

UNISON 2019



Activist Education Programme



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Introduction

TRAINING FOR CHANGE

In a global environment, changes that can effect our members and their workplaces are continually happening. In order to meet those challenges, **UNISON** is fighting back by providing high quality training for our activists and local union leaders.

UNISON training creates a framework that unites all **UNISON** activists, providing knowledge and skills for new activists to allow them to become pro-active and also re-energising our existing activists.

I believe that **UNISON** education and training is vital to help improve worker's rights and to deliver on Union campaigns which fight against Government cuts and inequalities in the workforce.

Trained and educated activists provide for better job security, pay and conditions, rights at work, healthier and safer workplaces, and a fairer and more equal society.



This year's education programme builds upon the strengths of previous programmes and is considered to be a keystone to cultivating mobilisation and radically improving our membership's organising and campaigning capacity.

If you want to make positive changes happen in your workplace, to improve work conditions and to tackle inequality in our communities and the world that we live in

**GET TRAINED FOR CHANGE,
GET LEARNING, GET ACTIVE!**

**Lawrence Hunter Chair
Learning and Organising Committee**

Essential information for Branches



When new Stewards are elected they are contacted by email with a link to an e-note about the role of the steward and advice on their basic training needs. The Scottish L&O Committee recommend the following: Every Steward should attend the 2 stage Organising Steward course, then over the course of the following year or two they should attend the Further

Representation Skills course and the Developing Representation Skills courses. During this time they should get as much practical experience as possible. They will be accredited after the first course but it is good practice to continue to develop their skills.

The programme covers our Regional courses and you can send representatives to those as appropriate. We will invoice you after the course. If your stewards do not turn up or cancel very late we may need to charge anyway. This is particularly the case for residential courses.

If you want to run a Branch course you should in the first instance discuss this with your Regional/Area/Local Organiser who can advise on what would be most appropriate for you. We will provide training materials and a lay tutor if necessary. Branches need to order course materials at least 28 days before the course begins. There is a protocol for running Branch courses and a form

for booking packs which can be obtained from the Admin Team in Inverness.

Branches have an obligation to provide all trained stewards with a named contact to support them in their development.

It is essential that once new Stewards are trained they gain experience as quickly as possible not only to help their own development but to build the Branch.

We can provide you with your Branch/individual stewards training records on request.

We also offer our activists some opportunities for developing personal skills. These are widely accessed by members but the Learning and Organising Committee feel that our activists can also benefit from them.

Further information from

UNISON Scotland's website

www.unison-scotland.org.uk

or from Nancy Kelly on

n.kelly@unison.co.uk

or from the Team in Inverness on

activisteducationscotland@unison.co.uk

Nancy Kelly,

Regional Organiser (Education)

General information

WHAT ARE THE COURSES LIKE?

Our courses are friendly and informal so you are invited to dress for comfort. You don't need any formal qualifications. Our training is aimed to make learning a fun rather than a daunting experience. Everyone's views and experiences are heard. You will work in small groups a lot of the time. You won't be lectured to or suddenly called on to give answers. There are no tests or exams. On all courses there is a standard set of working together guidelines. These include guidance on the avoidance of language or behaviour that may be offensive. They are for the purpose of ensuring everyone has a comfortable and enjoyable experience.



WHERE ARE THE COURSES HELD?

Most of our Regional non-residential courses are in **UNISON** offices in Glasgow, Edinburgh, Aberdeen and Inverness or public sector venues. Branches outside these areas can arrange cross-branch training where there is demand - this is likely to happen in Ayrshire, Lanarkshire, and Tayside. Our weekend residential courses are usually in large city centre hotels. Single room accommodation is usually provided, unless you request otherwise. If you are travelling some distance to a non-residential

course your Branch is responsible for booking your accommodation, although we can assist with suggestions.

WHAT ARE THE COURSE TIMINGS?

Usually courses run from 9.30am till 4.30pm. Weekend residential courses usually begin at 6pm on the Friday and finish after lunch on the Sunday. You will be sent precise details of the timings with your joining instructions.

