

Education Programme April – June 2021

Activist Education

In the second quarter of 2021 we will be building on the success of rolling out online versions of our core courses. This now includes two of the Stewards Pathway courses, plus new workshops on Covid-19 Risk Assessments, GDPR, Stress in the Workplace and Mentoring in the Branch.

We have also introduced a series of workshops aimed at all UNISON activists on the key elements of employment law.

We are planning to roll out Branch Officers training in July, and details of this will be advertised separately once we have the details. We are planning that this training takes place online. As yet we have no firm idea as to when we can return to face-to-face classroom-based training; but we will keep you updated as the situation develops.

We will also be rolling out some courses on Microsoft Teams, as well as Zoom, due to the restrictions some employers have placed on the use of the latter.

Finally, we are happy to set up bespoke online training courses for Branches if this is easier for you. If you have any training needs that are not in this programme or want to run any of the courses here as a branch-based course, please do contact us to discuss this.

Mark Everden – Regional Organiser (Education)

Courses



The Organising Steward (online)

30 hours over 5 weeks

29 April, 6, 13, 20 & 27 May

9.30am – 4.30pm each date

[Apply here](#)

Or

8, 15, 22, 29 June & 6 July -

9.30am - 4.30pm each date

[Apply here](#)

This course consists of online meetings, on the days above, plus remote learning via an online learning platform totalling 30 hours of learning over 5 weeks.

The course aims to develop your skills, knowledge and confidence to enable you to carry out the role of a steward in UNISON, including to:

- Understand the role of an organising union in public services
- Work with members to tackle issues in the workplace
- Work with members in resolving cases
- Know where and when to seek advice and guidance
- Understand how procedures work in practice



Health and Safety Stage 1 (online)

30 hours over 5 weeks including 2.5-hour online sessions on dates below:

10, 17, 24 June, 1 & 8 July – 9.30am - 4.30pm

This online version of the Stage 1 Health and Safety Course is aimed at new Health and Safety Representatives.

The course will cover:

- The role of the H&S Rep
- The rights of the H&S rep and health and safety law
- Responsibilities of the employer
- Carrying out workplace inspections
- Understanding Risk Assessment
- Organising around health and safety issues
- Raising health and safety issue with the employer

[Apply here](#)



Stewards Pathway - Further Representation Skills (online)

Two half days sessions with a workplace activity in between

22 & 29 April – 9.30am – 12.30pm

This course reinforces some approaches and procedures for representing members introduced in the Organising Stewards Course and explores in more detail:

- The process for identifying needs and exploring what is and isn't a case
- Recapping on useful sources of information
- Preparing for a grievance or capability case
- Planning and building a case
- Possible outcomes of a case
- Building confidence and getting organised

<https://southwest.unison.org.uk/events/furtherrepresentationskills-q2/>

[Apply here](#)

Stewards Pathway - Communicating with Members (online)

Two 90-minute sessions one week apart

27 April & 6 May - 2pm - 4pm

This course is aimed at helping stewards communicate effectively with members from an organising perspective. It provides an opportunity to develop skills in a variety of communication methods including starting conversations, managing discussions, listening to members' views and using emails and other media.

<https://southwest.unison.org.uk/events/stewardspathwayscomms-q2/>

[Apply here](#)

ERA Refresher (online)

Four 90-minute sessions one week apart

7, 14, 21 & 28 May – 9.30am – 11am

<https://southwest.unison.org.uk/events/erarefresher-q2o1/>

[Apply here](#)

Or

ERA Refresher (online)

Four 90-minute sessions in one day

9 June - 9am – 10.30am, 11am – 12.30pm, 1.30pm - 3pm, 3.15pm - 4.45pm

<https://southwest.unison.org.uk/events/erarefresher-q2o2/>

[Apply here](#)

This online course is designed to meet the requirements of the Employment Relations Act (ERA) recertification.

It involves group work and discussion. It is also a good opportunity to network and share ideas and experiences.

The course will:

- Update reps on new legislation relevant to their role
- Introduce new developments in UNISON
- Develop new skills and ideas including preparing for, and representing, cases and encouraging and supporting new activists.

We actively encourage branches to hold this course within the branch and would be happy to help you organise this.

Dealing with Online Hearings (online)

One 1-hour session

17 May – 12.30pm - 1.30pm

<https://southwest.unison.org.uk/events/stewardspathwaysq2o1/>

[Apply here](#)

Or

24 June – 12.30pm - 1.30pm

<https://southwest.unison.org.uk/events/stewardspathwaysq2o2/>

[Apply here](#)

This short workshop is aimed at stewards who are currently representing members online in Grievance or Disciplinary Hearings

It covers:

- How to approach online hearings
- Preparation for an online hearing
- Communicating with the member about the case
- UNISON's representation protocols

Please note if you have recently completed the online ERA course you do not need to attend this course as the content is very similar.

