Day: - One **Union & Branch Structures**

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| Time | Activity | Page no | Notes |
| 9.30  -  10.15 | Student Introductions  Activity 1 | Page 3 - 4 | Usual Introductory activity.  Inform group of Activity 11 and allocate roles. |
| 10.15  -  11:00 | Unite the Union Structure & Getting Involved  Activity 2 | Page 5 | Unite Structure PowerPoint |
| 11:00  -  11.15 | Break |  |  |
| 11.15  -  12.00 | Unite in the Community  Activity 3 | Page 6 - 7 |  |
| 12:00  -  12.30 | My Branch Structure  Activity 4 | Page 8 | Discuss various structures  E.g. Multiple Unions  Sectoral / Geographic branches |
| 12.30  -  13.30 | Lunch |  |  |
| 13.30  -  14.15 | Branch Vision & Perspectives  Activity 5 | Page 9-10 |  |
| 14.15  -  14.30 | Break |  |  |
| 14.30  -  15.15 | Organising through Media  Activity 6 | Page 11-12 |  |
| 15:15  -  16:00 | Communication Skills  Activity 7 | Page 13 | Discuss Pros and Cons of various methods |

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| Time | Activity | Page no | Notes |
| 9.30  -  10.15 | Presentation from Finance Department | | |
| 10.15  -  11:00 |
| 11:00  -  11.15 | Break |  |  |
| 11.15  -  12.00 | Presentation from Finance Department (Continued) | | |
| 12:00  -  12.30 |
| 12.30  -  13.30 | Lunch |  |  |
| 13.30  -  14.15 | Presentation from Finance Department (Continued) | | |
| 14.15  -  14.30 | Break |  |  |
| 14.30  -  15.15 | Presentation from Finance Department (Continued) | | |
| 15:15  -  16:00 |

Day: - Two **Finance Activities**

Day: - Three **Creating Effective Teams & Meetings**

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| Time | Activity | Page no | Notes |
| 9.30  -  10.15 | Creating Effective Teams  Activity 8 | Page 14 | Belbin Team Roles |
| 10.15  -  11:00 | Leadership Skills  Activity 9 | Page 15 - 16 | Mouton / Blake Grid PowerPoint |
| 11:00  -  11.15 | Break |  |  |
| 11.15  -  12.00 | Organising Effective Meetings  Activity 10 | Page 17 - 18 | Meeting & Chairing PowerPoint  Minute Taking PowerPoint |
| 12:00  -  12.30 | Organising a Branch Meeting  Activity 11 | Page 19 | Optional role play if time.  Roles to be allocated randomly |
| 12.30  -  13.30 | Lunch |  |  |
| 13.30  -  14.00 | Branch AGM  Activity 12 | Page 20 |  |
| 14.00  -  14.30 | Writing a Branch Motion  Activity 13 | Page 21 |  |
| 14.30  -  14.45 | Break |  |  |
| 14.45  -  15.30 | Unite Political Strategy & Branch Political Life  Activity 14 | Page 22 | Unite Political Fund Video  Political Strategy PowerPoint |
| 15:30  -  16:00 | Back to Branch Action Plan  Activity 15  Course Review | Page 23 |  |