HOW DO I APPLY FOR A COURSE?

Fill in the form on the website or get a form from your Branch Secretary or Branch Education Coordinator. Complete the form and get it signed by the appropriate Branch Officer and return without delay, but at least 28 days before the course begins.

WHAT DOES IT COST?

UNISON training is free to all participants. Your Branch pays a fee for the course and also pays your travel and other expenses. Meals are provided. If you have special dietary requirements please advise this on your application form.

HOW DO I DEAL WITH MY CHILD/DEPENDENT CARE?

If you require assistance it is important to advise us as soon as possible and note it on your application form. It should be possible to provide free crèche facilities on request, particularly for residential courses or to make an allowance to assist with additional childcare costs to enable you to attend.

CAN YOU OFFER ASSISTANCE TO MEET DISABILITY NEEDS?

All of our venues have disabled access but as disabilities vary greatly from individual to individual, it is important you let us know as soon as possible so that we can meet your needs

whether they are mobility-related or otherwise. **It is particularly important to let us know in good time if you need copies of materials in a different format.**

DO I NEED TO BRING ANYTHING WITH ME?

For some courses you are asked to bring copies of local policies and procedures or some basic information about your Branch/workplace. If this is the case you will be advised in your joining instructions. If you need help to get them please contact your branch.

WHO ARRANGES TIME OFF?

We would strongly advise you to tell your manager now that you are arranging to go on a course. Local procedures will be different for making the request but your Branch can help with this.

ACCREDITATION

The Employment Relations Act requires trade unions to certify their representatives as having been appropriately trained. The NEC accreditation scheme states that completion of the 5 day Organising Stewards course (or the TUC equivalent) is sufficient to accredit new Stewards. In addition, for those already accredited, a refresher course is required every 5 years (unless they have attended representation training in the interim). You can gain your reaccreditation by attending Further Representation Skills, Developing Representation Skills, or Negotiating Skills.

Core courses for UNISON stewards



FOR NEW STEWARDS

The Organising Steward

This is a 2 stage course which is suitable for all newly elected stewards and health & safety reps. It is run in various ways – as a 3 days then 2 days, as one day a week for 5 weeks, as 2 residential weekends etc. The key thing is that attendance at all 5 days is compulsory to become an accredited steward. The course will develop skills knowledge and confidence to enable stewards to carry out their role and it covers the role of the organising union in public services, the importance of equalities, tackling issues in the workplace, working with members, understanding procedures, handling grievances and disciplinarys and understanding the world **UNISON** works in, both nationally and internationally. This is an essential course for those who want to become effective as workplace representatives and is compulsory for new accreditation.

DEVELOPING YOUR SKILLS AS A STEWARD

Further Representation Skills

This two-day course concentrates on building the skills, techniques and confidence needed when workplace stewards represent members for grievances and disciplinarys. It examines the contents of grievance and disciplinary procedures, and the influence of the ACAS Code of Practice, and then moves on to develop the skills needed for preparing a case, interviewing, and representing a member. Completion of the Organising Steward course is required before attending this one.

DEVELOPING REPRESENTATION SKILLS

This is an advanced course which requires completion of earlier stages. This is a video based course designed to develop representation skills. The course is structured around one extended case study and looks at three different ways in which the case could evolve. There is a similar video-based course which looks at a grievance. If any Branch has a particular interest in this aspect please get in touch



Courses for more experienced representatives

NEGOTIATING SKILLS

Negotiating Skills

This course will enable you to effectively negotiate with your line manager or senior management on behalf of your members and

will cover the following

- Understanding the process of negotiating;
- Becoming familiar with different styles of negotiating;
- Working effectively as part of a negotiating team;
- Understanding how to prepare, present and negotiate on an issue;
- Developing and practising negotiating skills.

Applicants for this course must have up to date credentials.



