



UNISON Northern Ireland
Education Programme
Autumn/Winter 2014 - 2015

Introduction

Dear Member

Welcome to the next phase of the UNISON Education and Training Programme. For those of you who are undertaking a trade union course for the first time you are about to embark on a highly rewarding journey which can be life changing. If you are not yet active in UNISON this programme presents you with an opportunity to undertake courses which explain how the union works and introduce you to how you can make a difference in your workplace or your community.

Our accredited courses will provide you with qualifications and can be stepping stones to further qualifications, a new career opportunity or important continuing development for your current job.

Our courses on developing union representatives are designed to be undertaken as a journey for first time stewards and representatives which will guide you through the role of the union steward, equip you to negotiate at local level, represent your workplace colleagues and recruit other workers into the union to build local strength. The programme will also introduce you to workers rights, employment laws, our laws on equality and human rights, our campaign programme and our solidarity work.

Our advanced and specialist courses are designed for existing UNISON representatives who want to update themselves in any of the above areas. As new challenges and opportunities arise we will also add further specialist courses. Continuing challenges for union members include staff shortages and the attacks on public services and jobs. Through our programme we will be running specialist sessions for branch committees on how to mount the campaign of resistance in your area.



Our courses are designed to cater for everyone - for members, for those who want to become more active in the union and for existing accredited union representatives who want to develop specialist skills.

Both our Life Long Learning and our Continuous Professional Development programmes are open to all members. Several thousand UNISON members have now taken advantage of these courses with some spectacular results. Partnership with the Open University allows our members to access third level qualifications, including the K101 Introduction to Health & Social Care module with some progressing onto nursing and social work degrees. UNISON was involved in developing Communication Skills for Social Care workers which gives a level 2 qualification in English and meets the NISCC induction standards for care workers. For our overseas members we run classes in English and preparation classes for Northern Ireland International English Language Test System (IELTS). Our stewards training and health and safety are accredited by the Open College Network (OCN).

Whether you are starting out on your career as a UNISON activist, preparing for retirement or developing yourself in your job, there is something in our programme for you. All our courses are free to our members and many attract paid release. We look forward to working with you.

***Anne Donnelly and Denis Keatings - Joint Regional Convenors
Patricia McKeown - Regional Secretary***



UNISON Membership Gives You Free

- Advice and representation on workplace issues
- Professional indemnity insurance of £1 million
- Legal services including employment, personal injury, free wills
- Continuing Professional Development courses which meet NMC, NISCC and HPC registration requirements
- Collective campaigning on terms and conditions, pensions, protecting public services and public policy in general
- 10% discount off a range of Open University courses
<http://www.open.ac.uk/choose/unison>
- UNISON discounts on e.g. insurance, mortgages, eyecare and travel
www.unison.org.uk/for-members
- Local discount with Abbey Insurance 0870 6055222
- A charitable welfare fund for members facing financial difficulties
www.unison.org.uk/get-help
- Access to immigration phone helpline and monthly advice clinics with a solicitor. To book N.Donnely@unison.co.uk or 028 90270190
- Self Organised Groups for women members, black and migrant workers, members with disabilities, young members, older members and those who identify as lesbian, gay, bisexual and/or transgender

UNISON - Your Friend at Work

www.unison.org.uk/join





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THE COURSES

August - December 2014



COURSE DETAILS

August Courses

The Organising Steward Module 1	5, 12 & 19 August(3 Tuesdays)	UNISON Belfast
Emergency First Aid for Children	Thurs. 14 August	UNISON Belfast
Asist Suicide Intervention Course	Tues. 19 & Wed. 20 August	UNISON Belfast
Power of Positive Thinking	Fri. 22 August	UNISON Belfast
Tackling the T: Gender Variant Young People in Northern Ireland	Fri. 22 August	UNISON Derry

September Courses

Advanced Mindfulness	Mon. 1 Sept (Day 1)	UNISON Belfast
Media Training	Thurs. 4 & Fri. 5 Sept.	UNISON Belfast
Women Here & Now	Sat. 6 September	Canal Court hotel, Newry
Bullying at Work	Tues. 9 September	Canal Court hotel, Newry
Be Safe Challenging Nursing Staffing Level	Wed. 10 September	UNISON Belfast
Dealing with Sickness Absence	Fri. 12 September	UNISON Belfast
Advanced Mindfulness	Mon. 15 Sept. (Day 2)	UNISON Belfast
The Organising Steward Module 2	Mon. 15 – Wed. 17 September	UNISON Belfast
Health & Safety – Module 1	Wed. 17 – Fri. 19 September	NICVA
Dealing with Stress	Thurs. 18 September	UNISON Belfast
Using Equality Laws to Challenge & Win Pathways into UNISON	Fri. 19 September Fri. 19 & Sat. 20 September	UNISON Belfast Slieve Donard, Newcastle
Pressure Ulcer Prevention	Mon. 22 Sept.	UNISON Belfast
The Organising Steward – Module 1	Mon. 22 – Wed. 24 September	UNISON Belfast
Core Skills for Dementia	Thurs. 25 Sept.	UNISON Belfast
Building Confidence for Women	Sat. 27 September	Lodge Hotel, Coleraine
Learning Disability & Dementia	Tues. 30 September	UNISON Belfast
Falls Prevention in Residential & Acute Settings	Tues. 30 September	UNISON Belfast



October Courses

The Organising Steward – Module 1	Wed. 1 – Fri. 3 October	UNISON Belfast
Yoga Taster course	Wed. 1 October 6-9pm	UNISON Belfast
Communication Skills for Catering & Cleaning Supervisors	Wed. 1 October	UNISON Belfast
Power of Positive Thinking	Wed. 1 October 6-9pm	UNISON Belfast
Planning for Retirement	Friday 3 October	UNISON Belfast
Understanding Agenda for Change	Mon. 6 October	UNISON Belfast
Procurement & Human Rights	Mon. 6 October	UNISON Belfast
Developing Case Repres. Skills	Mon. 6 & Tues. 7 Oct.	UNISON Belfast
Building Confidence for Women	Fri. 10 October	UNISON Belfast
Sensory Processing & Autism	Fri. 10 October	UNISON Derry
Music Group Activities for Adults with Learning Disab.	Mon. 13 October	UNISON Belfast
Handling Complaints & Concerns	Tues. 14 October	UNISON Belfast
Managing Difficult Situations	Tues. 14 October	UNISON Belfast
Creating & Maintaining Support for Service Users & Professionals	Wed. 15 October	UNISON Belfast
Relationships & Sexuality Education for Young People with Autism	Thurs. 16 October	UNISON Derry
Building Confidence for Women	Friday 17 October	Seagoe Hotel, Portadown
Global Solidarity	Friday 17 October	UNISON Belfast
Health & Safety Module 2	Mon. 20 – Wed. 22 October	NICVA
Falls Prevention in Resid. & Acute Settings	Tues. 21 October	UNISON L'Derry
The Organising Steward Module 2	Mon. 27 – Wed. 29 October	UNISON Belfast
Representing Members in the Private Sector	Thurs. 30 October	UNISON Belfast
Power of Positive Thinking	Fri. 31 October	UNISON Belfast

November Courses

Intro. To Mindfulness	Mon. 3 November	UNISON Belfast
The Organising Steward Module 1	Mon. 3 – Wed. 5 November	UNISON Belfast
Procurement & Human Rights	Tues. 4 November	UNISON Belfast
Pressure Ulcer Prevention	Thurs. 6 November	UNISON Derry
Ill Health Retirement & Disability Discrimination	Thurs. 6 & Fri. 7 November	UNISON Belfast



Health & Safety – Module 1	Mon. 10 – Wed. 12 November	UNISON Belfast
Domestic Abuse	Thurs. 13 November	UNISON Derry
Union Learning Reps	11, 18 & 25 November (3 Tuesdays)	UNISON Belfast
Bullying at Work	Tues. 11 November	Coleraine
Building a Strong Organising Union	Fri. 14 November	UNISON Belfast
Women Here & Now	Saturday 15 November	Westville Hotel, Enniskillen
Job Evaluation Awareness	Mon. 17 November	UNISON Belfast
Health & Social Services Sector		
The Organising Steward – Module 2	Mon. 17 – Wed. 19 November	UNISON Belfast
Champions for Change	Wed. 19 & Thurs. 20 November	UNISON Belfast
Suicide Awareness & Prevention	Wed. 19 November	UNISON Belfast
The Education Service - Who's My Employer Now?	Fri. 21 November	UNISON Belfast
Communicating Effectively to Support Staff	Fri. 21 November	UNISON Belfast
Building Confidence for Women	Sat. 22 November	UNISON Derry
Using Equality Laws to Challenge & Win	Mon. 24 November	UNISON Belfast
Dealing with Stress	Tues. 25 November	UNISON Derry
Positive Behaviour Support for Children & Young People with Autism	Thurs. 27 November	UNISON Belfast
Domestic Abuse	Thurs. 27 November	Ballymena
Building Confidence for Women	Fri. 28 November	UNISON Belfast
Women's Health & History Residential	Sat.. 29 & Sun.. 30 Nov.	Causeway Coast Hotel, Bushmills

December Courses

The Education Service - Who's My Employer Now?	Mon. 1 Dec. (pm after Local Govt Svc Group)	UNISON Belfast
Health & Safety - Module 2	Mon. 1 – Wed. 3 December	UNISON Belfast
Negotiations	Mon. 1 – Wed. 3 December (Part 1) Mon. 19 – Tue. 20 January (Part 2)	UNISON Belfast
Global Solidarity	Fri. 5 December	UNISON Belfast
Challenging Zero Hour Contracts	Fri. 5 December	UNISON Belfast
The Organising Steward Module 2	Mon. 8 – Wed. 10 December	UNISON Belfast



Courses Planned for 2015!

