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**To: SECRETARIES OF BUSINESS AND ENVIRONMENT BRANCHES
(Water, Electricity and Gas Branches)**

16th August 2011

Dear Colleague,

TEAM NEGOTIATING SKILLS COURSE: 3 – 5 October 2011

Please note that nominations are now invited for this year's Team Negotiating Skills Course to be held in Birmingham on three days 3 – 5 October.

This course has been specially tailored to suit the needs of UNISON representatives active in the utility sectors of water, gas and electricity companies/organizations. The course is highly participative and attendees will benefit from role playing in realistic scenarios. However every effort is made to make representatives feel comfortable and relaxed in a safe setting.

A flyer promoting this course is attached together with a registration form. Please circulate this to your branch representatives who have not previously attended this course.

Thank you for your cooperation.

Yours sincerely,

Steve Bloomfield

Steve Bloomfield
Head of Utilities





WATER AND ENERGY
SERVICE GROUPS

TEAM NEGOTIATING SKILLS COURSE - STAGE 1

3 – 5 October 2011

BIRMINGHAM

What is it about?

This three day course, specially designed for UNISON representatives in Water, Gas and Electricity, will help you to:

- **Be clear about what is involved in negotiating**
- **Be a more effective team negotiator**
- **Prepare a claim and negotiate on it**
- **Be familiar with different styles of negotiating**

Who is it for?

This course is designed for UNISON representatives in Water, Gas and Electricity who want to develop their negotiating skills. It is open to all UNISON representatives in the Water, Gas and Electricity sectors who have not been on a similar course before.

See over for more information.

When does it start?

The course will start at 10.30 a.m. on Monday 3rd October and will finish no later than 3.00 p.m. on Wednesday 5th October.

N.B. Representatives who register **must commit to attend all sessions.** No early departures can be accepted.

How much does it cost?

There is no charge to individual members. However, there is a charge to branches of £60 for each participant. All travel expenses are paid centrally and all meals and accommodation are provided.

Where is it held?

The course will be held in central Birmingham. The venue will be confirmed at a later date. All rooms will be single en-suite with TV, telephone and tea/coffee making facilities.

How to apply

Complete the enclosed application form and return it to:

Peter Tearle

UNISON Learning and Organising Services
130 Euston Road,
London
NW1 2AY
0207121 5383
p.tearle@unison.co.uk

Don't forget to ask your Branch Secretary to sign the form. We will confirm whether you have a place on the course as soon as possible after that date. In the meantime, you should let your employer know that you may need time off. If you have any difficulty getting time off please contact your Branch Secretary who may be able to help.

Need more information?

Contact Jim Lewis at UNISON Learning and Organising Services (Tel: 020 71215459) Email j.lewis@unison.co.uk

Closing date for applications is Friday 2nd September 2011