It is our experience that this course works best if run at Branch level as we can target it to your own local situation

ACTIVISTS REFRESHER TRAINING

(ERA Reaccreditation)

This 2-day course is for Stewards/Branch officers who have not

attended any training in the last 5 years. It is NOT suitable for new and inexperienced reps. It updates participants on new developments in **UNISON** and relevant legal updates. Participants will reflect on their role as trade union activists and update their knowledge and skills on organising and representation. The course has been updated and is flexible enough to run as part of a branch development event. It is an essential course to gain reaccreditation under the ERA. It is our experience that it works best as a branch-based course but we have included a small number in the programme for smaller Branches and individuals who perhaps missed their Branch one.

MENTAL HEALTH AT WORK

UNISON has identified the need for training for stewards in how to deal with members in difficult situations which may involve mental health issues. The course will examine what we mean by 'mental illness'; look at what employers can do to maintain mental health at work; identify some of the common signs and symptoms of poor mental health in the workplace; discuss and explore strategies for intervention and support for members experiencing mental ill health; understand what causes stress for us in our union roles; review strategies for coping with stress. This course is **NOT** suitable for inexperienced reps.



Courses for health and safety representatives

ORGANISING FOR HEALTH & SAFETY

We have streamlined our approach for all **UNISON** H&S Representatives. The course is run over 5 days (either 2 weekends or a 3 day and 2 day). It now covers the role and rights of the Safety representative using H&S legislation, building health and safety organisations, developing strategies for health and safety and risk assessments. On completion, all participants will receive the **UNISON** Health & Safety pack. Participants may then choose to attend the more advanced TUC Health & Safety training and/or one of **UNISON's** specialised courses in, for example, stress at work or bullying and harassment.

BULLYING AND HARASSMENT

This is a 2 day or weekend course which will help participants define and recognise bullying, identify what may contribute to workplace bullying, make employers aware of what they can do to recognise and eliminate workplace bullying and develop



strategies and policies for their own Branches and workplaces. Completion of either the Organising Stewards course or the Organising for Health & Safety course is necessary to attend this.

STRESS AT WORK

This course examines work-related causes of stress and trade union strategies to get employers to take it seriously and do something to eliminate it. It is recommended that the Organising for Health & Safety Course is completed prior to this training.



Courses for union learning representatives

UNION LEARNING REP COURSE

Why not become a Union Learning Rep and help change Lives? This course provides members, activists and organisers the training to be able to work effectively as union learning representatives (ULR) building a broad knowledge and understanding of education and training matters. Equally, if not more important, is a good understanding of how the union works and your workplace context.

MAKING THE MOST OF UNISON LEARNING OFFER

This course is designed to help ULRs, activists and organisers utilise our Member Learning resources to engage with employers, kick start or enhance a recruitment and organising campaign. Topics covered will include:

- What Member Learning can we offer.
- How to organise a course.
- How do we sell it to employers.
- Recruiting via Learning.
- Member Learning Surveys.
- Learning Agreements.

DYSLEXIA AWARENESS

The course is for those wishing to understand the most common traits and behaviour associated with dyslexia, understand the barriers to learning and consider ways of supporting colleagues affected.

UNISON'S learning offers for members

As well as our comprehensive activists training programme we offer opportunities for **UNISON** members to access free courses to help them with personal and professional development.

Our most popular courses include Mental Health Awareness, Dyslexia Awareness, Dementia Awareness, Autism Awareness, Employability Skills and SVQ training for Health & Social Care Registration purposes. In development are courses on Menopause in the Workplace, Working with Cancer, Pre-Retirement amongst others.

A number of these courses would also be useful for activists to attend so look out for the separate Member Learning opportunities to come.



If you have any queries please contact **Kevin Duguid** on k.duguid@unison.co.uk or if you are in the Highlands and Islands it is **Marta Chaba** on m.chaba@unison.co.uk

General queries go to memberlearningscotland@unison.co.uk

Organising for power



We know from recent campaigns that **UNISON** has the potential to win, and win big. The key to winning is power and we build power through organising. Powerful organising is the capacity to lead, mobilise and sustain high levels of participation by members who are aware of the issues and campaigning together in unity within high density workplaces. The Learning and Organising Committee works to ensure that all our training supports the process of building power through organising. In addition, we offer intensive, campaign-specific organising skills training for workplaces and branches engaged in disputes or other campaigns.