Negotiations	Thurs. 26 - Fri 27. February 2015	UNISON Belfast
Communications	Mon. 13 - Wed 15 April 2015 - Part 1 Thurs. 14 - Fri 15. May 2015 - Part 2	UNISON Belfast
Representing Members at Bullying & Harrassment Hearings	Mon. 9 - Tue. 10 February 2015	UNISON Belfast
Ill Health Retirement & Disability Discrimination	Thurs. 26 – Fri. 27 March 2015	UNISON Belfast





Section 1:

UNION BUILDING COURSES



THE ORGANISING STEWARD (6 day course)

What you and your Union can gain from the course:

This course is designed to be the first in a series of courses, which will be the foundation of your training as a union activist

Understand the role of and organising Union in the public service

- Learn how organise around issues
- Recognise the importance of equality in UNISON
- Work with members to tackle issues in the workplace
- Develop the knowledge and skills you used to carry out the role of the steward
- Build your confidence in carrying out your role

Key areas for you as a UNISON Steward:

- Know how the union works and where stewards fit in
- Know where stewards can get support and advice
- Understand how organising can help tackle problems
- Develop a range of key trade union skills necessary to carry out the role of a steward
- Handle grievances and disciplinary and similar types of cases as the representative of UNISON in your workplace
- Understand the broader roles in which UNISON operates, including internationally

How the course will work:

UNISON education aims to help develop confidence and practical skills and to put the knowledge you gain during the course to good effect in your branch and workplace. Most of the time spent on the course will be organised in an active way that gives you an opportunity to participate, as well as share other people's ideas and experience.

You will be working in small groups sharing your experience. We will discuss together how to handle problems raised at work and best ways of building union organisation.

UNISON encourages and welcomes attendance from:

- All newly elected stewards. This is an essential course to become an Employee Relations Order accredited steward in UNISON.



Course Duration:

3 days + 3days
(participants must complete all 6 days training)

Accreditation:

This course offers participants credits through the Open College Network for work undertaken on this course

Tutor:

Siobhan Craig & Colm Bryne - ICTU Tutors

DATES:**Module 1:**

5, 12 & 19 Aug. (3 Tuesdays)

Mon. 22 – Wed. 24 Sept

Wed 1 – Fri 3 Oct.

Mon. 3 – Wed. 5 Nov.

Module 2:

Mon. 15 – Wed. 17 Sept.

Mon. 27 – Wed. 29 Oct.

Mon. 17 – Wed. 19 Nov.

Mon. 8 – Wed. 10 Dec.

All courses will take place in the **UNISON Office**, Galway House, 165 York Street Belfast, from **10am – 4pm** each day.

For information on the course, Cath Friel - c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal - n.neal@unison.co.uk
028 90270190



HEALTH & SAFETY (6 day course)

What you and your Union can gain from the course:

- Information about your role as a UNISON Health & Safety representative.
- Confidence to represent your members effectively
- Understanding of your employer's key responsibilities for Health & Safety at work
- Opportunity to practice the skills needed as a Health & Safety representative
- The confidence to tackle issues in the workplace
- What a Risk Assessment means and how to check them
- Information on the legal framework

How the course will work:

You will spend time working in small groups talking about your experiences, finding out about your job, and the health and safety problems you and your members face. Everyone will be able to practise finding information and discussing how it can be used. We will discuss together how to handle problems raised at work and how you can help to build and strengthen UNISON's organisation.

UNISON encourages and welcomes attendance from:

All Unison reps and branch officials, from new stewards through to branch secretaries.

Course Duration:

3 days



Accreditation:

This course offers participants accreditation through the Open College Network for work undertaken as part of this course

Tutors: Barbara Martin - ICTU

DATES:**Module 1:**

Wed. 17 – Fri. 19 Sept
* This course is in NICVA

Mon. 10 – Wed. 12 Nov.
UNISON Belfast

Module 2:

Mon. 20 – Wed. 22 October
* This course is in NICVA

Mon. 1 – Wed. 3 Dec.
UNISON Belfast

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



DEVELOPING CASE REPRESENTATION SKILLS

What you and your Union can gain from the course:

- Effective representation for individual members
- Strengthening the reputation of UNISON on the ground
- Sharing out the task to pass on and develop best skills and practice

Key areas for you as a Steward:

- Understanding the key elements of grievance and disciplinary procedures.
- Setting the facts and preparing to represent
- Knowing the 'rules' of hearings
- Making the best case
- Tactics, pitfalls and ways to win
- Sources of help, advice and information

UNISON encourages and welcomes attendance from:

Anyone who will be representing members at stage 1 or 2 hearings within the next 12 months

Course Duration:

2 days

Tutors: Joe Lynch - Lay Tutor

Cath Friel - Regional Organiser (Education)

DATES:

Mon. 6 & Tues. 7 Oct. 2014, UNISON Belfast

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



DEALING WITH SICKNESS ABSENCE

What you and your Union can gain from the course:

- Identify common problems
- Ensuring Sickness Absence Policies are followed by the employer
- To be aware the way stress impacts on sickness levels
- Practice attending sickness monitoring interviews
- To be aware of equality issues
- Assist in the development of a branch action plan.

Key areas for you as a Steward:

- Ensure that you are equipped to represent members at sickness absence meetings
- Dealing with workplace injury or ill health
- Understanding capability issues
- Understanding relevant legislation

UNISON encourages and welcomes attendance from:

- Stewards who will be representing members at sickness absence meetings.

Course Duration:

1 day

Tutors: Cath Friel - Regional Organiser (*Education*)

DATES:

Fri. 12 Sept. 2014, UNISON Belfast

10am – 4pm

For information on the course, Cath Friel, c.friel@unison.co.uk, or tel: 028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk, or tel: 028 90270190



BUILDING A STRONG ORGANISING UNION

What you and your Union can gain from the course:

- Build up the confidence of participants in using a range of recruitment techniques;
- Identify barriers to recruiting and organising members and possible solutions to such barriers,
- Highlight daily workplace situations that might allow for recruitment of new members

Key areas for you as a Steward:

- Why do People Join Unions?
- Breaking through the Barriers to Recruitment
- Where do you go and who do you meet? Identifying Recruitment Opportunities
- Mobilising around the cuts – threats to jobs
- Why join a union? An activity aimed at potential members

UNISON encourages and welcomes attendance from:

- Organising leads in branches

Course Duration:

1 day.

Tutor: UNISON Organising Staff

DATES:

**Friday 14 November 2014, UNISON Belfast
10am – 4pm**

For information on the course, Cath Friel - c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal - n.neal@unison.co.uk
028 90270190



Section 2:

Activists Refresher Training

(Designed to update all ERA accredited Reps)





WHY REFRESHER TRAINING

All Unison ERA accredited representatives are required, under the Employee Relations Order (NI) to undertake Refresher Training to protect their ERA accreditation.

The following set of courses have been specifically designed to meet this need but all advanced courses in the programme also qualify. Regional council is also encouraging all existing and senior activists to register as Health and Safety Representatives and undertake the required training.

Course participants will normally be invited to take part on a scheme covering each of the branches and administered by the branch education officers and organisers.





NEGOTIATION & COMMUNICATIONS

Negotiation

What you and your Union can gain from the course:

- Insight into negotiating styles
- Countering difficult management
- Builds confidence in lodging claims
- Helps you read the “tell tale” signs in your opponents

Key areas for you as a UNISON Steward:

- To build confidence
- To help you put together an effective negotiating team

UNISON encourages and welcomes attendance from:

- Accredited Stewards & senior negotiators

Course Duration:

5 days in total

Module 1: 3 days

Module 2: 2 days

Tutors:

Barbara Martin (ICTU)

THIS COURSE WILL BE OCN ACCREDITED

DATES:

Part 1 - Mon 1st December - Wed 3rd December, UNISON Belfast

Part 2 - Mon 19th - Tue 20th January, UNISON Belfast

Thurs 26th - Fri 27th February, UNISON Belfast

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



NEGOTIATION & COMMUNICATION SKILLS

Communication Skills

What you and your Union can gain from the course:

- Communicating effectively with members and management
- Finding appropriate wording for pay and condition claims
- Builds confidence in your communication skills

Key areas for you as a Learner:

- Designing eye-catching posters
- Writing letters
- Using effective language in all correspondence

UNISON encourages and welcomes attendance from:

- Accredited Stewards & senior branch negotiators

Course Duration:

5 days in total

Module 1: 3 days

Module 2: 2 days

Tutors:

Barbara Martin (ICTU)

DATES:

Part 1 - Mon 13th - Wed 15th April, UNISON Belfast

Part 2 - Thurs 14th - Fri 15th May, UNISON Belfast

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



REPRESENTING MEMBERS AT BULLYING & HARASSMENT HEARINGS

Bullying is at epidemic proportions in the public sector, and forms a large part of the workload for the steward.

