

# Worth defending



**2012 course dates**

**January - March**

**Get Active Weekend:**

**On Friday 27 and Saturday 28 January**

a series of workshops will take place  
at Somerset College in Taunton.

On Friday evening there will  
be a rally and invited

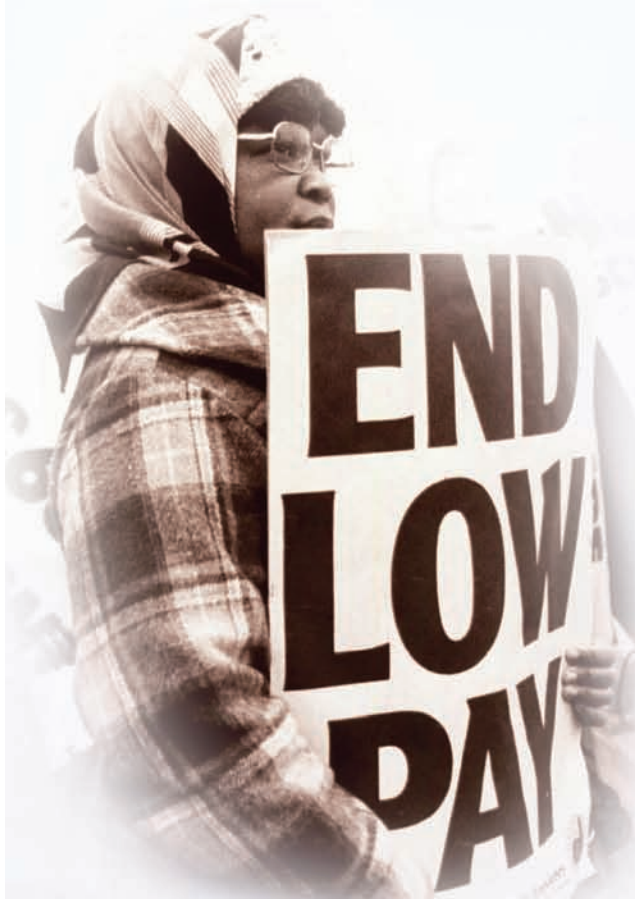
speakers including

**Dave Prentis**

**UNISON General Secretary**

Grace Petrie will provide the music.





## **Computers and IT for Beginners New Workshops based in Taunton from 10 January (6 - 8 pm)**

Are you a UNISON member with gaps in your IT skills/knowledge? If so then this course could be for you.

The training is run on a workshop basis and is aimed at beginners who are confident with the keyboard and a mouse. You will learn how to expand your use of E-mail, Word, Excel Spreadsheets and Publisher. For members at beginner/intermediate level you will learn about file management, Windows, Word, Excel and PowerPoint as well as gaining an understanding of computer hardware.

### **Introductory Workshop:**

**10 January 2012 Workshops (8 sessions):**

**17, 24, 31 January, 7, 14, 21, 28 February and 6 March – Taunton**

### **Introductory Workshop:**

**13 March 2012 Workshops (8 sessions):**

**20, 27 March, 17, 24 April, 1, 8, 15, 22 May – Taunton**

## **Branch Secretaries Development Programme Various dates and Venues from 24 – 27 May**

The Branch Secretaries Development Programme is open to not only new Branch Secretaries but also Assistant Branch Secretaries and senior Branch activists.

The programme consists of six modules:

Module One, The UNISON Branch Secretary will be run during the Branch Officer Training weekend (24 – 27 May) and the other modules scheduled throughout the year.

The Modules are as follows:

- Module One: The UNISON Branch Secretary
- Module Two: Managing the Branch
- Module Three: Organising, Bargaining and Representation
- Module Four: Strategic Campaigning
- Module Five: Mentoring and Developing Your Activists
- Module Six: Leadership

For further information please contact Kay Mackenzie, Regional Education Officer or telephone 01823 285314 or e-mail [unisonsweduction@unison.co.uk](mailto:unisonsweduction@unison.co.uk) or your Regional Organiser

## **Get Active Weekend: On Friday 27 and Saturday 28 January a series of workshops will take place at Somerset College in Taunton.**

This event is open to all activists and members and will feature, amongst others workshops on:

- Campaigning
- Organising in the Community
- Politics
- Social Media
- The Welfare State

There will be debates on ‘**How the Cuts Hurt Me**’ and ‘**The Pensions Day of Action on 30 November – What Next?**’

**On Friday evening there will be a rally and invited speakers including Dave Prentis, UNISON General Secretary.**

**Grace Petrie will also provide the music.**

**Further details will be posted on the Regional Website**

**[www.unisonsouthwest.org.uk](http://www.unisonsouthwest.org.uk) along with this site.**

## **National Women's Conference – Pre Conference Training Day**

Are you going to National Women's Conference for the first time and wondering about what you have to do, what it is like and how it works?