For details, contact Peter Hunter p.hunter@unison.co.uk or Nancy Kelly n.kelly@unison.co.uk

UNISON branch officer training

All Branches have to elect a group of Officers to share the work of running the Branch. Once again this year we are holding most of the training over one weekend in Glasgow. This is a residential event and will involve everyone getting together on the Friday night and breaking into individual course groups on Saturday morning before going home after lunch on Sunday.

There will be other opportunities throughout the weekend for the various Branch Officers to come together. The courses are aimed at newly elected Officers or those who want to understand more about a particular role. It may also be useful for those who have not done training for a while as most of the material has been revised and updated and they can share their experience with those who are new.



All the courses offer the opportunity to look at roles, responsibilities and best organisational practice for their appropriate post.

BRANCH SECRETARIES

The key leadership post in the Branch. The course covers key responsibilities in the Branch Secretary Job Description, building an organising union, the organising framework process and branch admin requirements.

BRANCH CHAIRPERSONS

This course covers the practical skills necessary to chair meetings and deals with procedural issues on motions and amendments. It will also assist to build confidence as a leader in the Branch.

FINANCE AND THE ORGANISED BRANCH

Most Branches have now migrated to the On-Line OLBA system and separate assistance is offered to those still waiting. This weekend course is aimed at both Treasurers and Branch Secretaries and will develop knowledge and skills to help support the organised branch and understand their role in financial planning and budgeting. It is NOT a basic introduction to OLBA.

BRANCH EDUCATION COORDINATORS

This course explains the various training opportunities and the ways they can be brought together to meet the needs of Branches and individual stewards. It looks at producing a Branch education plan. It covers buddying and mentoring at Branch level and maintenance of training records for ERA purposes.

EQUALITY OFFICERS

This course shows how to build equalities issues into the bargaining agenda, how to recruit and co-ordinate equality representatives and how to promote equality issues. Please note – the one day course on Equality in your Branch is also available.

WOMENS OFFICERS

This is a new rule book post and the course will look at how the role can be developed and what sources of support there are



COMMUNICATIONS OFFICERS

This course is for all those who deal with Branch communications including magazine and newsletter editors, website managers etc. It will focus on organising and building a communications strategy for the branch along with the basic writing, layout, media and online skills to get you started. It is the introduction to the Getting the Message Across strategy which includes courses later in the year on newsletters, media organising, websites and social media, writing skills etc.

HEALTH & SAFETY OFFICERS

This is different from the health and safety representatives course in that it does not focus on dealing with individual workplace issues but instead aims to show how to coordinate the work of the various H&S reps and pursue health & safety issues through the bargaining agenda. It also covers the general promotion of health and safety issues.

INTERNATIONAL OFFICERS

This course explains the role of the Branch International Officer and the solidarity work done by **UNISON**.

BRANCH WELFARE OFFICERS

Branch Welfare Officers need to be aware of the difficulties members are facing and to help them overcome these pressures with practical advice and support. The training will help Welfare Officers to:

- Understand their role and the confidentiality it involves
- Understand the **UNISON** Welfare charity structure and staff responsibilities
- Understand the application process and areas where Welfare can assist members
- Develop influencing and communication skills and practice active listening

Prior to attending the course all applicants will be required to complete an on-line module. Completion of the module is compulsory and further details will be issued when accepted for the course.

RETIRED MEMBERS OFFICERS

In 2018 we ran a pilot course which proved very popular. So once again we are offering this for newly elected Retired Members Secretaries in Branches. The course explains the rules around the role of retired members and explores how they can remain active in the union.

Other UNISON branch officer posts

MEMBERSHIP OFFICERS

In some Branches this post exists solely to update membership records and specific courses are run by our RMS department to cover this. In others it deals more with recruitment events and recruitment techniques are covered in our stewards courses. If a Branch identifies demand for recruitment training this can run at local level usually as part of a branch development event.