What you and your Union can gain from the course:

- Learn the difference between bullying and harassment
- Check the legislation
- Learn a method to process these difficult cases

Key areas for you as a Steward:

- Identify the traits common in bully and victim
- Identify the pitfalls and challenges in reaching a solution
- To effectively be involved in investigations

UNISON encourages and welcomes attendance from:

- Accredited shop stewards and senior negotiators

Course Duration:

2 days

Tutor: Barbara Martin (ICTU)

THIS COURSE WILL BE OCN ACCREDITED

DATES:

Mon 9th February - Tue 10th February, UNISON Belfast

10am – 4pm

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



ILL HEALTH RETIREMENT & DISABILITY DISCRIMINATION

As pension age increases, more members are facing age related health problems, which may mean job loss before state or works pension becomes available. This course is designed to explore this issue.

What you and your Union can gain from the course:

- Understand what is the difference between managing absence and the duty of the employer to make reasonable adjustments
- Duty of the employer to provide a safe system of work and a safe working environment
- Ill health retirement - physical or mental infirmity that makes a worker permanently incapable of efficiently discharging their duties
- Understand the Law on Disability Discrimination

Key areas for you as a Participant:

- Representing and supporting members at incapacity hearings
- What to do if there is conflicting evidence.

UNISON encourages and welcomes attendance from:

Accredited shop stewards and senior negotiators

Course Duration: 2 days

Tutor: Barbara Martin (ICTU)

DATES:

Thurs. 6 & Fri. 7 November 2014 – UNISON Belfast

Thurs. 26th & Fri. 27th March 2015 - UNISON Belfast

10am – 4pm

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



Section 3:

BUILDING AND STRENGTHENING THE BARGAINING AND EQUALITY AGENDA



CHALLENGING ZERO HOURS CONTRACTS

What you and your Union can gain from the course:

- Zero hours contracts have become an all too common reality especially for women
- Under these contracts, an individual typically undertakes to be available for work but the employer does not undertake to provide any work and only pays for the hours worked
- Many UNISON members in the Public and Private Sectors are now facing exploitation as a result

Key areas for you as a Learner:

- This course is designed to equip Union Negotiators/Shop Stewards to challenge Zero Hours Contracts

UNISON encourages and welcomes attendance from:

- All shop stewards and Branch Negotiators

Course Duration:

1 day

Tutors:

Jonathan Swallow - Consultant & Patricia Mc Keown - Reginal Secretary

DATES:

Fri. 5 December 2014 – UNISON Belfast

For information on the course, Cath Friel - c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal - n.neal@unison.co.uk
028 90270190



REPRESENTING MEMBERS IN THE PRIVATE SECTOR

What you and your Union can gain from this course:

- Understanding the law on grievance and disciplinaries and how it should be applied when representing members who work within the private sector
- Information on the right to be accompanied
- Ensuring employers act within the law
- Securing recognition

Key areas for you as an Activist:

- Build your confidence when dealing with the wide range of private sector employers
- Understanding that all employers must act within the law

UNISON encourages and welcomes attendance from:

All Stewards and senior activists with private sector membership in their branches

Course Duration:

1 day

Tutor:

Thompsons NI Solicitors & Joe McCusker

DATES:

Thurs. 30 October 2014 – UNISON Belfast

10.00am – 4.00pm

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



UNDERSTANDING AGENDA FOR CHANGE Terms and Conditions in the NHS

What you and your union can gain from the course:

This will give you in depth information on all key terms and conditions in the health and social services sector.

Key areas for you as an Activist:

It will introduce you to the online database for Agenda for Change and highlight the areas where breaches to terms and conditions are most likely to occur.

UNISON encourages and welcomes attendance from:

Stewards and activists and those representing members within the health and social services sector and in particular new stewards

Course Duration:

1 day

Tutor:

**Maura McKenna - Joint Chair, UNISON Health Service Group
UNISON organising staff**

DATES:

Monday 6 October, 2014, UNISON Belfast

10am – 4pm

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



JOB EVALUATION AWARENESS ~ Health & Social Services Sector

What you and your Union can gain from the course:

All jobs within health and social care are benchmarked against the Agenda for Change job evaluation scheme and this will give an awareness to stewards to enable them to advise members on their job roles and make sure they are being paid the appropriate rate for the job they are undertaking.

Key areas for you as an Activists:

To have a working knowledge of the job evaluation scheme that all jobs in the health and social care sector are benchmarked against

UNISON encourages and welcomes attendance from:

All stewards and activists in particular new stewards

Course Duration:

1 day

Tutor:

Maura McKenna /Catherine Farrell/ Martin Toal - UNISON JE Leads

DATES:

**Monday 17 November 2014, UNISON Belfast
10am – 4pm**

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



PROCUREMENT AND HUMAN RIGHTS

What you and your Union can gain from the course:

This one day course gives reps the tools they need to challenge employers on the lack of a human rights approach, particularly in contracts for services and supplies such as homecare / residential care / college catering / A&E services / Payroll services and other privatisation.

Key issues for you as an Activist:

- What are human rights?
- Why use human rights as part of a negotiating team
- Case Study/Group Exercise: Human Rights and closure of residential homes
- Contracting for services: the key stages and interventions.
- Making Human Rights part of a negotiating approach – the guidance of the Human Rights Commission.
- Case Study/Group Exercise: tendering for critical care transfer ambulances.
- Contracting for supplies: why Human Rights and Human Rights violations matter.
- Law and good practice: what can be done.
- Case Study/Group Exercise: buying yet another payroll system for the NHS.
- Investigating suppliers: where to look.
- Human Rights negotiating approach for regional and employer negotiation bodies: our basic demands.

UNISON encourages and welcomes attendance from:

Shop stewards and senior negotiators

Course Duration: 1 day

Tutor: Jonathan Swallow - UNISON Consultant

DATES:

Mon. 6 October 2014 – UNISON Belfast

Tues. 4 November 2014 – UNISON Belfast

10.00am – 4.00pm

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



THE EDUCATION SERVICE - WHO'S MY EMPLOYER NOW?

Following the collapse of the proposal for ESA, the Minister had indicated that the 5 boards should be replaced by one - There is no decision yet!

This course will update on where this proposal is, and what it will mean for members and activists.

Key Learning:

- The need for an agreed Human Resource Strategy, agreed with UNISON
- Law on transfer to a new employer
- The historic trade union and seek protocols of the Public Services Commission
- Service plans and planning
- UNISON response to pressures to harmonise terms and conditions
- Filling the vacancies

UNISON encourages and welcomes attendance from:

21 Nov Course - UNISON Members and activists (Local Govt/Educ)

1 Dec. Course – Local Govt Service Group

Course Duration: 1 day

Tutor: Jonathan Swallow - UNISON Consultant

DATES:

Fri. 21 November 2014 – UNISON Belfast – 10.00am – 1.00pm (lunch provided)

Mon. 1 December 2014 – UNISON Belfast - 2.00pm – 4.30pm (after Local Government Service Group)

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



BE SAFE CHALLENGING NURSING STAFFING LEVELS

What you and your Union can gain from the course:

- This is a workshop for our nursing members on being confident to raise duty of care concerns at work in the face of cuts in staffing and budgets, increasing workloads, changing occupational boundaries and service redesign.
- This is part of our campaign to ensure that there is a culture that enables all staff to speak up for patients and safe practice.

Key areas for you as a Learner:

- Feel empowered to be confident about raising concerns
- To get your voice heard
- To work as part of the UNISON nursing team to change the culture to enable everyone to raise issues of concern.

UNISON encourages and welcomes attendance from:

All Nursing stewards and concerned nurse members. It is anticipated that stewards will organise similar short briefings in their workplaces.

Course Duration:

1 day

Tutor:

Gail Adams, UNISON National Officer

DATES:

Wed. 10 September 2014 - UNISON, Galway House, Belfast

10am – 4pm

For information on the course, Cath Friel, c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



Section 4:

TACKLING DISCRIMINATION – PROMOTING EQUALITY



USING EQUALITY LAWS TO CHALLENGE & WIN

What you and your Union can gain from the course:

The course will highlight an effective but little used tool that can be used to challenge public sector employers, and service providers, for changes in policy and practice which disadvantage workers and service users across any of the equality categories listed in the 'Section 75' statutory equality duty: religion, political opinion (including community background), ethnicity, gender, disability, sexual orientation, dependents, marital status, age).

Key areas for you as a Union Activist:

This course will be particularly of use to those employed within the public sector but also those working in sectors where public policy impacts on the workplace, e.g. the nursing home and housing sectors.

Commitments in equality schemes are often not abided by, complaints can be used as a mechanism to challenge decisions which 'adversely impact' on the above equality categories, for example in policies on promotion, redundancy, overtime, or in relation to the closure or outsourcing of particular facilities, 0 hours contracts and casualisation of staff.

The course will outline the background and scope of the 'section 75' equality duty and its nine categories; the duties a public authority has under its 'equality scheme'; what can be considered a breach of an equality scheme; how to make a complaint; all highlighted by a series of case studies and examples.

