

UNISON

Northern Ireland



UNISON Northern Ireland

Education Programme

January - December 2016

A Message to ALL UNISON Members in Northern Ireland

Dear Colleague

On behalf of the Northern Ireland Regional Council we are delighted to welcome you to our latest UNISON Education and Training for 2016. UNISON is an organising union.

Our key objectives in this programme remain:-

- Members supported in being active in their Trade Union
- Strong workplace organisation bargaining on behalf of all members who know what's going on
- Members playing a strong part in their communities

To meet these objectives a number of courses will be delivered to ensure all our activists have the skills and knowledge to carry out their work. These include:-

- The Organising Steward Parts 1 and 2
- Health & Safety Training
- Anti Discrimination Training
- Legal courses

If you want to be active in the union we urge you to apply for such courses on the wider issues we are involved with such as:

- Building Confidence for Women
- Dealing with Stress
- Pathways
- Equality courses

The programme offers you a wide range of different options and develops your potential to be involved in the Lifelong Learning and Continuing Professional



Development process. These courses are recognised by NISCC, NMC and HPC for members who are registered and have to undertake a minimum number of hours of training. Some upcoming courses include;-

Learning disability and dementia
 Core skills for dementia
 Autism
 Presentation and public speaking skills
 Mindfulness
 Supporting staff through difficult times
 Managing difficult conversations

Our programme is delivered by experienced UNISON staff. We also use external tutors and specialists on a number of courses. We guarantee high standards of support, advice, representation and help when and where you need it.

Public services face serious challenges
 We demand decent pay and rights at work
 We have the right to better opportunities
 We want respect for our members from service users, employers and government

We need to learn new skills and to develop some traditional ones – recruiting, organising, bargaining and treating each other with respect and solidarity. Importantly, we need to work, learn and organise together in the UNISON team, if we are to achieve our ultimate goal – a more just and fair society for our members and their families.

This Education Programme can provide a stepping stone. We invite you to join us and to tell us what you like about our Programme and where we could improve it.

Gabrielle Carton
 Denis Keatings
Regional Convenors
 Patricia McKeown
Regional Secretary



UNISON Membership Gives You Free

- Advice and representation on all 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 and protecting public services
- 10% discount off a range of Open University courses
www.open.ac.uk/choose/unison
- UNISON discounts on e.g. insurance, mortgages, eyecare and travel
www.unison.org.uk/member-benefits/
- 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.Donnelly@unison.co.uk or 028 90270190
- Self Organised Groups for members from minority ethnic communities, members with disabilities, women, young 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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 - Autism - Fundamentals
 - Autism - Relationships and Sexuality Education
 - Clinical Effectiveness for the 21st Century Nurse
 - Community Nursing 156 years on: still a leading light
 - Creating and Maintaining Support for Service Users
 - Dementia - Core skills
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 - Effective communication: strategies for creating clarity in the workplace
 - Effective communication skills for supervisors
 - Emotional Intelligence in the Workplace
 - Everyone can be a Leader



- Foundations of personal strength and resilience
- Getting stuff done: Being more productive and staying sane
- Managing Difficult Conversations
- Introduction to Coaching
- Mindfulness - Introduction
- Mindfulness - Advancing Your Practice
- Mindfulness for health and social care workers
- Power of positive thinking
- Presentation and Public Speaking Skills
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- Developing a Campaign For Change

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Courses by Objective

Branch Education Officer Contact List

Working together on UNISON courses guidelines

Course application form

THE COURSES

January - December 2016

January Courses 2016

Find out more about the Equality Commission for Northern Ireland	Friday 15 Jan 10am - 1pm	Equality Commission - Belfast
Ever thought about going for a Public Appointment but not sure how to go about it?	Tuesday 19 Jan 10.30am - 1pm	Commissioner for Public Appointments, Annexe B, Upper Newtownards Road, Belfast
Pathways into UNISON	Fri 22 & Sat 23 Jan	Slieve Donard, Newcastle
Promoting Equality between Men & Women in Employment	Monday 25 Jan 10am - 12.13pm	Equality Commission - Belfast
Revalidation & Portfolio Building	Tuesday 26 Jan 11am - 1pm 2 - 4pm	UNISON Derry
Revalidation & Portfolio Building	Thursday 28 Jan 10am - 12pm 1.30 - 3.30pm	UNISON Belfast
Everyone Can Be A Leader	Thursday 28 Jan	UNISON Belfast

February Courses 2016

Revalidation & Portfolio Building	Monday 1 Feb 11am - 1pm	Dungannon
Revalidation & Portfolio Building	Monday 1 Feb 2.30 - 4.30pm	Craigavon Hospital
Union Learning Representative Training Stage 1	2 Feb to 1 March (5 Tuesdays)	Belfast Unemployed Resource Centre
Revalidation & Portfolio Building	Wednesday 3 Feb 11am - 1pm	SWAH Enniskillen
Revalidation & Portfolio Building	Wednesday 3 Feb 2 - 4pm	SWAH Enniskillen
Revalidation & Portfolio Building	Friday 5 Feb 11am - 1pm	Causeway Hospital
Revalidation & Portfolio Building	Friday 5 Feb 2.30 - 4.30pm	Antrim Hospital

