



Trained
& Active

Plan

As a new workplace rep, UNISON is committed to supporting your training and development. Your branch will help you get on the relevant training courses and will allocate you a named contact who will be able to:

- answer your questions
- put you in touch with the information and people who can help you along the way
- have a regular catch up as you become more active in the union.

Your contact could be a branch officer such as the branch education co-ordinator or an experienced steward. In larger branches, it may be a UNISON activist who has trained as mentor or a buddy.

UNISON also asks you to be proactive in seeking out opportunities to put your training into practice.

To get started, sit down with your contact in the branch and complete this short questionnaire together. There is space here for you to come back to each point later on so you can make a note of how things are going in each key area.

About me

Name

Membership number (useful to note as you will need this eg for course applications)

.....

Branch

The members I represent are based in the following workplace(s)

.....

.....

.....

Other

Important information and contact details

My branch secretary name and contact details

Tel

Email

My branch contact or mentor and details

Tel

Email

Other key contacts

Name:

Tel


Email

Tel

Email

Tel

Email

 Tick in the box when you can say 'yes' to the following:

I've got a copy/copies of:

Notes

The Code of Good Branch Practice

UNISON Rule Book

Recent branch newsletters

Branch equality policies

Dates for branch committee and other relevant branch meetings in diary

Dates for training over the next year in diary

Information about UNISON's national and regional website

UNISON application forms

Names and contact details of branch officers and reps

Trained and Active planning form

Use this plan as part of regular catch-ups with your branch contact. There are some general roles for all reps, and then some more specific ones for stewards, health and safety reps, union learning reps and equality reps.

Actions can be what you will do next under the relevant heading, or what you agree to do to help you feel more confident in a particular area. You don't need to fill them all in to start with – and remember, there is lots of training available to help you carry out the roles of a UNISON workplace rep.

Right now, how confident do I feel about carrying out the following roles?

Please tick box or write in box as appropriate

	I feel confident about this	I feel quite confident	I don't feel confident right now	Action agreed at first meeting with your contact. Date:	Done! Date when completed	Update and follow up actions at 2nd meeting. Date:	Done!
Talking regularly with members and potential members							
Keeping noticeboards up to date							
Talking through a problem at work with a member							
Keeping in contact with lead branch officer or convenor							
Handing out information to members							
Reading and passing on information that is sent to me by the branch							

Trained and Active planning form — continued

Right now, how confident do I feel about carrying out the following roles?

Please tick box or write in box as appropriate

	I feel confident about this	I feel quite confident	I don't feel confident right now	Action agreed at first meeting with your contact. Date:	Done! Date when completed	Update and follow up actions at 2nd meeting. Date:	Done!
Talking to potential members about joining UNISON							
Talking to a manager about a member's issue							
Carrying out a survey with members							
Organising a meeting of members							
Recognising what could be equality issues							
Using the internet and email to keep up to date on relevant UNISON issues							

Trained and Active planning form — continued

Right now, how confident do I feel about carrying out the following roles?

Please tick box or write in box as appropriate

	I feel confident about this	I feel quite confident	I don't feel confident right now	Action agreed at first meeting with your contact. Date:	Done! Date when completed	Update and follow up actions at 2nd meeting. Date:	Done!
Additional points for stewards:							
Representing a member at a grievance or a disciplinary							
Supporting a senior steward at a grievance or disciplinary							
Getting involved with branch level activity or campaigns							
Keeping an up to date workplace 'map'							
Encouraging others to become more active							

Trained and Active planning form — continued

Right now, how confident do I feel about carrying out the following roles?

Please tick box or write in box as appropriate

	I feel confident about this	I feel quite confident	I don't feel confident right now	Action agreed at first meeting with your contact. Date:	Done! Date when completed	Update and follow up actions at 2nd meeting. Date:	Done!
Additional points for union learning reps:							
Giving support to members getting involved in learning for the first time							
Asking questions to help find out what a member's training needs might be							
Talking confidently about skills for life issues							

Additional points for health and safety reps:

Raising health and safety issues with the relevant person							
Organising a health and safety inspection							
Talking confidently about risk assessments							

Trained and Active planning form — continued

Right now, how confident do I feel about carrying out the following roles?

Please tick box or write in box as appropriate

	I feel confident about this	I feel quite confident	I don't feel confident right now	Action agreed at first meeting with your contact. Date:	Done! Date when completed	Update and follow up actions at 2nd meeting. Date:	Done!
Additional points for equality reps:							
Talking confidently about types of discrimination							
Identifying good and bad practice around equalities in the workplace							
Asking questions to help find out what a member's equality issues might be							
Knowing who else to work with in the branch on equalities issues							