UNISON encourages and welcomes attendance from:

Shop stewards and senior negotiators

Course Duration: 1 day

Tutors: Emma Patterson - Bennett, CAJ (*Committee for Administration of Justice*)

DATES:

Fri. 19 September 2014, UNISON Belfast

Mon. 24 Nov. 2014, UNISON Belfast

For further information, contact: Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 9027019



CHAMPIONS FOR CHANGE

What you and your Union can gain from the course:

- An analysis of identity in NI – Does a flag determine who I really am?
- Addressing the Elephant in the Room – the **S** word (sectarianism)
- The cost of bad relations in the workplace and society at large
- An understanding of why our people are so polarized– what has caused the mistrust, the fear, the hatred?
- Ensuring that UNISON remains at the forefront on issues of fair treatment and equality

This training is very interactive. Participants are challenged to think, listen, discuss and share. It takes the form of presentation, activities, discussion and feedback.

Key areas for you as a Learner:

- Self reflection – an opportunity to explore our own attitudes and opinions of difference in a safe space
- An opportunity to gather food for thought from others
- Learning to support members through understanding the role of FETO (NI) 1998 in relation to political and religious discrimination
- Feeling empowered to challenge discrimination
- Being a champion for change and promoter of positive working relations

UNISON encourages and welcomes attendance from:

All UNISON members, stewards and senior branch reps.

Course Duration: 2 days

Tutor: Bronagh Crummey-Bryan, *The Cultural Exchange*

DATES:

Wed. 19 & Thurs. 20 November 2014, UNISON Belfast

10am – 4pm

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190







Equality & Employment Law Seminars

Run in conjunction with
The Irish Congress of Trade Unions



TACKLING DISCRIMINATION, PROMOTING EQUALITY & UPDATES IN EMPLOYMENT LAW

This is a series of half-day seminars exploring recent developments in Equality Law in Northern Ireland.

This seminar series is facilitated by the Equality Commission and being organised in conjunction with the Irish Congress of Trade Unions.

All seminars take place in the Equality Commission, Equality House, Shaftesbury Square, Belfast between 10.00 – 12.30.

Tackling Discrimination & Promoting Equality Courses:-

Introduction to the employment anti-discrimination laws, Tuesday, 23 September 2014

This is a general introduction to the laws that ban discrimination in employment; providing a broad overview of the subject. It would be particularly suitable for people with little or no previous knowledge of the subject.

Introduction to the Disability Discrimination Act 1995, Tuesday, 28 October 2014

This is a general introduction to the law that bans disability discrimination against disabled employees and job-seekers; providing a broad overview of the subject. It would be particularly suitable for people with little or no previous knowledge of the subject.

Making reasonable adjustments for disabled employees Tuesday, 2 December 2014

This is a more in-depth examination of the most important element of the Disability Discrimination Act (DDA); namely the reasonable adjustment duty that it imposes on employers. For example, it will discuss how the duty may apply to absence management procedures. It would be most suitable for people with some previous knowledge of the DDA.



Promoting equality between men and women in employment Tuesday, 27 January 2015

This is an introduction to the laws that ban sex discrimination in employment; namely the Sex Discrimination (NI) Order 1976 and Equal Pay Act (NI) 1970. It will look at a range of topics, including how these laws might be used to achieve flexible working arrangements and to secure women's employment rights in relation to pregnancy and maternity.

Introduction to the Employment Equality (Age) Regulations (NI) 2006 Tuesday, 24 February 2015

This is a general introduction to the law that bans age discrimination in employment; providing a broad overview of the subject. It would be particularly suitable for people with little or no previous knowledge of the subject.

Updates in Employment Law courses:-

A series of half-day seminars exploring recent developments in Employment Law in Northern Ireland. This seminar series is facilitated by the Labour Relations Agency organised in conjunction with the Irish Congress of Trade Unions.

All seminars take place in the Labour Relations Agency, Gordon Street, Belfast, BT1 2LG between 10.30 – 12.30.

Employment investigations, 29 October 2014

Although there is no specific employment law that governs employment investigations, case law decisions have given some direction in relation to what tribunals and courts consider to be good employment practice. This session will look at the main issues associated with employment investigations and what the ramifications are for trade unionists eg – accompaniment, the "Burchell test", types of evidence and so on.



Zero-hours contracts, 12 November 2014

In the last number of years zero hours contracts have divided opinion amongst stakeholders in the world of work. This seminar looks at the key issues surrounding zero hours contracts and what plans may be ahead in Northern Ireland regarding the regulation of such contracts.

Whistle-blowing , 16 December 2014

The law on whistle-blowing in GB has been undergoing reform since summer 2013 and some of those changes may be implemented in Northern Ireland. This seminar examines the areas of potential reform here and further areas of reform planned for GB in the near future following a government call for evidence.

Agency Workers, 11 February 2015

Since the regulations governing the rights of agency workers came into operation in Northern Ireland in late 2011 there has been little in the way of case law in this area. However, slowly but surely problem areas are beginning to appear regarding things such as the operation of the “Swedish Derogation” and agency workers access to internal recruitment trawls. This seminar looks at key rights and developments.

Unfair dismissal – the basics, 16 April 2015

The law on unfair dismissal is notoriously complex and case decisions seem to regularly twist and turn. This seminar focuses on the two cornerstone principles of dismissal related law – procedural fairness and substantive fairness and how a tribunal panel cannot substitute its mindset for that of the “reasonable employer” construct.

Workplace bullying and Harassment and the Law, 21 May 2015

This session looks at the core differences in these two issues and the ever-developing case law in this field. Many organisations now have “Dignity at Work” policies and use “Harassment Contact Officers”, but still the issue of addressing bullying or perceived bullying remains a difficult task. This session looks at the



main issues trade unionists need to be aware of when involved with an incident that is described under the banner of bullying and harassment.

Annual Review of Employment Law, 11 June 2015

This session does exactly what it says on the tin – a look back at local legislative reforms and case law in employment in 2014 and a look forward to what 2015 might hold regarding potential employment law developments in Northern Ireland.

Application for both the ICTU Equality courses and the LRA seminars must be made through UNISON.

For more information and to enrol contact:-

**Norma Neal
UNISON
Galway House
165 York Street
BELFAST
BT15 1AL**

Tel: 028 9027 0190

n.neal@unison.co.uk





Section 5:

WOMEN'S DEVELOPMENT TRAINING



MAKING WOMEN SEEN AND HEARD ~ Defending our Public Services

UNISON membership is 84% female. These workshops are part of UNISON'S programme to encourage women members to become more involved in their union.

How you can make a difference by:

- Challenge those in power to stand up to defending our rights to a Health Service an education for our children
- the right to have a roof over our heads
- Looking at the extra burden that is put on women by the cuts to public services.

Key areas for you as a participant:

- UNISON's campaign against the cuts – how to be involved at work and in your community
- Realise there is an alternative to cuts
- Be sure our women members' voices are heard, and have an opportunity to participate in their union
- Campaign to the alternative "boom and bust" culture.

UNISON encourages and welcomes attendance from:

All UNISON Female members

Course Duration: Half day

Tutor: Women's Committee

DATES:

Sat. 6 Sept. 2014 – Canal Court Hotel, Newry

Sat. 15 Nov. 2014 – Westville Hotel, Enniskillen

10am – 1.30pm (with lunch provided)

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



BUILDING CONFIDENCE FOR WOMEN

What you and your Union can gain from the course:

- The opportunity to work with other women members and share experiences of home, work and life
- Space away from the working environment for you
- Tools to enable you to deal with every day issues
- Time to talk to other women members working across Northern Ireland
- An insight into how the union works and an opportunity to participate
- Greater confidence in yourself and your abilities

UNISON encourages and welcomes attendance from:

All our women members

Course Duration: 1 day

Tutor: Deirdre Gunn & Mary Enright

DATES:

Sat. 27 September 2014, Lodge Hotel, Coleraine

Fri. 10 October 2014, UNISON, Belfast

Fri. 17 October 2014, The Seagoe Hotel, Portadown

Sat. 22 November 2014, UNISON L'derry

Fri. 28 November 2014, UNISON Belfast

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



PATHWAYS INTO UNISON

What you and your Union can gain from the course:

- Skills and confidence to become active in the Union
- Ways to become active:
 - Education
 - Branch Activity
 - Self-organised group
- Support and mentoring over two years to help you overcome barriers and celebrate your success

Key areas for you as Women:

- Strength, skill, support and confidence
- Opportunities to network
- Knowing where to go for help

UNISON encourages and welcomes attendance from:

Women in our Region who are keen to develop themselves and support other members and join a supportive network to move forward in the Union.

Tutor: Pamela Dooley, Marjorie Trimble and Judy Linton

DATES:

Fri. 19 & Sat. 20 September 2014, Slieve Donard, Newcastle

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



WOMEN'S HEALTH & HISTORY WEEKEND RESIDENTIAL

What you and your Union can gain from the course:

- Knowledge of how issues affecting women's health have changed over the past 100 years; most for the better, some not!
- Realising that we need to continue to campaign for improvement
- Remembering your grandmother talking about the local handy women
- What happened when your family could not afford the Doctor
- Is life turning full circle as the NHS is cut and privatised
- How the Troubles affected our health

Key issues for you as a participant:

- Knowing what has gone wrong and what needs putting right for women.
- How to get involved in UNISON supported local campaigns
- How to raise awareness of these issues with your work colleagues and friends and family
- Understanding the discrimination women still face

This weekend is organised by women members, for women member. We invite women in UNISON to remember their history and make plans for the future.

