

LONDON & EASTERN REGION EDUCATION DEPARTMENT

JUNE – SEPTEMBER 2022 ONLINE COURSE SCHEDULE

FOR COURSE BOOKINGS CONTACT THE EDUCATION DEPARTMENT:

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

Email: education.londoneastern@unitetheunion.org

Telephone: 020 8800 4281 (Option 4)

Online booking service at: www.unitetheunion/education & information on courses and services.

Margaret Bourne
Acting Regional Education Officer

Important training information for reps and activists

**ONLINE COURSE SCHEDULE
JUNE - DECEMBER 2022**

Courses are delivered by Ruskin College tutors using their virtual classroom GSuite or Unite via the Unite Zoom Link. We aim to replicate as far as possible, the collective and collaborative way we teach trade union education, using blended learning, tutor led sessions, breakout rooms for students and independent learning.

The format for the courses is the same times as in the physical classroom 9.30 am - 4.30 pm, (unless stated) with a 10 minute break every hour and lunch break etc. Courses have been designed to use both the online and offline approach to complete activities so there will not be any long periods on the screen.

HEALTH & SAFETY REPS – Module 1A (5 days)

Essential for all new reps and an optional refresher course too

Course covers: Understanding the role of a Unite safety rep – The legal framework of Health and safety - Rights of safety reps - Involving the members in Health and safety - Accident Investigations - Risk Assessments.

Online	Block	12-16 Sept	17-21 Oct	14-18 Nov
	Split	17-18 October & 16-18 November		

HEALTH & SAFETY REPS – Module 1B (5 days)

For reps who have completed module 1A

Course covers: Developing your skills and knowledge from module 1 - Examining your workplace risk assessments and evaluating them - Understanding health & safety audits and company accident statistics. - Appreciate health and safety legislation including aspects of criminal and civil law.

Online	Block	18-22 Jul	26-30 Sept	28 Nov – 2 Dec
	Split	26-27 September & 30 Nov – 2 Dec		

HEALTH & SAFETY REPS – Module 2A (5 days)

For reps who have completed module 1B

Course covers: Assessment of workplace action plan – Understanding COSHH and related hazards – Carrying out a workplace audit – Exploring manual handling and ergonomic risks – Creating a healthier work environment.

Online	Block	27 Jun – 1 Jul	7-11 November
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HEALTH & SAFETY REPS – Module 2B (5 days)

For reps who have completed module 2A

Course covers: Assessment of workplace action plan – Understanding accidents and finding root cause – Investigation techniques – Managing risks and incidents

Online	Block	11-15 Jul	5-9 Dec
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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	Block	4-8 Jul 28 Nov – 2 Dec	5-9 Sep	3-7 Oct	31 Oct- 4 Nov
	Split	3-4 October & 2-4 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	Block	27 Jun – 1 Jul 14-18 Nov	25-29 Jul 12-16 Dec	19-23 Sep	17-21 Oct
	Split	17-18 October & 16-18 November			

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	27 Jun – 1 Jul	31 Oct – 4 Nov
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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	18-22 Jul	5-9 Dec
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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 also as an ideal refresher for experienced reps, 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	4-8 Jul	21-25 Nov
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BRANCH SECRETARIES & BRANCH OFFICIALS (5 days)

27 Jun – 1 Jul 7-11 November

The Branch Secretary is a key player in the Unite team. The concept of this course is to develop Branch Secretaries within Unite by providing them with the knowledge and skills, and nurturing 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 for those who have not attended the course recently. 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 'Strategy for Growth' 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) 29 Jun 9 Nov

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 (Half day) 7 Jul PM 8 Jul AM TBA

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.

BRANCH CHAIRING & ORGANISING SKILLS (1 day) 1 July 11 Nov

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.

ENVIRONMENTAL AWARENESS (5 days)

24-28 October

This is designed for Unite Environmental Reps, Workplace Reps, H&S reps, equality 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).

EQUALITY & DIVERSITY (5 Days)

4-8 July

24-28 October

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)

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 policies (eg: equality, diversity, inclusion) for self-review.