SERVICE CONDITIONS OFFICERS

This is not a Rule Book post but every year we are asked to include it. The difficulty is that although a number of Branches have such a post it means different things in different Branches. For some it is the lead negotiator, for others it does high level casework. We would be happy to discuss with Branches what course would be most appropriate for the needs of their activists.



Equalities courses

EQUALITIES COURSES

All of our courses ensure they cover the equalities implications of the issues. We also offer a one-day Equalities in your Branch course aimed at stewards as well as the Equalities Officers and Womens Officers courses.



We can run briefings for you on Public Sector Equality duties and Equality Impact Assessments as required.



In 2018 we ran sessions facilitated by Show Racism the Red Card. Look out for similar opportunities.

The L&O Committee works with the Womens Committee, the Black Members Committee, the LGBT

Members Committee and the Disabled Members Committee to assist in identifying any additional training needs required. The Branch Equality Officers Training tries to bring all these issues together and there are various employment law courses on the legal aspects of discrimination.

Communications and campaigns courses

ORGANISING FOR THE MEDIA

This is a weekend course which covers all the essentials of dealing effectively with the media. It aims to give participants skills, knowledge and understanding of methods to build improved branch level media contact. Tutored by at least one



journalist, it covers organising a media strategy, writing press releases, hints and tips on dealing with the press, radio, and TV, with practical exercises in doing interviews and getting the union's message across.

WEBSITES AND SOCIAL MEDIA

This weekend course runs in tandem with the Magazine Editing Course with some aspects shared. It will focus on setting up a Branch website, or improving existing sites and social media presence. For new sites it will focus on the Wordpress platform but assistance can be given on other systems.

Having basic IT skills before joining this course is essential. The course has practical work and members will design, set up and hopefully put online a basic website for their branch. The course is flexible and aims to provide training geared to students' needs as identified in advance or on the Friday night.

The course covers:

- Writing, photos and graphics skills needed for websites and social media.
- Introduction to Wordpress, Facebook and Twitter (depending on participants' needs).
- Putting skills into practice by creating or improving the Branch's online presence.

Students should come with all of the following:

- Information about their branch, contacts, addresses etc.
- Any photographs, logos they may want to use.
- Existing user names and passwords.

MAGAZINE EDITING

This weekend course runs in tandem with the Website and Social Media Course with some aspects shared. It offers an opportunity for magazine editors to acquire and improve the skills to produce a good branch magazine. Having basic IT skills before joining this course is essential. The course has lots of practical work and over the course of the weekend, members will have computer access to produce a one or two page magazine for print or to go online.

The course includes:

- Writing skills, editing, headlines.
- Organising, production, distribution.
- Introduction to Desk Top Publishing software.
- Basic design and layout and use of text and graphics.

WRITING AND EDITING SKILLS

Writing skills are key to effective communications in all media print, radio, TV and online. This weekend course will develop and

strengthen writing skills activists, especially if they are involved in communications. It is recommended that students have previously done the Communications Officer course or Magazine or Website courses but this is not essential. The course has lots of practical work which involves writing and editing on computers, and analysing written work by others.



The course will focus on writing for print, web and other media and will cover:

- Identifying the 'news' and building headlines and articles around that.
- Writing press releases.
- Writing news reports from meetings, events and conferences.
- Editing and subediting contributions from others.

Employment law courses

These courses have been heavily oversubscribed in the last 3 years and we expect them to be equally popular this year. They cover the areas of employment law most likely to affect our members and organisation. The courses will be tutored by Thompsons solicitors and will provide an overview of the law, and a general introduction of how the law works in each area. The courses available each last one day (unless otherwise stated).

Introduction to Employment Law and Unfair Dismissal

Covers a general Introduction to the various areas of Employment Law before focussing specifically on Unfair Dismissal.

Employment Law – Contracts

A general overview of how the law deals with contracts of employment.

Employment Law – Discrimination

Covering all aspects of potential discrimination as defined by Equality legislation.