Course Duration: 2 days

Tutor: Therese Moriarty, Irish Labour Historian

DATES:

Sat. 29 & Sun. 30 Nov. 2014, Causeway Coast Hotel, Bushmills

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



DOMESTIC ABUSE

What you and your Union can gain from the course:

- Information on the policy negotiated within the NHS Trusts on domestic abuse
- How can we share this information and put it on the Bargaining table for all employers where UNISON has members
- Ensuring UNISON members are encouraged to take up the role of Domestic Abuse officers
- UNISON's role in working with agencies such as Women's Aid the Housing Executive and the PSNI
- Ensuring Help and Support for our members facing Domestic abuse and publicising UNISON'S campaign
- Learn what the devolution of policing and justice can mean or law, policy and practice on the ground.

UNISON encourages and welcomes attendance from:

All UNISON Activists

Course Duration:

1 day

Tutor:

UNISON Women's Committee.

Women's Aid

Shirley Young - Western Trust

HR Manger - Northern Trust

DATES:

Thurs. 13 November 2014, UNISON Derry

Thurs. 27 November 2014, Ballymena

Sessions with other employers are currently being developed.

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



Section 6: SPECIAL INTEREST COURSES



DEALING WITH STRESS

What you and your Union can gain from the course:

- Understanding stress as a key Health & Safety issue in your workplace
- Ensuring that stress does not create ill health for you and other members
- Effective strategies for minimising the effect of stress

Key areas for you as a Learner:

- Top drawer relaxation techniques
- Ways to help yourself and others manage work-life balance
- Learning to say NO

UNISON encourages and welcomes attendance from:

Members and activists seeking to understand this major issue, and support themselves and others in dealing with it.

Course Duration:

1 day

Tutor:

Deirdre Gunn

DATES:

Thurs. 18 September 2014, UNISON Belfast

Tues. 25 November 2014, UNISON L'Derry

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



BULLYING AT WORK

What you and your Union can gain from the course:

- How bullying at work affects our members.
- HOW UNISON can support our members who are being bullied at work
- How we can ensure that we have robust and enforceable anti-bullying policies in all our workplaces.
- What support networks can we establish to support all our members.
- An understanding of how the UNISON's negotiating agenda can be effective in addressing the issue of bullying

Key areas for you as a Participant:

- Understanding that bullying at work is illegal and how you can work to stop it happening to you and your colleagues
- Understand that bullying at work affects everyone and can be seen in a wider context beyond that of a Health & Safety issue

UNISON encourages and welcomes attendance from:

- Members and activists who want to ensure a zero tolerance attitude to workplace bullying.
- Managers who are UNISON members who need help and advice to eradicate the problem in the workplace

Course Duration: 1 day

Tutor: Regional Education Officer.

DATES:

Tues. 9 September 2014, Canal Court Hotel, Newry
Tues. 11 November 2014, The Lodge Hotel, Coleraine

For information on the course, Cath Friel c.friel@unison.co.uk
 028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
 028 90270190



MEDIA TRAINING

What you and your Union can gain from the course:

- How to use local and regional press and radio and TV to support branch and regional Campaigns
- How to write Press releases that get published
- How to conduct a great radio/TV interview and get on local/regional radio

Key areas for you as a Learner:

- Be confident in promoting UNISON'S campaigns via the media
- Be able to highlight local issues such as cuts, closures and withdrawal of services effectively in local media
- Be confident in speaking to the media, answering questions and giving quotes
- How to communicate effectively

UNISON encourages and welcomes attendance from:

Branch Communication Officers Branch Secretaries and other senior activists who will need to work with press and radio on behalf of UNISON.

Course Duration: 2 days

Tutor:

Mary Maguire, UNISON National Press Officer

DATES:

Thurs. 4 & Fri. 5 September 2014, UNISON Belfast

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



GLOBAL SOLIDARITY

Global Solidarity – “What does it have to do with me?”

Do you feel that you don't know very much about what is global solidarity or do you what to explore what you can do about it?

WHAT YOU AND YOUR UNION CAN GAIN FROM THE COURSE:

- Learn by using experiential activities and global education methodologies;
- Debate on current global priority issues for Unison;
- Reflect and participate in activities that explore our interdependence as individuals and as trade union members with other societies.
- Consider the possibility to take a positive action for solidarity

KEY AREAS FOR YOU AS A PARTICIPANT:

- Strengthen your knowledge of international development issues;
- Support your training and campaigning work in branches;
- Build new skills in participatory and critical literacy methodology.

UNISON encourages and welcomes attendance from: All UNISON Members, shop stewards and activists.

Course Duration: 1 day

Facilitator: Charo Lanao-Madden

Charo is a Global Educator and is an experienced learning and development consultant with extensive experience in group facilitation, training, personal development, coaching and participative research.

DATES:

Fri. 17 October 2014, UNISON Galway House, Belfast

Fri. 5 December 2014, UNISON Galway House, Belfast

10am – 4pm

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



ENGLISH COURSES

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

UNISON Black and Migrant Workers' group has organised two different English classes:

- A general English class:

Thursdays 10.30 to 12.30.

This class is suitable for anyone wishing to improve their English. There is no assessment for this class.

- An IELTS preparation course. These classes are targeted at members who require a level 7 at their IELTS exam (e.g. care assistants who are nurses in their home country but were not able to register with the NMC because of their IELTS result). To get on this course you will need to score 5 at the assessment.

UNISON encourages and welcomes attendance from:

- Any UNISON member who needs to improve their English (General English Class)
- Any UNISON member who needs to obtain a high score at an IELTS exam (IELTS preparation class)

Any other relevant details:

There is access to crèche spaces through a local crèche provider – please contact Nathalie for details (contact below)

Tutor: Susan Good

Susan worked as an Advisory Officer for the Inclusion and Diversity Service in N. Ireland.

DATES:

General English class: Thursdays 11.30am to 12.30pm

IELTS preparation course*: Thursday 2.30 to 4.30 / 5.00 to 7.00

Dates:

First intake: January - March

***Assessment:** Thursday 11th September, 2.30 to 4.30

Classes: Thursdays 18th September to Thursday 18th December

For More Information Contact:

Nathalie Donnelly, n.donnelly@unison.co.uk 028 90270190



PLANNING FOR RETIREMENT

What you and your Union can gain from the course:

- Information on Pensions/Benefits and the latest changes in the Budget and Spending Review
- Lifestyle changes
- Living on a fixed income
- What to do with your time
- Keeping fit and well nourished
- Staying active in your Union
- Education for retired members

Key areas for you as a Participant:

- Help you plan for your retirement and ensure you make the best of the years to come.
- How to embrace change with a positive attitude.

UNISON encourages and welcomes attendance from:

Members who plan to retire from work in the near future or may have to retire through ill health.

Any other relevant details:

Members can bring their partners along to this event

Course Duration: 1 day

Speakers: Age Northern Ireland, Welfare Rights Advisor, Thompson McClure Solicitors, Advice Northern Ireland and University of the 3rd Age.

DATES:

Friday 3 October 2014, UNISON, Belfast

For information on the course, Cath Friel c.friel@unison.co.uk
028 90270190

To register your interest contact Norma Neal, n.neal@unison.co.uk
028 90270190



UNISON LEARNING REPRESENTATIVE TRAINING

What you and your Union can gain from the course:

- A chance for learners to give something back
- Negotiated time off for ULRs to promote and support learning
- Increased numbers of members accessing learning
- Increased learning opportunities in your workplace
- Branch learning teams to raise the profile of education locally

Key areas for you as a Member:

- Skills in team working, equality, listening, organising and negotiating
- Negotiated time off to promote learning locally
- A chance to share your enthusiasm for learning with others.
- A qualification up to Open College Network Level 3

UNISON encourages and welcomes attendance from:

All Branch Education Officers & any UNISON Member with an interest in learning.

This is a 3 day course which will be run one day per week over 3 weeks.

As a Union Learning Rep. you will be entitled to paid time off.

Course Duration: 3 days

Tutor:- Fidelma Carolan & Cath Friel

DATES:

11, 18 & 25 November 2014, 3 Tuesdays - UNISON Belfast

10am – 4pm, UNISON, Galway House, Belfast

For information on the course, Cath Friel – c.friel@unison.co.uk

Or, Fidelma Carolan f.carolan@unison.co.uk 028 90270190



Section 7: CONTINUING PROFESSIONAL DEVELOPMENT & LIFELONG LEARNING



POWER OF POSITIVE THINKING

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

Has your get up and go got up and gone? This half day course is refreshing and interactive. You will learn how to motivate yourself and your staff. Learn the secrets of achievement and the power of positive thinking. Refocus, be focused and see the results. The course would be beneficial to participants on an individual basis and also in a management role. Refocus, be focused and see the results.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Keith Latimer - Life Coach and NLP Practitioner.