Or maybe you've been before and want a refresher; a chance to discuss the agenda and meet the other delegates.

Then this half day is for you.

### **Venues and Dates:**

**21 January - Taunton**

### **Fee:**

**There is no charge to branches for this course**

## **Challenging Racism in the Workplace – developing a Branch Strategy**

Race equality is not just an issue for black workers or equality officers. UNISON activists are well placed to challenge racism in the workplace and this course will assist everyone within the branch to become proactive in identifying and challenging those issues that affect black workers in general, rather than focussing on individual concerns only, in order to ensure that all workers are treated fairly.

Ideally this course is for a team of branch officers who regularly negotiate with management, branch equality officer or black member's officer and other reps who are interested in becoming involved. It may be delivered to a whole branch or jointly with 2 or 3 branches. If you would like to be considered to 'take part' then please contact the education team.

### **Venues and Dates:**

**30- 31 January - Wareham**

### **Fee:**

**There is no charge to branches for this course**

## **Looking After Your 'Self' and Representing Others**

**17 January 2012 - Taunton**

**26 January 2012 - Wareham**

**A day's training offering people the chance to explore  
new ways of looking after yourself  
whilst meeting the demands of being  
a Branch officer/Workplace representative.**



## Equality Analysis: Protecting Our Members Rights

This course is for all activists and key branch negotiators

The Equality Act introduced the Single equality Duty which places new requirement in all Public Sector employers. Equality Analysis, or Equality Impact Assessments are still expected as part of the decision making process.

The tool has been successfully used to challenge decisions and as a result new case law is continually being developed to protect members' rights.

This course will outline the key legal requirements of the Equality Duty and give guidance on good equality analysis practice.

### **Date and Venue:**

**3 February: Taunton**

**You can contact a member of the Education & Equalities Team**

## **Redundancy Workshop – Various dates and Venues from 7 February**

This Workshop is for Negotiators, Workplace Representatives, and Branch Officers.

This workshop is designed to help you to:

- Understand basic legal entitlements including equalities impact
- Review your employers' policy/agreement on redundancies and build knowledge and skills that will enable us to negotiate an improved or new redundancy agreement.
- Review and, where possible, influence selection criteria
- Raise awareness amongst workplace representatives about the support available for employees where jobs are at risk

### **Venues and Dates:**

**7 February – Taunton**

**14 February – Bristol**

**21 February – Exeter**

**28 February - Truro**

**You can contact a member of the Education & Equalities Team**

## **Organising with RMS (one day)**

### **Who is it for?**

This 1 day course is designed to help UNISON activists, members and staff whose Branch is currently using the live RMS.

### **What will I learn?**

The course will provide an overview of the UNISON membership system and a “hands-on” read only access to RMS. It will give you an understanding on how:-

- A branch can use RMS as a practical tool to meet both branch and UNISON's organising objectives
- You can use and maintain RMS
- To work with information provided by RMS user documentation
- To keep up to date with changes and to feed the branch needs into the software development process
- To access RMS, look at members' records, collect information from the system and create reports
- The regulatory works covering the use of RMS and computers

### **Dates and Venue:**

**9 February - Bristol**

**17 April – Taunton**

# Learn to surf the net @ Croyde Bay

**FREE Residential courses at Croyde Bay  
running on:  
Friday evening 10, 11, & 12 February,**

**No prior knowledge of computers is necessary to attend this free residential course at Croyde Bay. The training will give you an understanding of how to use the keyboard, mouse and computer. You will learn how to use the internet, how to send and receive e-mails, with attachments, and also an introduction to Word. Maximum of 12 people per course.**



**Contact your  
Education & Equalities Team  
Telephone 01823 285314  
E-mail:  
[unisonsweducation@unison.co.uk](mailto:unisonsweducation@unison.co.uk)**



## **The Organising Representative (Steward) – 5 Days – various dates and venues**

This course has been designed for newly elected and less experienced UNISON stewards organising in the workplace. As a steward you are a vital link in the union chain and have an important role to play in organising members at local level.