- **WORKSHOP – EQUAL PAY (1day)**

25 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.

- **WORKSHOP – FLEXIBLE/FAMILY FRIENDLY WORKING (1 day)**

4 November

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 - ORGANISING AROUND BULLYING & HARASSMENT (1 day) 22 July**

Bullying at work is a widespread problem, which affects an estimated two million people in the UK each year and results in the loss of some 18.9 million working days due to stress related illnesses. Many members who find themselves being bullied at work are reluctant to come forward and speak out. The likelihood is if a members in your workplace is being bullied, the bully is not just targeting this one person, it is therefore vital that union reps are pro-active about bullying in workplaces, not just taking them one case at a time. This workshop will include: look at what constitutes bullying and harassment in the workplace, why it is a health and safety issues, what the law states; dealing with individual cases and how we can organise to tackle bullying. Please bring a copy of your relevant workplace (equality, diversity, inclusion) policies for self-review

• **WORKSHOP – TACKLING RACE DISCRIMINATION IN THE WORKPLACE 10 Oct**

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 racial discrimination 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 race discrimination 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.

EQUALITY WORKSHOPS – DATES TO BE ADVISED

- Dealing with Domestic Violence
- LGBT+ Awareness
- Menopause/Andropause Awareness
- Men's Health, Safety & Wellbeing
- Negotiating Reasonable Adjustments
- Stress at Work
- Women's Health, Safety & Wellbeing
- Tackling Sexual Harassment in the Workplace

MENTAL HEALTH AWARENESS (5 days) 25-29 July 21-25 November

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.

PENSIONS STAGE 1 (5 days) 11-15 July TBA

This course is designed to provide an understanding of pensions to enable workplace/pension representatives 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 for it now and make sure you are in the know.

Please bring a copy of your scheme handbook and annual benefit statement for self-review.

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.

UNION LEARNING REPS – STAGE 1 (5 days) 10-14 October

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.

UNION LEARNING REPS – STAGE 2 (5 days) 25-29 July

This course continues the core essential training for all Unite Union Learning Reps (ULRs) who have completed stage 1 training. It helps them to further develop the knowledge and skills needed as a ULR in the workplace – working with management, learning providers and other organisations. The course completes the foundation for the ULR and prepares the ULR to develop more specialised skills and knowledge.

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Telephone: 020 8800 4281 (Option 4)

Online booking service at: www.unitetheunion/education

LEARN WITH UNITE can also be found at: www.unitetheunion.org/education providing a range of lifelong learning opportunities for all members to increase personal skills, qualifications and long-term employability.

INFORMATION FILMS Please click or cut and paste into your web browser:

<https://www.youtube.com/watch?v=PY6xzwLXpig> to view a short film: 'Unite Education Offer.'

<https://www.unitetheunion.org/repmentalhealthfilm> to view a short film: new 'Unite Reps Assistance Program.'

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/>

Important training information for reps and activists

ONLINE COURSE SCHEDULE – JUNE - DECEMBER 2022
‘AT A GLANCE – REP PLANNER’