Employment Law – Maternity and Parental Rights

Aims to help understand the complex law relating to these areas and suggests ways to improve on statutory rights through negotiation.

Absence Management and Capability

This is a 2 day course which covers both good practice around Sickness Absence Policies (Day 1) and the law on Capability Dismissals (Day 2).

Specialised Legal Briefings

There are a number of other areas of the law (for example, redundancy, whistle-blowing, TUPE etc) where we can arrange a short briefing for you at Branch level to address your local situation. Please contact your RO/AO to arrange.

Other courses

FITNESS TO PRACTICE

Increasing numbers of our members are subject to scrutiny by regulatory bodies such as SSSC and NMC. The briefings are held over one day and cover the internal **UNISON** processes overseen by the Professional Services Unit as well as input from Thompsons on their role in representing members at hearings.

POLITICAL EDUCATION

The Learning and Organising Committee are keen to offer a separate programme of political education to Branches and members. We have a number of workshops available. Look out for opportunities to learn about economics, history, international issues, equality issues etc.

LAY TUTOR TRAINING

Scotland remains the only Region to use lay activists to tutor the bulk of the Regional programme. The lay tutor training programme is being updated and revised and will be relaunched in 2020.

COURSES FOR YOUNG MEMBERS

The annual Scottish Young Member's Weekend is a great development opportunity. The weekend caters to new and experienced young members and the workshops cover a broad range of subjects. For new young members, it will introduce you to the union and the role of Young Members Officer. If you are already experienced in the role, there are workshops to enhance your skills and prepare you for other roles within the union. The



weekend also includes joint workshops on subjects such as campaigning, newsletter and report writing, and equalities.

Ad hoc training is provided throughout the year, to coincide with young member committee meetings, and is based around the needs of young members at the time. Plus all other regional courses are of course open to young members as well.

If you want more information on our work with young members please contact **Wendy Hudson** on w.hudson@unison.co.uk

How do I apply for a course?

You can get a form from your Branch Secretary or Branch Education Co-ordinator or from the **UNISON** Scotland website:

www.unionscotland.org.uk/education/applicationformcourses.pdf

Complete the form and get it signed by the appropriate Branch Officer and return without delay, but at least 28 days before the course begins. If you do not have access to the Internet please call:

Activist Education on 01463 715891 for a copy of the form.

Key - course suitable for



NEW REPS


















MORE EXPERIENCED REPS



EVERYBODY

GLASGOW

















Dates	Course	
8-10 February	Equalities for Tutors RESIDENTIAL	
5 - 7 March	Organising Stewards (Stage 1)	
8 - 10 March	Organising for the Media RESIDENTIAL	
19 - 20 March	Developing Representation Skills	
26 -27 March	Organising Stewards (Stage 2)	
9 April	Employment Law Contracts	
16 - 17 April	Mental Health at Work	
23 April	Regulatory and Fitness to Practice Cases	
24 April	Organising Stewards Day 1	
26 - 28 April	Organising for Health & Safety (Part 1) RESIDENTIAL	
1 May	Organising Stewards Day 2	
8 May	Organising Stewards Day 3	
10 -12 May	Branch Officers Weekend RESIDENTIAL	
15 May	Organising Stewards Day 4	
21 May	Employment Law Maternity & Parental Rights	
22 May	Organising Stewards Day 5	
24 - 26 May	Organising for Health & Safety (Part 2) RESIDENTIAL	
28 May	Equality in your Branch	
4 June	New Conference Delegates	 
25 - 27 June	Organising Stewards (Stage 1)	
2 - 3 July	ERA Refresher	
9 - 10 July	Mental Health at Work	
17 -18 July	Further Representation Skills	
23 - 24 July	Organising Stewards (Stage 2)	

