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

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| Time | Activity | Page no | Notes |
| 9.30-10.15 | Student IntroductionsActivity 1 | Page 3 - 4 | Usual Introductory activity.Inform group of Activity 11 and allocate roles. |
| 10.15-11:00 | Unite the Union Structure & Getting InvolvedActivity 2 | Page 5 | Unite Structure PowerPoint |
| 11:00-11.15 | Break |  |  |
| 11.15-12.00 | Unite in the CommunityActivity 3 | Page 6 - 7 |  |
| 12:00-12.30 | My Branch StructureActivity 4 | Page 8 | Discuss various structuresE.g. Multiple UnionsSectoral / Geographic branches |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.15 | Branch Vision & PerspectivesActivity 5 | Page 9-10 |  |
| 14.15-14.30 | Break |  |  |
| 14.30-15.15 | Organising through MediaActivity 6 | Page 11-12 |  |
| 15:15-16:00 | Communication SkillsActivity 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 TeamsActivity 8 | Page 14 | Belbin Team Roles |
| 10.15-11:00 | Leadership SkillsActivity 9 | Page 15 - 16 | Mouton / Blake Grid PowerPoint |
| 11:00-11.15 | Break |  |  |
| 11.15-12.00 | Organising Effective MeetingsActivity 10 | Page 17 - 18 | Meeting & Chairing PowerPointMinute Taking PowerPoint |
| 12:00-12.30 | Organising a Branch MeetingActivity 11 | Page 19 | Optional role play if time.Roles to be allocated randomly |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.00 | Branch AGMActivity 12 | Page 20 |  |
| 14.00-14.30 | Writing a Branch MotionActivity 13 | Page 21 |  |
| 14.30-14.45 | Break |  |  |
| 14.45-15.30 | Unite Political Strategy & Branch Political LifeActivity 14 | Page 22 | Unite Political Fund VideoPolitical Strategy PowerPoint |
| 15:30-16:00 | Back to Branch Action PlanActivity 15Course Review | Page 23 |  |