COURSE / MONTH	JUN	JUL	SEP	OCT	NOV	DEC
Branch Secretaries & Branch Officials	27 Jun – 1 Jul	---	---	---	7-11 Nov	---
Branch Finance (Treasurer) Skills	29 Jun	---	---	---	9 Nov	---
Branch Portal Skills	---	7 Jul PM 8 Jul AM	---	---	---	---
Bus Scheduling	---	---	---	---	---	---
Branch Chairing & Organising Skills	1 Jul	---	---	---	11 Nov	---
Domestic Violence/Abuse Awareness	---	---	---	---	---	---
Environmental Awareness	---	---	---	24-28 Oct	---	---
Equality & Diversity	---	4-8 Jul	---	24-28 Oct	---	---
Equal Pay	---	---	---	---	25 Nov	---
Flexible/Family Friendly Working	---	---	---	---	4 Nov	---
Health & Safety 1A	---	---	12-16 Sep	17-21 Oct	14-18 Nov	---
Health & Safety 1A-Split (Attend both dates)	---	---	---	17-18 Oct	16-18 Nov	---
Health & Safety 1B	---	---	26-30 Sep	---	28 Nov – 2 Dec	---
Health & Safety 1B – Split (Attend both dates)	---	---	26-27 Sep	---	30 Nov – 2 Dec	---
Health & Safety 2A	27 Jun – 1 Jul	---	---	---	7-11 Nov	---
Health & Safety 2B	---	11-15 Jul	---	---	---	5-9 Dec
Menopause/Andropause Awareness	---	---	---	---	---	---
Men's Health, Safety & Wellbeing	---	---	---	---	---	---
Mental Health Awareness	---	25-29 Jul	---	---	21-25 Nov	---
Negotiating Reasonable Adjustments	---	---	---	---	---	---
Organising around Bullying & Harassment	---	22 Jul	---	---	---	---
Pensions Stage 1	---	11-15 Jul	---	---	---	---
Public Speaking	---	---	---	---	---	---
Tackling Sexual Harassment at Work	---	---	---	---	---	---
Stress at Work	---	---	---	---	---	---
Tackling Race Discrimination at Work	---	---	---	10 Oct	---	---
Unconscious Bias	---	---	---	---	---	---
Union Learning Reps Stage 1	---	---	---	10-14 Oct	---	---
Union Learning Reps Stage 2	---	25-29 Jul	---	---	---	---
Women's Health, Safety & Wellbeing	---	---	---	---	---	---
Workplace Reps 1A	---	4-8 Jul	5-9 Sep	3-7 Oct 31 Oct – 4 Nov	28 Nov - 2 Dec	---
Workplace Reps 1A - Split (Attend both dates)	---	---	---	3-4 Oct	2-4 Nov	---
Workplace Reps 1B	27 Jun – 1 Jul	25-29 Jul	19-23 Sep	17-21 Oct	14-18 Nov	12-16 Dec
Workplace Reps 1B – Split (attend both dates)	---	---	---	17-18 Oct	16-18 Nov	---
Workplace Reps 2A	27 Jun – 1 Jul	---	---	31 Oct – 4 Nov	---	---
Workplace Reps 2B	---	18-22 Jul	---	---	---	5-9 Dec
Workplace Reps Advanced	4-8 Jul	---	---	---	21-25 Nov	---



NATIONAL WOMEN'S WEEK COURSES 24-29 JULY 2022



Women's National Week is held every year as part of Unite's commitment to encourage and support women's involvement in their union. 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 and progress within Unite structures and the wider movement.

Courses are extremely popular and will be offered on a first come, first serve basis. Please select one course from the following four options:

- **UNDERSTANDING YOUR UNION AND GETTING INVOLVED**

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

- **WOMEN ORGANISING IN THE WORKPLACE**

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

- **WOMEN CAMPAIGNING AT WORK**

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

- **LEADERSHIP DEVELOPMENT FOR UNITE WOMEN**

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. It 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 at all levels to maximise your union experience.

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

We look forward to welcoming you at Women's Week 2022!!!

If you have any queries, please do not hesitate to contact us.

To apply, please use online booking service at: www.unitetheunion.org/education
or by cutting and pasting the link below into your web browser:
<https://unitetheunion.org/why-join/member-services/education/training-and-courses/>

Black & Asian Ethnic Minority Political Seminar	24-28 October
European Works Council	10-14 October 21-25 November
Incident Management & Investigation	21-25 November
The Information & Consultation of Employee Regulations	10-14 October
LGBT+ Organising for Equality at Work	14-18 November
Organising & Bargaining in a Global Economy	12-16 September 7-11 November
Pensions Stage 2	TBA
Pre-Retirement (for members retiring within two years)	17-20 October 5-9 December
Redundancy	26-30 September
WOMEN'S WEEK Select from <ul style="list-style-type: none"> • Getting involved in your Union • Organising at Work • Campaigning in the workplace • Leadership Development 	24-29 July

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 courses, please contact:

Lynette Lowe

National Residential Courses

Email: lynette.lowe@unitetheunion.org

Education Email: education.education@unitetheunion.org

Telephone Number: 0207-611-2621