



# **Branch Officers Weekend 2022 27th - 29th May**

**Golden Jubilee Conference Hotel,  
Clydebank, Glasgow**



Contact UNISON Scotland Activist Education Team  
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# UNISON Scotland

## Branch Officer Weekend 2022

### 27th - 29th May



After two years absence the Branch Officer Weekend is back and we are planning to hold most of the UNISON Scotland Branch Officer training over one weekend. The event will take place on 27th - 29th May in the Golden Jubilee Conference Hotel in Clydebank.

This residential event involves getting together on Friday night and breaking into course groups on Saturday morning before going home after lunch on Sunday, with opportunities throughout the weekend for the 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 materials are updated and they can share their experience with those who are new. The courses look at roles, responsibilities, and best practice for each post.

Some branch officer courses will remain online - Treasurers, Welfare & International. The courses detailed below will be delivered in person plus up to an additional 4 hybrid places online.

**BRANCH SECRETARY:** this course is a general overall introduction to being a Branch Secretary and we will also discuss planning for the future.

**BRANCH CHAIR:** this course considers 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.

**BRANCH EDUCATION COORDINATOR:** this course looks at 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 strategies for buddying and mentoring at Branch level and maintenance of training records for ERA purposes.

**EQUALITY OFFICER:** this course shows how to build equality issues into the bargaining agenda, how to recruit and co-ordinate equality representatives and how to promote equality issues. Please note – the ERA reaccreditation course covers the Public Sector Equality duties and the Equality reps course covers Equalities Impact Assessments.

**COMMUNICATIONS OFFICER:** this course is for all those who deal with Branch communications including magazine and newsletter editors, social media & website managers etc. It is the introduction to the Getting the Message Across campaign which includes courses on campaigning, newsletter production, media handling, website development etc. The course will integrate UNISON digital training designed to help you develop a digital strategy when developing branch campaigns. It will provide the basic skills to get you started and will be built on by specialist courses later in the year.

**HEALTH AND SAFETY OFFICER:** this course 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.

**MENTORING IN YOUR BRANCH:** this course introduces the principles of mentoring and puts it in the context of the UNISON branch. Participants will gain an understanding of what mentoring is, practise key mentoring skills including listening and questioning, and consider regional and branch mentoring strategies.

**UNISON ENVIRONMENTAL REPRESENTATIVE:** This is still a new role in many UNISON branches, Coordinates the union's green and environmental agenda in the branch. The job of trade union environmental representative involves representing the workforce in discussions and negotiations regarding the development and implementation of company / employer environmental policies and practices. Where resources and capacity exist, the job can also involve acting on behalf of members as a link person with local environmental campaigns.

**CHALLENGING RACISM IN THE WORKPLACE:** This training course and resource offer a range of ideas and checklists for activists to help them incorporate anti racism in their day-to-day campaigning, organising, recruitment and negotiation work, which in turn will help end the isolation felt by many Black workers and encourage proactive involvement in fighting for a fairer workplace.