31 July - 1 August	Stress at Work	
6 - 7 August	Absence Management & Capability	
13 - 15 August	Organising for Health & Safety (Part 1)	
27 - 28 August	Employment Law Discrimination	
29 August	Organising Stewards Day 1	
5 September	Organising Stewards Day 2	
10 -11 September	ERA Refresher	
12 September	Organising Stewards Day 3	
13 -15 September	Organising Stewards (Stage 1) RESIDENTIAL	
17 - 18 September	Organising for Health & Safety (Part 2)	
19 September	Organising Stewards Day 4	
24 - 25 September	Union Learning Reps (ULR)	
26 September	Organising Stewards Day 5	
2 - 3 October	Mental Health at Work	
9 -10 October	Developing Representation Skills	
18 - 20 October	Organising Stewards (Stage 2) RESIDENTIAL	
22 - 23 October	Bullying & Harassment	
30 October	Organising Stewards Day 1	
6 November	Organising Stewards Day 2	
13 November	Organising Stewards Day 3	
19 November	Introduction to Employment Law & Unfair Dismissal	
20 November	Organising Stewards Day 4	
27 November	Organising Stewards Day 5	
3 - 4 December	Further Representation Skills	







EDINBURGH

Dates	Course	
19 - 21 February	Organising Stewards (Stage 1)	
26 - 28 February	Organising for Health & Safety (Part 1)	
12 -13 March	Employment Law Discrimination	
19 - 20 March	Organising Stewards (Stage 2)	
26 - 27 March	Organising for Health & Safety (Part 2)	
14 -16 May	Organising Stewards (Stage 1)	
22 - 23 May	ERA Refresher	
24 - 26 May	Writing & Editing Skills	
29 May	Introduction to Employment Law & Unfair Dismissal	
18 -19 June	Organising Stewards (Stage 2)	
28 - 29 August	Further Representation Skills	
4 - 5 September	Absence Management & Capability	
11 September	Employment Law Contracts	
19 September	Equality in your Branch	
24 - 26 September	Organising Stewards (Stage 1)	
11 - 13 October	Website Blogs & Social Media	
11 - 13 October	Magazine Editing	
23 - 24 October	Organising Stewards (Stage 2)	
5 - 6 November	ERA Refresher	
19 - 20 November	Developing Representation Skills	

ABERDEEN

Dates	Course	
29 - 31 January	Organising Stewards (Stage 1)	
7 - 8 February	Mental Health at Work	
20 - 21 February	Organising Stewards (Stage 2)	
20 March 27- 29	Organising Stewards (Stage 1)	
17 - 18 April	Organising Stewards (Stage 2)	
8 May	Organising Stewards Day 1	
15 May	Organising Stewards Day 2	
22 May	Organising Stewards Day 3	
29 May	Organising Stewards Day 4	
5 June	Organising Stewards Day 5	
27 - 28 June	Further Representation Skills	
24 - 25 July	Negotiating Skills	
10 - 11 September	Developing Representation Skills	
8 - 10 October	Organising Stewards (Stage 1)	
28 - 29 October	Organising Stewards (Stage 2)	
19 - 20 November	ERA Refresher	

INVERNESS

Dates	Course	
25 - 27 February	Further Representation Skills	
25 - 27 March	Developing Representation Skills	
24 - 25 April	Union Learning Reps (ULR)	
20 - 22 May	ERA Refresher	
26 - 28 August	Organising Stewards (Stage 1)	
24 - 26 September	Organising Stewards (Stage 2)	

Did you know that your  membership entitles you to a range of free work and non-work related legal services?

These free services include:

- Road Traffic Accidents
- Personal Injury
- Employment
- Asbestos
- Industrial Disease
- Wills

We can also assist you with:

- Family Law
- Buying and selling your home
- Power of Attorney
- Accident Management Services
- Industrial Disease
- Wills

For free legal advice or to make a claim

Call 08000 015 160



THOMPSONS
SOLICITORS
SCOTLAND

FURTHER INFORMATION FROM

Activist Education Support Team

53 Shore Steet

Inverness IV1 1NF

t: 01463 715891

e: activisteducationscotland@unison.co.uk

Nancy Kelly, Regional Organiser

UNISON House

14 West Campbell Street

Glasgow G2 6RX

t: 0141 342 2884

e: n.kelly@unison.co.uk

UNISON Scotland's website www.unison-scotland.org.uk