UNISON's ability to support and represent its members with their employer is very much dependent upon the strength of membership organisation. The union is more likely to get good results where it has strong membership organisation. Strong membership organisation is based on sound organising principles.

### **What will I learn?**

The course aims to develop your skills, knowledge and confidence to enable you to carry out the role of a steward in UNISON, including to:

- understand the role of an organising union in public services
- recognise the importance of equalities in UNISON
- work with members to tackle issues in the workplace
- work with members in resolving cases
- know where and when to seek advice and guidance
- understand how procedures work in practice
- handle grievance and disciplinary and similar types of cases as the representative of UNISON members within your workplace
- be certified as competent to accompany members at a disciplinary and grievance hearing in order to comply with Employment Relations Act 1999
- understand the broader roles in which UNISON operates, including internationally.

**Fee: There is no charge to Branches for this course**

**Courses start in March**

**For Dates and Venues please check the 2012 Calendar**

## **Using Social Media**

A residential course at Croyde Bay designed for people who would like to learn how to use Twitter, Facebook and Skype

### **Dates and Venue:**

**10 & 11 March - Croyde**

**24 & 25 March - Croyde**

### **Interested ?**

Contact Max Marks or Carol Thyer for further details by calling 01823 285314 or email [unisonsweducation@unison.co.uk](mailto:unisonsweducation@unison.co.uk)

## **Get Active around UNISON's Education Offer! Weekend School**

Find out about UNISON's education offer, sample new courses, learn about funding available for new education initiatives.

Come and join us at our weekend school. You will have a chance to experience some bite size courses and listen to what other Branches have done and achieved.

### **Who is it for?**

Education/Lifelong Learning Co-ordinators, Union Learning Representatives, Equality Representatives and Education and Training Committee members.

### **Date and Venue:**

**23 – 25 March: Croyde Bay (residential)**

### **Fee:**

**There is no charge to Branches for this course**

**It will be a fun but busy weekend. The weekend starts in the evening of 23 March at 6pm and end with lunch on 25 March.**

## Equality Representatives

UNISON has been at the forefront of campaigns for equal pay, for rights at work for same sex partners and for proper protection for disabled workers. Tackling racism remains a key priority. Equality representatives can play a key role in taking our work forward in the workplace.

Equality representatives are elected by UNISON members in their “workplace” to provide advice and support on equality and discrimination issues. Day to day equality representatives are doing things like talking to members to find out if they are being treated unfairly, talking to managers to find out if they understand what they are required to do under the law and also what their own organisations policies are on equality issues. Equality representatives are not expected to take on representation of discrimination cases. Equality representatives work closely with other workplace representatives and the Branch equality co-ordinator to make our workplace fairer by promoting respect and dignity at work using a variety of different methods.

This 3 day course has proved to be always interesting and even enjoyable!

Please sign up now!

### Who is it for?

Members and activists with an interest in equality

### Date and Venue

**19 – 21 March: Taunton (non-residential)**

### Fee:

**There is no charge to Branches for this course**

**You can contact a member of the Education & Equalities Team**

**by calling 01823 285314**

**or email [unionsweducation@unison.co.uk](mailto:unionsweducation@unison.co.uk)**

**For regular updates please send you email details to the reply section at the bottom of any of the posts on the I in 25 website**

**<http://www.Iin25.co.uk/>**

## Women’s History and Reclaiming the F Word

It is a well known fact that measures to reduce the deficit are having a greater impact on women both in terms of cuts to jobs and benefits and services that support women’s everyday lives. There is also a growing likelihood that women will be the ones left filling the gaps as state services are withdrawn. It seems that time appears to be turning back on women’s equality.

This course is essential to empower women members and encourage them to become more active in their union.

### Who is it for?

This course is open to all women members and/or activists.

### What will I learn?

The course looks at the history of women in work, society and the trade unions and covers issues such as:

- Women’s suffrage
- Feminist theories | Women and trade union movement
- Women in public life

### Date and Venue:

**9 – 11 March: Croyde Bay (Residential)**