DATES:

Fri. 22 Aug. 2014 – 10am – 1pm – UNISON Belfast

Wed. 1 Oct. 2014 – 6pm – 9pm – UNISON Belfast

Fri. 31 Oct. 2014 – 10am-1pm – UNISON Belfast

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190,



INTRODUCTION TO MINDFULNESS

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

The practice of mindfulness emphasises listening to, observing and acknowledging emotional experiences and enables people to develop a more finely tuned awareness of their inner experiences and to cultivate an improved regulation of their emotional responses. There is a growing research base indicating its efficacy to promote physical, psychological and emotional wellbeing. It has been used to treat a range of problems including the management of mood disorders, chronic pain, arthritis, sleep disturbance, stress, chronic fatigue and professional burnout.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Monique Harte & Greg Kelly, University of Ulster, OT Dept

DATES:

Mon. 3 Nov. 2014 UNISON Belfast

10am – 4pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



ADVANCED MINDFULNESS

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This two day workshop explores the growing evidence base the use of Mindfulness-Based Stress Reduction (MBSR) and Mindfulness-Based Cognitive Therapy (MBCT) in relieving physical pain and emotional suffering. Participants will be supported to begin their own mindfulness practice and to develop their own knowledge and skills of mindfulness based approaches in health care. Participants will be facilitated to skill share and consider strategies for the application of mindfulness within their individual work place. Participants must have completed an introductory mindfulness course to book on this workshop, as it will assume a working knowledge of mindfulness. It will be delivered by Monique Harte and Greg Kelly, University of Ulster OT Department

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Monique Harte & Greg Kelly, University of Ulster, OT Dept

DATES:

Mon 1st & Mon 15th September 2014, UNISON Belfast

10am – 4pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



LEARNING DISABILITY & DEMENTIA

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This workshop will cover a range of aspects of dementia and how it relates to adults with a learning disability, including: what is dementia (concentrating specifically on **how** it affects every day function for people diagnosed, using practical, experiential group activities), communication, difficult behaviours, meaningful activity, environmental modification/adaptation/design.

This is being run in partnership with the Association for Real Change, and is open to their members.

UNISON encourages and welcomes attendance from:

Any UNISON member & ARC members

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Moira Scanlon, an Occupational Therapist working with adults with a learning disability & dementia

DATES:

Tues. 30 Sept. 2014, UNISON Belfast

10.00am – 4.00pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



YOGA TASTER WORKSHOP

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

Yoga is a mindful way to exercise your body, build on strengths, work on weaknesses, and open your energy centres. It can also support mental resilience, relaxation and can be adapted to suit all abilities/disabilities. This is a taster workshop to give people a chance to try it out for themselves. Wear comfortable clothing and bring a mat/blanket.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Gabrielle Larkin, who is a fully qualified yoga teacher and also a nurse

DATES:

Wed. 1 October 2014 – 6pm – 9pm – UNISON Belfast

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



FALLS PREVENTION IN RESIDENTIAL & ACUTE SETTINGS

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This half day course explores how staff can reduce slips, trips and falls in acute and residential settings. It will help promote an understanding of the significance and impact of falls and the importance of falls prevention, facilitate participants to be aware of common risk factors associated with falls and understand their role in falls prevention, as well as be aware of falls management strategies.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Leona Robinson, OT

DATES:

Tues. 30 Sept. 2014 – 10am – 1pm - UNISON Belfast

Tues. 21 Oct. 2014 – 2pm – 4.30pm – UNISON Derry

10.00am – 1.00pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



SUICIDE AWARENESS & PREVENTION

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This is a one day workshop which aims to give participants an understanding of the issues around suicide, why people consider it, risk factors, why someone may not ask for help, how to communicate safely with someone at risk and support networks. This is open to any member who has an interest from a professional or personal perspective. It is delivered by PIPS, Belfast
<http://www.pipscharity.com>

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: PIPS Belfast

DATES:

Wed. 19 November 2014, UNISON Belfast

10.00am – 4pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



PRESSURE ULCER PREVENTION

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

Pressure sores are an increasing problem that affect thousands of people unnecessarily every year. They are painful, debilitating and can be life threatening. This workshop is targeted at care assistants and home care workers, who can be at the forefront of early intervention for clients/patients on this issue. It will introduce participants to the various stages of pressure ulceration as well as prevention and treatment. There will be a particular focus on legs ulcers and skin treatments. It will be delivered by members of the Tissue Viability Nurses Network.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Tissue Viability Nurses Network

DATES:

Mon. 22 Sept. 2014 – 10am – 1pm - UNISON Belfast

Thurs. 6 Nov. 2014 – 2pm – 4.30pm – UNISON Derry

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



MUSIC GROUP ACTIVITIES FOR ADULTS WITH LEARNING DISABILITIES

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This half day workshop, explores how to use music as a way of engaging with and stimulating adults with learning disabilities. Delivered by Karen Diamond from the Northern Ireland Music Therapy Association, it is communication and fun.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Karen Diamond, NI Music Therapy Association

DATES:

Monday 13 October 2014, UNISON Belfast

10.00am – 1.00pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



HANDLING COMPLAINTS AND CONCERNS

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This half study day explores why and how staff, patients and others express dissatisfaction with a service. Participants will examine the standards and frameworks for complaint handling and the roles of front line staff, complaints managers, RQIA, professional regulatory bodies, Patient and Client Council, Information Commissioner and the office of the Northern Ireland Ombudsman. Participants will understand the importance of monitoring complaints, concerns and compliments and will also consider how staff can be supported in order to deal positively when faced with a complaint. Special emphasis will be placed on developing effective communication skills relating to complaint management. Dr Jane Wright has a background in accident and emergency nursing and is also a nurse educator.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutor: Dr Jane Wright, Nurse Educator

DATES:

Tuesday 14 October 2014, UNISON Belfast

10.00am – 1.00pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



CREATING AND MAINTAINING SUPPORT FOR SERVICE USERS AND PROFESSIONALS

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

Emotional resilience is essential for workers in health and care services and the key to maintaining emotional resilience is interpersonal support. This workshop will provide the opportunity to understand a little of the psychodynamics of interpersonal support between workers and service users, and between colleagues in health and social care, and will also explore the ways in which interpersonal support can be built within groups of people.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors:

Dugald McCullough, *Open University Associate Lecturer*

DATES:

Wed. 15 October 2014, UNISON Belfast

10.00am – 4.00pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



CORE SKILLS FOR DEMENTIA

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This course aims to provide members with an understanding of the clinical condition of dementia, explore a psycho-social approach to people with dementia and to consider the meaning of behaviour that challenges in people with dementia.

In addition, it will cover the issue of pain management in people with dementia.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors:

Marilyn Beare, O U Associate Lecturer

DATES:

Thurs. 25 Sept. 2014 – UNISON Belfast

10.00am – 4.00pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



COMMUNICATING EFFECTIVELY TO SUPPORT STAFF

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This workshop aims to support supervisors and managers to look at how communication can support engagement with staff on a range of issues. It will help participants to understand better how communication works, the pitfalls and how to improve your own communication skills. It includes understanding of how communication works and why it breaks down as well as the assertiveness model for effective communication.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors:

Deirdre Gunn

DATES:

Fri 21 November 2014, UNISON Belfast

10am – 1pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



MANAGING DIFFICULT SITUATIONS

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

As a manager you are sure to be met with difficult situations, sometimes on a regular basis, whether this is through staff shortages, ineffective processes, performance or lack of engagement, whatever the reason the challenges we face as managers are never-ending. Early intervention is imperative if we want to avoid or at least diffuse some of the conflict we can often face. This one day workshop aims to help you understand the personal behaviours of both you and your team and the importance that motivation and adaptability can play in the workplace.

There is not a one size fits all approach but this workshop will help you develop techniques and strategies that will enable you to manage 'difficult' situations that ultimately support a win: win in the workplace!

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors: Jane Boyle, *Mediator and HR Consultant*

DATES:

Tues. 14 October 2014, UNISON Belfast

10am – 4pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



COMMUNICATION SKILLS FOR CATERING & CLEANING SUPERVISORS

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This workshop aims to support supervisors in catering and cleaning roles to look at how communication can enable better staff engagement. It will help participants to understand better how communication works, the pitfalls and how to improve your own communication skills. It will also look at how to prioritise your workload and deal with conflict.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors:

Deirdre Gunn

DATES:

Wed. 1 Oct. 2014, UNISON Belfast

6pm – 9pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



ASIST SUICIDE INTERVENTION TRAINING

What you and your Union can gain from the course:

- Explore your own attitudes towards suicide
- An understanding of suicide intervention
- Knowledge and skills to recognise risk
- Techniques to talk to someone at risk

Key areas for you as a Member:

- Learning how to support family, friends and colleagues
- A better knowledge of support services which are available

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

This is a two day course and attendance at both days is compulsory. The training is recognised by Health Trusts and DHSSPS.

A certificate of attendance will be available for portfolios and registration.

Tutors: Margaret Walker, *Belfast Suicide Awareness & Support Group*

DATES:

Tues. 19 & Wed. 20 August 2014, UNISON Belfast

9.30am – 4.30pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



SENSORY PROCESSING AND AUTISM

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This training session will examine the sensory processing difficulties frequently associated with ASD and will demonstrate how these deficits impact upon learning, play, social interactions and behaviour in the school environment. The training will be divided into the following areas: Sensory processing difficulties associated with ASD; The impact of sensory processing on learning, play, social interactions and behaviour; Strategies to address sensory processing issues in the school environment and other contexts.