Tackling Stress (online)

Two 2-hour sessions on the same day

10 May– 9.30am - 11.30am and 2.30pm - 4.30 pm

<https://southwest.unison.org.uk/events/stewardspathwaystacklingstress-q2o1/>

[Apply here](#)

Or

Two 2-hour sessions 1 week apart

24 June & 1 July – 9.30am - 11.30am

<https://southwest.unison.org.uk/events/stewardspathwaystacklingstress-q2o2/>

[Apply here](#)

This course is open to all Health and Safety Representatives, Stewards and activists.

The course will cover:

- The causes of stress and its effects on the health of members
- Statutory and common law concerning stress
- Understanding how risk assessments can be used as part of a workplace strategy on stress prevention
- Preparing and implementing a policy on stress prevention
- Identifying measures to include in a workplace stress reduction programme
- Developing stress resource materials and information for use in the workplace and union

Mentoring in the Branch (online)

23 & 30 April – 9.30am - 11.30am

<https://southwest.unison.org.uk/events/stewardspathwaysmentoring-q201/>

[Apply here](#)

Or

10 & 17 June – 9.30am - 11.30am

<https://southwest.unison.org.uk/events/stewardspathwaysmentoring-q202/>

[Apply here](#)

This course is aimed at both newly elected stewards and experienced activists/officers. It introduces the principle of mentoring as a means of support for new stewards.

The course will cover:

- What is mentoring?
- Understanding the context of a regional or branch strategy on mentoring
- Developing key mentoring skills
- The process of developing stewards
- Agreeing the scope and boundaries of the role of mentors

We actively encourage branches to hold this course within the branch and would be happy to help you organise this.



EMPLOYMENT LAW WORKSHOPS

Understanding Contracts of Employment

19 April – 9.30am - 12.30pm

Contracts are the basis employment law and understanding how they work is essential to understanding how workplace law works.

This workshop will show:

- How a contract is made
- What needs to be in a contract?
- How the contract of employment operates
- How it can be ended

<https://southwest.unison.org.uk/events/understandingcontracts/>

[Apply here](#)

Understanding Dismissals

12 May – 1.30pm - 4.30pm

This workshop will give you an understanding of:

- How dismissals can occur
- What is a fair or unfair dismissal?
- Circumstances where dismissals can occur
- The remedies members have against dismissal

<https://southwest.unison.org.uk/events/understandingdismissals/>

[Apply here](#)

Understanding Redundancies & TUPE

20 May – 9.30am - 12.30pm

This workshop will give you an understanding in:

- What redundancy and TUPE transfer are.
- The legal circumstances in which they can happen
- The process that needs to be followed
- UNISON's role in supporting and representing members on these issues

<https://southwest.unison.org.uk/events/understandingredundanciestupe/>

[Apply here](#)

Understanding Trade Union Law

4 June – 9.30am - 12.30pm

The UK has some of the most restrictive legislation on what trade unions can do, and how we operate. This workshop will cover:

- Who decides if a trade union is legally a trade union?
- Industrial action – how the law on strike action works
- Union political funds
- Trade Union recognition

<https://southwest.unison.org.uk/events/understandingtradeunionlaw/>

[Apply here](#)

Understanding the Law on Equality & Discrimination

8 June – 1.30pm - 4.30pm

Equality is at the heart of UNISON's actions and values. This workshop will cover:

- How the Equality Act works
- How the law defines discrimination
- Who is covered by equality laws?
- The importance of defending equality legislation
- How we organise around equality and diversity

<https://southwest.unison.org.uk/events/understandingthelawonequality/>

[Apply here](#)

Understanding Employment Tribunals

28 June 9.30am - 12.30pm

Recently UNISON won an historical legal victory challenging the government's introduction of fees for employment tribunal. This workshop will give you the background on the importance of tribunals including:

- What issues can be taken to a tribunal
- The process of submitting an Employment Tribunal claim
- How the tribunal hearing works and how it makes decisions

- The importance of tribunals for working people and how we won the fees case

<https://southwest.unison.org.uk/events/understandingemploymenttribunals/>

[Apply here](#)

COVID Safety in the Workplace and Risk Assessments

15 April 9.30am - 12pm

As we potentially move closer to an easing of lockdown and a return to work for some, this workshop will cover:

- The impact of Covid-19 on the workplace
- Health and Safety issues of Covid-19
- The legal responsibilities of employers to make workplaces Covid-safe.
- How a risk assessment works
- The rights of employees and safety reps with regard to Covid-19

<https://southwest.unison.org.uk/events/covidsafety/>

[Apply here](#)

GDPR and Data Protection Refresher

21 April

2pm – 4pm

This workshop is aimed at both new reps and stewards and more experienced reps who are looking for a refresher on GDPR and the importance of this legislation for reps and branches. It will cover:

- How GDPR works
- The legal responsibilities of UNISON under GDPR
- How to ensure that Branches are GDPR compliant
- GDPR and the Case Form/representation of members

<https://southwest.unison.org.uk/events/gdprrefresher/>

[Apply here](#)

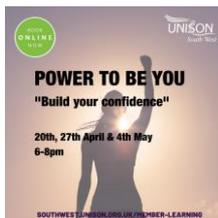


Member Learning Options for Quarter 2 – April to June

After reviewing the member learning survey, we have a range of courses that members told us they were interested in.

