 2024

WORKPLACE REPS – MODULE 1B

Luton District Office	2-6 September 2024
Regional Office (Ron Todd House)	23-27 September 2024
Heathrow District Office	7-11 October 2024
Chelmsford District Office	21-25 October 2024

WORKPLACE REPS – MODULE 2A

Regional Office (Ron Todd House)	4-8 November 2024
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WORKPLACE REPS – MODULE 2B

Peterborough District Office	23-27 September 2024
Regional Office (Ron Todd House)	9-13 December 2024

BRANCH SECRETARIES & BRANCH OFFICIALS (HYBRID COURSE)

Regional Office (Ron Todd House)	25-29 November 2024
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BRANCH TREASURERS (FINANCE) SKILLS (HYBRID COURSE)

Regional Office (Ron Todd House)	27 November 2024
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BRANCH CHAIRING & ORGANISING SKILLS (HYBRID COURSE)

Regional Office (Ron Todd House)	29 November 2024
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MENTAL HEALTH AWARENESS

Luton District Office	14-18 October 2024
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PENSIONS – STAGE 1

Norwich District Office	9-13 September 2024
Luton District Office	11-15 November 2024

For information on Unite Office addresses: <https://london-east.unitetheunion.org/contact-us>
(Click or cut and paste into your web browser)
Please indicate your chosen course venue clearly in your application

COURSE DELIVERY

Courses are delivered by Ruskin College tutors and/or Unite specialists/leaders, using collective and collaborative approaches to teach trade union education, including blended learning, tutor led sessions, breakout rooms for group study and independent learning. Courses will run from 9.30am – 4.30pm (unless stated) with regular refreshment and comfort breaks. There are no formal exams. Online courses use online and offline approaches to complete activities to avoid long periods on the screen, via Ruskin College – Virtual Google Classroom or via Unite Zoom Link.

UNITE EDUCATION OFFER

Click or cut and paste into your web browser to view a short film: Unite Education Offer

<https://www.youtube.com/watch?v=PY6xzwLXpjq>

UNITE REP'S ASSISTANCE PROGRAM

Click or cut and paste into your web browser to view a short film:

<https://www.unitetheunion.org/repmentalhealthfilm>

This resource has been developed in consultation with Unite reps to help deal with the stress, anxiety and other mental health issues. This specialist service will ensure that mental health professionals are on hand to offer support 24 hours a day, the service is available to Unite reps.

'MY UNITE' ONLINE ACCOUNT

Members can create/access their own Unite online account using their own email address and membership number via: www.myunite/unitetheunion.org. This enables members to update/view some contact and personal information including: name, address, contact number, email, equality monitoring and mailing preferences. Members will also find a range of information including their branch secretary and local Unite office/officer details. Alternatively, members should contact their local Unite office or branch secretary to update their record. This will help us to communicate more effectively so that we are targeting and allocating our resources appropriately, to ensure that our structures reflects and represents the full diversity of our membership.

UNITE THE UNION – NATIONAL WOMEN'S NATIONAL WEEK 11-16 AUGUST 2024

National Women's Week is a national education course which covers the diversity of Unite women members', whom attend a positive learning environment to share experiences and views, listen to key speakers and learn more about issues facing women in the workplace, with the help of experienced women tutors who are also trade unionists.

These courses provide an opportunity for women to develop and enhance their already amazing skills. There are four courses available providing a fantastic opportunity for women to: build on their confidence, personal skills, knowledge and development; to support and represent members within the workplace; progress within Unite structures and the wider movement.

**This week is dedicated to women - for women, about women and by women.
JOIN US!**

Please select **one** course from the following four options:

- **UNDERSTANDING YOUR UNION AND GETTING INVOLVED**

Course description: This course is designed for less experienced women representatives who want to get more involved. This course covers: How the union works, promoting the Union in your workplace and community and building confidence.

- **WOMEN ORGANISING IN THE WORKPLACE**

Course description: This course for women representatives looks at strategic organising in the workplace, as well as the related legal challenges and workplace organising issues. This course covers: The skills for representing women at work.

- **WOMEN CAMPAIGNING AT WORK**

Course description: This course deals with the Unite women's key campaigns such as Equal Pay and Union Equality Reps, as well as developing negotiating and campaigning skills to tackling workplace equality issues such as Family Friendly Rights, Women's Health policies, Part-time working and Sexual harassment.

- **LEADERSHIP DEVELOPMENT FOR UNITE WOMEN**

Course description: This is an advanced course for experienced women activists who have attended other union education courses and who now want to build on their union involvement and encourage others to get involved. This course covers: Leadership theories and the power dynamics of the worker employer relationship for women, skills needed in the workplace, the Union, at conferences and in the wider community.

Your course can be booked:

- by using the online booking service at: www.unitetheunion.org/education
- by cutting and pasting the link below into your web browser:

<https://unitetheunion.org/why-join/member-services/education/training-and-courses/>

For more information on Unite Equalities please visit: www.unitetheunion.org/equalities

NATIONAL RESIDENTIAL COURSES 2024

NATIONAL WOMEN'S WEEK (Select One) <ul style="list-style-type: none"> • Understanding Your Union & Getting Involved • Women Organising in the Workplace • Campaigning for Women in the Workplace • Leadership Development for Unite Women 	11-16 August
WORKPLACE REPS NATIONAL SCHOOL (Select One) <ul style="list-style-type: none"> • Dignity at Work – Challenging Workplace Harassment, Discrimination & Bullying • Dealing with Redundancy • Environment • Dealing with Redundancy • Pensions Stage 2 	2-6 September
BLACK & ASIAN POLITICAL WEEKEND	13-15 September
ORGANISING FOR EQUALITY	21-25 October
NATIONAL POLITICAL SCHOOL	25-27 October
WORKPLACE REPS ADVANCED COURSES (Select One) <ul style="list-style-type: none"> • Advanced Leadership Skills • Organising & Campaigning • The Law at Work • Advanced Negotiation Skills • 	4-8 November
PRE-RETIREMENT	2-5 December

Application form link: (cut and paste below into your web browser)

<https://www.unitetheunion.org/why-join/member-services/education/training-and-courses/education-course-enrolment/>

For further information on National Residential Courses:

Email: education.education@unitetheunion.org