|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Course admin, Introductions and ground rules.Act 1 | P 10 |  |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Support offered by Learnwithunite team |  | Intro to the Litmos 15-minute PowerPoint training |
| 11.45-12.30 | Unite Reps Roles and ResponsibilitiesAct 2 | P 11 to P 13 |  |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Unite Reps RightsAct 3 | P 14 to P 16 | H&S 1974SRSC 1977 |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Unite Structures and where you fit in?Introduction to Presentation activityAct 4 | P 17 to P 19 | Presentation in Day One FolderReps to carryout 5 minute presentation on subject provided on day three |

Day: - One **Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Risk assessmentAct 5 | P 20 to P 26 | Give all reps more in depth view of what each other does and the skills needed |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Giving Information, Advice and GuidanceAct 6 | P 27 to P 29 | We all must speak to our members  |
| 11.45-12.30 | Why Join Unite? Making the case a role for all reps.Act 7 | P 30 to P 31 | Developing an understanding of membership growth in your workplace |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Building Unite to 100% active membershipAct 8 | P 32 to P 33 | Role play activity. |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Equality and the LawAct 9 | P 34 to P 36 | PowerPoint Presentation with whole class discussion. |

Day: - Two **Tools of the Trade**

Day: - Three **Problem solving and leading your team**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Using the Organising Cycle and Why Map your workplace?Act 10 | P 37 to P 39 | Introduction to the organising cycle and how it can be used to organise, or problem solve in the workplace Presentation in Day three folder. Also intro to mapping  |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Collective Bargaining and the broad industrial strategy.Act 11 | P 40 to P 42 | Presentation including link in Day three folder. Sets of booklets to be handed out.  |
| 11.45-12.30 | Improving or enhancing your agreement.Act 12 | P 43 to P 44 | Looking at agreements old and new. Can we build on the existing agreements? |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Mental ill Health and Issues in the Workplace. Act 13 | P 45 | PowerPoint Presentation and whole class to have open and honest discussion. |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Mental ill Health and Issues in the Workplace \_ Case Studies.Act 14 | P 46 to P 48 | Class to look at and discuss two case studies. Whole class to have open and honest discussion. |

Day: - Four **Talking to members**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Student presentationsAct 15 | P 49 | Complete a tutor observation for each student. Tutor should have knowledge of all subjects to support and question learners. |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Student presentationsAct 15 | P 49 | Complete a tutor observation for each student. Tutor should have knowledge of all subjects to support and question learners. |
| 11.45-12.30 | Public Speaking Hints and tips | N/A | Resources in Day Four Folder, tutor to lead discussion and YouTube clips to assist. |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Note Taking SkillsAct 16 | P 50 to P 51 | Resources in Day Four Folder |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Interviewing Do’s and Don’ts and Interviewing SkillsAct 17 and Act 18 | P 52 to P 55 | Getting information from our members so we can support them properly. |

Day : - Five **Gathering issues and communicating with members**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Communication with Members.Act 19 | P 56 | Discussing the pro’s and cons of various communication strategies, 1:1, survey, questionnaire, poster newsletter or online |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Using the Organising Cycle to create a campaign.Task one - Discuss the purpose of your surveyAct 20 | P 57 to P 59 | **Issue:** Find a subject to plan your campaign on.  |
| 11.45-12.30 | Task Two – Discuss as a group the questions you require in your survey.Task 3 – How are you going to conduct the survey?Act 20 | P 57 to P 59 | **Organise:**Produce a workplace survey.Task to also include creating a plan of action |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | The educate phase of the campaign.Task one - Draft a letter to management requesting permission to carry out the survey.Task Two – Produce either a poster or leaflet to inform your members of the survey. Act 21 | P 60 to 61 | **Educate:** Letter to Management. |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Task threeDistribute the survey and gather all the data. Act 21 | P 60 to 61 | **Action:**Feedback results to members and management. |

Day Six: -  **Dignity and Respect**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Equality legislation, Equality TerminologyAct 22 | P 63 | Activities: full group - identify the 9 protected characteristics, discussion on their understanding of the terminologies. Split group to identify workplace issues and report back |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Dignity at Work, Issues in your workplace.Act 23 | P 64 to P 65 | Activities: full group - discussion of each term. Relate back to the issues they identified in the earlier activity |
| 11.45-12.30 | Dignity at Work, Employment Tribunal Case Studies.Act 24 | P 67 to P 69 | Activities: Split group. Identify physical and psychological effects and report back.Split group to discuss and identify content for their ‘ideal’ workplace charter and report back |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Conclude work from the morning session. |  |  |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Barriers to Learning / Engaging, the hidden conversationAct 25  | P 70 to P 71 | Why some people don’t get involved in learning and training or the wider workplace |

Day: - Seven Unite Support and your company policies

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | The Unite teamIntro to the role of the Industrial / Equalities officer, Learning organiser, Communications team and legal. | N/A | Visits will be booked by admin, narrated presentations are available for legal and comms, in day seven folder. |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Family Friendly Rights – PoliciesAct 26 | P 72 to P 73 | ACAS guide in the resource pack |
| 11.45-12.30 | How can you use these to enhance members experiences of work |  |  |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | We don’t do politics!Act 27 | P74 to P 75 | Introduction to how politics affects everything we do and how we can have a voice |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Tackling Inequality – truth and liesAct 28 | P76 | Highlight who benefits from the living wage and why the term is a lie! |

Have students bring examples of workplace policies if possible for next week!

Day: - Eight  **Defending members**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Interviewing Skills continued.Act 29 | P 77 to P 78 | All resources and presentations in day eight folder.  |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Knowing your Grievance Policy.Act 30 | P 79 to P 80 | Look at policies. |
| 11.45-12.30 | Grievance Case StudyAct 31 | P 81 to P 82 | Role play |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Knowing your Disciplinary PolicyAct 32 | P 83 to P 84 | Look at policies. |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Disciplinary Case Study and Role PlayAct 33 | P 85 | Role Play |

Day: - Nine **Improving your lot**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Negotiation Skills – Where we are at.Act 34 | P 86 | PowerPoint Presentation and discussion. Flipchart work |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Negotiation Skills PracticeAct 35 | P 87 | Prepare for Role Play |
| 11.45-12.30 | ProposalNegotiation – opening, positioning and interpersonal skills |  | Slides used to support open group discussion and interaction |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Negotiation – conclusionAgreementScenarios  |  | Slides used to support open group discussion and interactionActivity – split into groups to discuss negotiating scenarios and feedback |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Case study / role playFeedback |  | Activity – group split into union/management teams to prepare, meet and agree on an issue. Feedback and questions  |

Day: - Ten **Planning and Campaigning**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity | Page no | Notes |
| 9.30-10.30 | Student presentations | P 62 and P 88 | See day five notes  |
| 10.30-10.45 | Break |  |  |
| 10.45-11.45 | Student presentations | N/A | Workplace projects |
| 11.45-12.30 | Student presentations | N/A | Workplace projects |
| 12.30-13.30 | Lunch |  |  |
| 13.30-14.30 | Student presentations | N/A | Workplace projects |
| 14.30-14.45 | Break |  |  |
| 14.45-15.45 | Accreditation and CDP planning |  |  |