A range of learning offers FREE to UNISON members. Improve skills and network with members from across the region. Quarter 2 learning options will all be held online.

If you are in a local branch and want to organise a learning offer for local members, please do not hesitate to contact me.



“Power to be you” UNISON / Workers Education Association

Zoom 3 x 2 hours

20, 27 April & 4 May - 6pm-8pm

The workshop will give you the chance to explore and practice techniques to build confidence. To speak in public in a supportive environment. Students will also learn about further educational and development opportunities and explore their own personal goals.

Further details can be found: <https://southwest.unison.org.uk/events/powertobeyou/>

[Apply here](#)



“Strategies for coping with stress” UNISON

Interactive workshop

1.5-hour workshop – online via Zoom

Wednesday 21st April 12pm-1.30pm

Aims of this workshop:

At the end of this workshop you should be able to:

- identify sources of stress and hindrances to your wellbeing
- consider a range of solutions to these problems
- plan how to make time / space to implement these solutions
- identify organisations and activities that can help members with wellbeing.

[Apply here](#)



Personal Safety for Women – Interactive webinar

Thursday 29th April – 1000 – 1230

UNISON works in partnership with 2Resolve who have offered this course for women in UNISON.

It is an interactive webinar with opportunities for small group work, ppt slides and media clips.

What will I learn? In this Personal Safety Course you will learn how to:

- Effectively plan for managing your own personal safety
- Understand how to reduce the risks involved and complete a Personal Safety Risk Assessment
- Understand what can cause aggressive behaviour and the different stages of conflict aggression
- Understand how to appropriately and effectively respond to anger and aggression
- Use Positive Defensive Standing
- Use natural and instinctive techniques to defend yourself
- Consider body language and effective communication We have 30 spaces available for this session - booked on a first come first served basis.

<https://southwest.unison.org.uk/events/personalsafetycourse/>

[Apply here:](#)



Mental Health Awareness Course UNISON / Open University

Tuesday 11th May – 0930-1300

CPD accredited - On TEAMS

[Apply here:](#)

This workshop aims to provide an introduction to mental health in the UK. The session will support learners to understand the main mental health problems that people face and gain an insight into the experience of having mental distress. It will look at some of the misconceptions associated with mental health enabling you to take a revised awareness into the workplace.

Mental Health Awareness is an on-line delivered CPD workshop with resources created by the Open University and delivered by Open University trained Tutors. The course is centred mainly around exploring adult Mental Health and covers the topics set out below.

Part 1:

- *Discuss some facts about mental health and mental health problems*
- *Challenge myths and misconceptions*
- *Explore public attitudes and stigma*

Part 2:

- *Understand social and medical responses to medical distress*
- *Explore what might be helpful to promote mental health*
- *Focus on some workplace examples*

Full details: <https://southwest.unison.org.uk/events/mental-health-awarenessmay/>



Compassion and Mindful Resilience UNISON / Mindfulness UK

Zoom 4 x 2 hours

8th, 15th, 22nd, 29th June

6pm-8pm

What will I learn?

- Explore Mindfulness
- Cultivate emotional intelligence
- Develop resilience
- Create Positive home practice

A blend of learning through concepts, practice and exercises delivered online.

Further details can be found here: <https://southwest.unison.org.uk/events/cmjrjune/>

[Apply here](#)



Become part of our Regional Education Network

To help us as a union get the word out across the region about learning we have volunteers who love learning and want to spread the word. These volunteers are called Union learning reps (ULRs). Are you willing to encourage and support other colleagues with learning in the workplace? Want to share a positive learning experience and get colleagues to get involved? Why not become a learning rep in your workplace.

<https://learning.unison.org.uk/branch-education-team/ulrs/> - more information here!

Any UNISON member who is interested in learning and enjoys helping people can become a ULR – you don't need to be involved in the branch already. ULRs help their colleagues identify the skills they need to move on and help them sort out

things like time off to train, loans, grants and funding, or any additional support they might need.

Training is available and you can be part of our great regional education network.

If you are interested and want to know more [Register your interest here:](#)



Learning and Networking for Learning Reps in the South West

6th May – Education network Meeting 1600-1730

[REGISTER HERE](#)

10th June – “POWER HOUR” Resources for Learning 1630pm

[REGISTER HERE](#)

7th July– “POWER HOUR” Using a learning survey 1230pm

[REGISTER HERE](#)

There is still more to come this quarter, so we encourage you to like and share our social media

In the South West we use our webpage and social media to advertise and share the news about what's on offer for our members.

<https://southwest.unison.org.uk/member-learning/>

Facebook: <https://www.facebook.com/unisonsweducationandequalities>

Twitter: https://twitter.com/SW_EduEqual

PLEASE NOTE DETAILS OF QUARTER TWO EQUALITIES WORKSHOPS/FORUMS/EVENTS WILL BE CIRCULATED SEPERATELY AFTER THE COMPLETION OF THE REGIONAL SELF ORGANISED GROUP AGM'S.

THESE WILL BE UPDATED ON OUR EQUALITY WEBPAGE

<https://southwest.unison.org.uk/equality/>