The training session will consist of a combination of presentations, practical activities and case study discussions.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors: Kate Cullen, *Middletown Centre for Autism*

DATES:

Fri. 10 October 2014, UNISON L'derry

10am – 3.30pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



POSITIVE BEHAVIOUR SUPPORT FOR CHILDREN & YOUNG PEOPLE WITH AUTISM

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This session will examine how the core features of autistic spectrum disorders can influence the behaviour of children and young people with this diagnosis. Finding the function of challenging behaviour will be highlighted as the starting point of any behaviour support plan.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors:

Frances O'Neill, *Middletown Centre for Autism*

DATES:

Thurs. 27 November 2014, UNISON Belfast

10am – 4pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



RELATIONSHIPS AND SEXUALITY EDUCATION FOR YOUNG PEOPLE WITH AUTISM

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This session will examine the impact of adolescence on young people with autism. Participants will be shown how to incorporate behavioural interventions with visual strategies to help teenagers with autism cope with some of the typical issues of adolescence. The training will provide practical strategies that educational professionals may use to support teenagers with autism. It will also focus on the delivery of sex and relationships education for students with autism.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors:

Suzanne McCanney & Leah McKeown *Middletown Centre for Autism*

www.middletownautism.com

DATES:

Thurs. 16 October 2014, UNISON Derry

10am – 3.30pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



EMERGENCY FIRST AID FOR CHILDREN

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

This one day non-accredited workshop will focus on emergencies with children. It will cover Resuscitation and the more common emergencies including Asthma, Epilepsy, Anaphylaxis, Burns, not forgetting the usual cuts, grazes bruises and broken bones. Participants will have ample opportunities for "hands-on" and questions.

UNISON encourages and welcomes attendance from:

Any UNISON member

Any other relevant details:

Limited to 16 places

This is a two day course and attendance at both days is compulsory. The training is recognised by Health Trusts and DHSSPS.

A certificate of attendance will be available for portfolios and registration.

Tutors: Peter McCahon, *Kilmaine Healthcare Training and an instructor in Accident & Emergency Care.*

DATES:

Tues. 14 August 2014, UNISON Belfast

10am – 4pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



TACKLING THE T: Gender Variant Young People in Northern Ireland

UNISON's Continuing Professional Development programme is free to all members and aims to support members to develop their practice professionally and personally.

Transgender and gender dysphoria are topics which are often misunderstood. There are an increasing number of young people who are coming out as trans and their experience of education, health and social care services has been very mixed and sometimes hostile.

This is a workshop for practitioners who want to be able to support young people around their gender identity.

It will give you the opportunity to explore issues affecting young trans people in Northern Ireland including barriers to healthcare and education.

It will enable participants to explore language, terminology and engage with some of the issues.

This event is being run as part of a trans-conference (organised by the Rainbow Project), for Foyle Pride www.foylepridefestival.com and open to all.

UNISON encourages and welcomes attendance from:

Members and non-members

Any other relevant details:

A certificate of attendance will be available for portfolios and registration.

Tutors: Amanda Stephens from YouthNet and Simon Steward from SAIL.

DATES:

Fri. 22 Aug. 2014, UNISON Derry

10am – 1pm

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk 028 90270190



K101 INTRODUCTION TO HEALTH & SOCIAL CARE

What you and your Union can gain from the course:

- A Certificate in Understanding Health & Social Care from the Open University
- Improved knowledge and confidence for your role in the health service
- 60 points towards a university diploma or degree
- Can support with progression to nursing, social work and health care management qualifications

Key areas for you as a Learner:

- The role of paid and unpaid carers in society
- Explore the places where care is given and received.
- How a community can respond to the need of different groups of people
- Service Users' experience, choice and control
- What happens where care goes wrong
- Sharing knowledge with the right people at the right time
- Care policies in a wider context

UNISON encourages and welcomes attendance from:

- Any member who feels that this course can help them develop professionally and/or personally.

Additional Information:

K101 is a revised version of K100 and includes increased learning through the medium of computers.

This course is delivered in partnership with health sector employers and is supported by a study skills programme and exam preparation day. You can also do K101 as an independent student with the Open University. Members who



fall below a household income threshold may qualify for a grant.

All UNISON members get 10% discount on a range of Open University courses. Fees can be paid in instalments over ten months.

Access to the internet at home, in work or through a library is essential.

Course Duration

24 hours tutorial time plus 15 hours per week home study over ten months.
October – June

DATES:

For further information - contact Fidelma Carolan f.carolan@unison.co.uk
028 90270190



RETURN TO LEARN

What you can gain from the course/is it for me?

It could be if you:

- Are considering going back to education to brush up your skills
- Have few if any educational qualifications
- Are looking for a change of direction

What will I get out of it?

UNISON members have gained many different things out of R2L. some of the most important things are:

- Greater self confidence and a sense of achievement;
- Improved educational skills in key areas;
- Information and guidance to help move on to further learning opportunities
- Wider horizons and meeting new friends

What will I have to put into it?

The main things you'll need to put into R2L is time, energy and commitment to do the work on your own and in your own time.

This will involve a few hours independent study over a period of six to eight months. You will be able to arrange this yourself, fitting it around your other commitments.

This course will involve you in working with your tutor and having a go at a range of educational activities.

R2L is free! UNISON pays the course fees and the cost of the residential weekend. Travel costs are met and there is help with childcare and dependant costs

Course Duration:

Two and a half hours every two weeks plus the residential weekend

Tutors: Siobhan Craig, & Canice Ward

DATES:

To register your interest contact Fidelma Carolan, f.carolan@unison.co.uk



WOMEN'S LIVES

What you can gain from the course/is it for me?

It could be if you:

- Are interested in exploring the complexities of women's lives
- Have been away from study for a long time and want an interesting way back
- Are considering going back to education to brush up your skills
- Are looking for a change of direction

What will I get out of it?

This course has been designed specifically for UNISON women members who have experienced little, if any, recent education. The aim of the course is to build confidence as well as develop study skills in reading and comprehension, note taking, writing, analysing and basic research.

- Greater self confidence and a sense of achievement;
- Improved educational skills in key areas;
- Information and guidance to help move on to further learning opportunities
- Wider horizons and meeting new friends

What will I have to put into it?

The course will run over ten weeks, three hours per evening

This course will involve you in working with your tutor and having a go at a range of educational activities.

Course Duration:

Three hours per week plus one day workshop

DATES:

For More Information Contact:

Fidelma Carolan, f.carolan@unison.co.uk Tel: 028 90270190



BRANCH EDUCATION CONTACTS LIST

Cath Friel

Regional Education Officer

Tel: 028 9027 0190

c.friel@unison.co.uk

Fidelma Carolan

Regional Organiser -
Lifelong Learning

Tel: 028 9027 0190

f.carolan@unison.co.uk

BRANCH	NAME	TEL. NO.	E MAIL
Armagh & Dungannon	Ann McClelland	07522 736487	elizabethmcclelland@southerntrust.hscni.net
Belfast City Hospital Belfast Education	Glynis Pollock	07889 739186	glynispollock@belfasttrust.hscni.net
Causeway	Anne Campbell	07742983576	
Coleraine Univ.	Margaret Ridley	028 7032 3258 Student Svcs	
Craigavon Health	Dawn Jeffers	07845 657197	Dawnjeffers29@aol.com
BSO	Catherine MacDermott	07762 551645	Kay.macdermott@hscni.net
Derry Education	Noeleen Beattie	07955 220306	noeleenok@hotmail.com
Down & Lisburn	Jane Wright	07525 898487	Jane.wright05@btinternet.com
Down Education	Danille Meighan	07933 534865	
Foyle	Michael McCallion	07706 906653	citymucker@ntlworld.com
Greater Belfast Com. & Vol.	Anna Roe	07834 538918	annaodonnellroe@hotmail.co.uk
Greenpark	Andrew Bryce	07833 685400	Brycie1@hotmail.com
Jordanstown Univ.	Glen Pegg	07731 415042	
Mater	Lyn McCrudden	07522 112663	Lyn.mccrudden@belfasttrust.hscni.net



BRANCH	NAME	TEL. NO.	E MAIL
Newry & Mourne	Sarah McKeivitt	07511 096176	mckeivittsarah@gmail.com
North & West	Debbie Lyttle	07596 327808	Debbiemc1961@hotmail.co.uk
Northern Health	Noel Elliott	07845 627625	Noel.elliott@northerntrust.hscni.net
N I Ambulance	David Spence	07743 822708	davidspence@btinternet.com
	Maria Rodgers	07816 448902	marierodgers22@hotmail.com
Omagh & Fermanagh	Frances Kelly	07754 737563	Frances7200@hotmail.com
Royal Hospital	Noel Carson	07895 861944	Noel.carson@belfasttrust.hscni.net
South & East Com.	Patrick Lynn	07955 365785	Patrick.lynn@belfasttrust.hscni.net
Southern Education	James Herron	07715 789394	Jherron769@stpatricksacadmenydungannon.ni.school.uk
Sperrin & Devenish	Richard Jordan	02882 242688	
Ulster Com. & Hosp. Trust	Collette French	07514 678173	Jimfrench1@hotmail.co.uk



Working Together on UNISON Courses

Introduction

UNISON is committed to the fullest possible participation of all its members in the activities of the trade union. On trade union education courses, so long as the applicant meets the advertised eligibility criteria for the course, no-one should be put off from participating because of the actions, attitudes or language of other course members. In particular, women, black, lesbian, gay men, members religious or political beliefs disabled members have the right not to be made to feel ill at ease or distressed on a course as a result of other course members' behaviour.

The following guidelines have been drawn up to help course members meet UNISON's commitment to the full participation of all its members in a practical and constructive way. You will see that underlying this guide is a commitment to the principle that everyone has equal rights to benefit from, to contribute to and enjoy the course. This means, among other things, that we should avoid language and behaviour that is unacceptable to other members, because it is sexist, racist, homophobic or offensive to disabled people.

We assume that course members will agree with these principles and hope the guidelines will assist in putting them into practice.

Working Together

A key feature of trade union education is the value it places upon the knowledge, experience and skills that each member brings with them to the course - both in terms of their trade union work and their everyday lives. It is important that everyone feels equal and able to make a contribution if they so wish. So:

- *Listen to what others have to say, and avoid being dismissive of their contribution.*



- *Wait until a speaker has finished and do not interrupt their train of thought.*
- *Aim to have reasoned discussion, not arguments.*
- *Any criticism should be constructive and help members to develop confidence, skills and knowledge.*
- *Make your own contribution as clear and concise as possible and do not dominate the discussion.*
- *Ensure that everyone who wishes to speak is given encouragement and the opportunity to do so.*
- *It is equally important that members on the course can speak openly about problems they or their members have experienced in the full knowledge that personal or sensitive information is restricted to the classroom.*
Confidentiality must be respected.

Language

Language is important and UNISON's policy is not to use language which offends or hurts people. This type of language should always be avoided as it causes distress. Often it is a reflection of stereotyped thinking about UNISON's membership and policies. Do not be surprised if you are challenged if you make broad sweeping generalisations about any group of UNISON members, e.g. that women only go out to work for pin money.

Language which contains anti-lesbian, anti-gay, disablist or sectarian sentiments and which is abusive or threatening in any way should not be used and nor should jokes or comments which perpetuate discrimination.

Jargon

Jargon is a barrier to good communication. The more we become involved in trade union work the more likely we are to use jargon. Take care to explain any



jargon or initials you use which other members may not be familiar with so that everyone understands what you are talking about.

Harassment

There must be no sexual, racist, anti-lesbian/gay, disabled or sectarian harassment of any kind:

Sexual harassment - is defined as any unwanted and unwelcome sexual comments, looks, actions, suggestions, or physical contact that is found to be objectionable and results in an unpleasant or intimidating environment being created.

Racial harassment - is defined as any unwanted and unwelcome terms, comments, looks, actions or behaviour relating to a person's race, ethnic origin or colour which members of a racial, cultural or religious group find offensive and results in an unpleasant or intimidating environment being created.

Anti-lesbian/gay/transgender harassment - is defined as any unwanted and unwelcome terms, comments, actions, or behaviour relating to a person's sexual preference or lifestyle which is found to be objectionable and results in an unpleasant or intimidating environment being created.

Anti-disability harassment - is defined as any unwanted and unwelcome terms, comments, actions, looks or behaviour relating to a person's condition or speculation about a person's condition.

Sectarian harassment- is defined as any unwanted and unwelcome terms, comments, actions behaviour relating to a persons religious or political beliefs and results in an unpleasant or intimidating environment being created. **This includes the wearing of any sports tops.**

Outside Course Hours - Tea/Coffee/Lunch Breaks

What has been outlined as guidance for behaviour during course hours is equally



applicable to the scheduled breaks during the course.

Time Keeping

The course has a tight timetable and members are responsible for their own time keeping. When participating in the course, you will often have a limited amount of time. Make sure you use it well and return to the main group in time for the report back.

Mobile Telephones

Using mobile telephones during the course or leaving them switched 'on' for incoming calls during the course is not acceptable.

PLEASE SWITCH THEM OFF.

Smoking

Smoking is not permitted during course sessions. Smoking is an access issue for some members and smokers must remember this. The course leader will explain provision for smokers in the selected venue.

Conclusion

These guidelines are intended for you to use during the course to counter problems as they arise, and to ensure that no-one feels excluded from the course as a result of language, actions or attitudes of other course members. They also seek to promote UNISON's policies on discrimination and equal opportunities in a positive way as far as the conduct of trade union education courses is concerned.



Education Course Application Form



A separate application form should be completed for each course.

Your Details

Name _____

Address _____

_____ Postcode _____

Contact numbers _____ Home _____

Mob _____

E mail address: _____

Branch _____ Membership No. _____
(if known)

Employer's Details

Employer's Name _____

Your Job _____

Workplace _____

Course You Are Applying For

Course Title _____

Course Date(s) _____

Location _____





Cut here

Last UNISON course attended (if applicable) _____

Have you applied for release (if required)? YES NO

(Please apply for time off at the same time as completing this form)

Personal Needs

Do you have any access needs? YES NO

If **yes**, please specify _____

Do you have any dietary needs? YES NO

If **yes**, please specify _____

Any other information you consider relevant to your attendance at the course?

If after applying for the course, you are no longer able to attend, please let us know so your place can be allocated to someone else

Applications must be received at least two weeks prior to the course date.

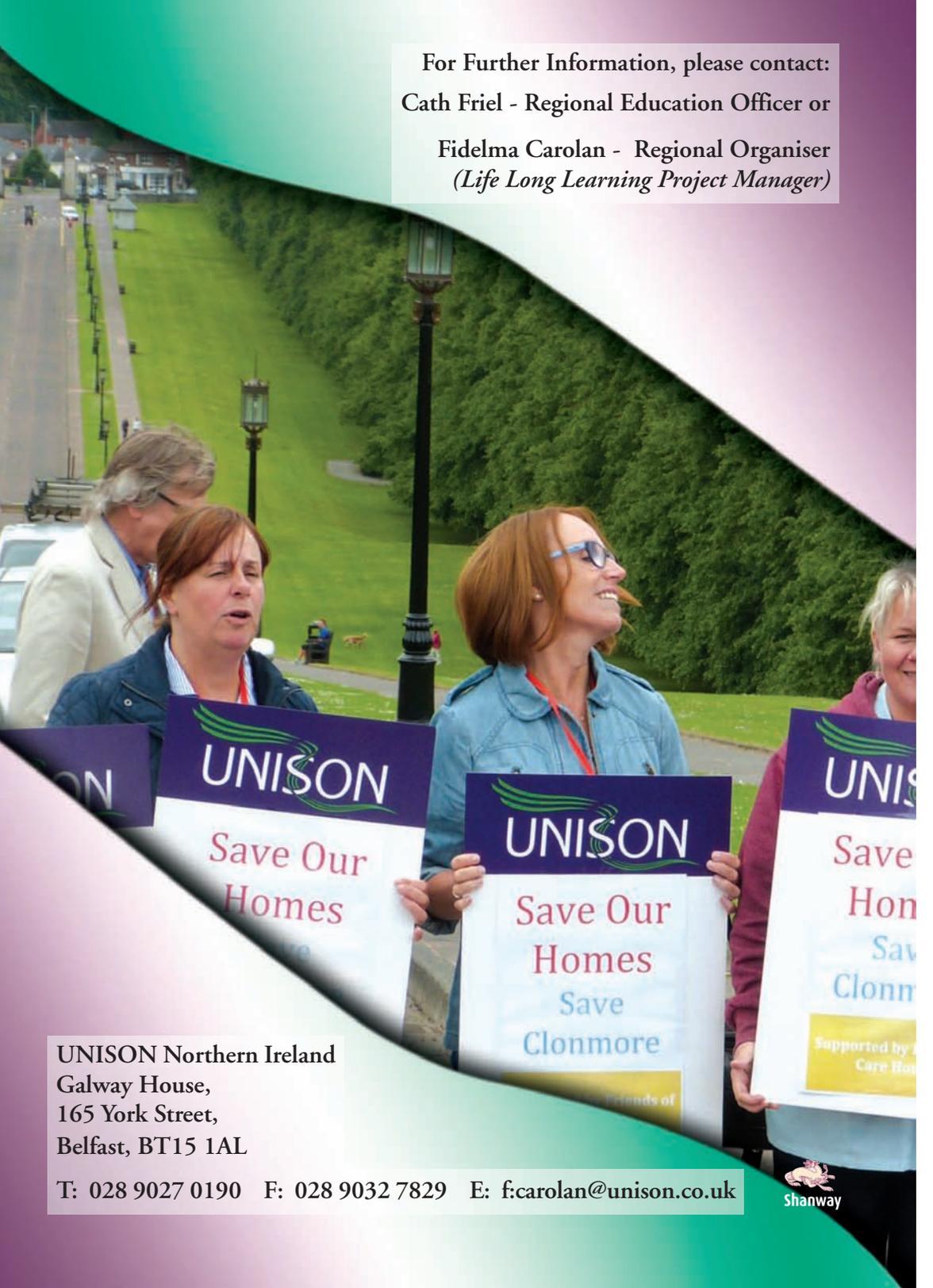
Please return this form to Norma Neal, or Anne Campbell - UNISON, Galway House, 165 York St., Belfast BT15 1AL, or fax it to 028 9032 7929

Or you can apply online at www.ulearnni.org

Your details are protected under the Data Protection Act and will not be given to third parties.
Your email address (if applicable) will be added to our Learning E-mail Bulletin list, from which you can unsubscribe at any time.



For Further Information, please contact:
Cath Friel - Regional Education Officer or
Fidelma Carolan - Regional Organiser
(*Life Long Learning Project Manager*)



UNISON Northern Ireland
Galway House,
165 York Street,
Belfast, BT15 1AL

T: 028 9027 0190 F: 028 9032 7829 E: f:carolan@unison.co.uk