Health & Safety - Module 1	5, 12 & 19 Feb (3 Fridays)	UNISON Belfast
Revalidation & Portfolio Building	Tuesday 9 Feb 11am - 1pm 2 - 4pm	Daisy Hill Newry
Organising Steward - Module 1	Wed. 10 - Fri 12 Feb	UNISON Belfast
Bullying & Harassment	Wednesday 10 Feb 10am - 12.30pm	Labour Relations Agency, Belfast
Reflection – Professional Necessity or Professional Chore	Thursday 11 Feb 2 - 5pm 6 - 9pm	UNISON Belfast
Managing Difficult Conversations	Tuesday 16 Feb	UNISON Belfast
Making Women Seen & Heard	Sat. 20 February 2016 10am – 1.30pm	The Lodge Hotel, Coleraine
Promoting Equal Opportunities for Lesbians, Gay, Bisexual and/or Transgender People in Employment	Tuesday 23 Feb 10am – 12.30pm	Equality Commission, Belfast
Union Learning Representative Training (Stage 2)	23 Feb to 22 March (5 Tuesdays)	Belfast Unemployed Resource Centre
Organising Steward – Module 1	Day 1: Wed. 24 Feb. Day 2: Wed. 9 Mar. Day 3: Wed. 23 March	UNISON Belfast
Building Confidence for Women	Thursday 25 Feb	The Lodge Hotel, Coleraine
Creating and Maintaining Support for Service Users	Friday 26 Feb	UNISON Belfast
Organising Steward – Module 2	26 Feb., 4 March & 11 March (3 Fridays)	UNISON Belfast
Shared Learning Session Working Time Directive	Monday 29 Feb 10am – 1pm	UNISON Belfast

March Courses 2016

Shared Learning Session: Understanding Rights within the various School Sectors	Tues. 1 March 2015 1.30pm (after Local Govt. Svc. Group)	UNISON Belfast
Handling Complaints and Concerns	Friday 4 March 10am – 1pm	UNISON Belfast
NMC Professional Accountability and Record Keeping	Friday 4 March 2 – 4.30pm	UNISON Belfast
Dealing with Stress	Friday 4 March	Lodge Hotel, Coleraine
Autism - Mental Health and Anxiety Management	Monday 7 March	UNISON Belfast



Communicating effectively for Cleaning & catering supervisors	Wednesday 9 March 6 – 9pm	UNISON Belfast
Power of Positive Thinking	Wednesday 9 March 6 - 9pm	UNISON Belfast
Foundations of Personal Strength and Resilience	Monday 14 March	UNISON Belfast
Bullying at Work	Monday 14 March	Lodge Hotel, Coleraine
Health & Safety – Module 2	Mon. 21 – Wed. 23 March	UNISON Belfast
Dementia - Core Skills	Tuesday 22 March	UNISON Belfast
Developing Case Representation Skills	Thurs. 31 March, & Fri. 1 April	UNISON Belfast

April Courses 2016

Organising Steward – Module 1	Wed. 6 – Fri. 8 April	UNISON Derry
Negotiation & Communications (Module 1 – Negotiation)	Thurs. 7, Fri. 8 & Mon. 11 April	UNISON Belfast
Terms & Conditions within the NHS	Mon. 11 (10am-3pm) & Tues. 12 April 6-9pm	UNISON Belfast
Autism - Fundamentals	Tuesday 12 & 19 April 7 – 9pm	UNISON Belfast
Promoting Good Stoma Care	Tuesday 12 April 6 – 9pm	UNISON Belfast
Health & Safety – Module 1	Wed. 13 – Fri. 15 April	UNISON Belfast
Bereavement Awareness for Managers	Monday 18 April	UNISON Belfast
Media Training	Tue. 19 & Wed. 20 April	UNISON Belfast
Writing Effective Press Releases	Thursday 21 April	UNISON Belfast
Branch Welfare Officers	Thurs. 21 & Fri. 22 April	UNISON Belfast
Dementia & Learning Disability	Thursday 21 April	UNISON Belfast
Organising Steward – Module 2	Day 1: Fri. 22 April Day 2: Wed. 6 May Day 3: Fri. 20 May	UNISON Belfast
Branch Health & Safety Officers	Monday 25 April	UNISON Belfast
Organising Steward – Module 2	Tues. 26 – Thurs. 28 April	UNISON Derry
Work & Families NI Act 2015	Wednesday 27 April 10am – 12.30pm	Labour Relations Agency, Belfast
Planning for Retirement	Friday 29 April	UNISON Belfast

May Courses 2016

Branch Education Officers	Friday 6 May	UNISON Belfast
Pathways into UNISON	Fri. 6 & Sat. 7 May	Slieve Donard Newcastle
Making Women Seen & Heard	Sat. 7 May 10am – 1.30pm	UNISON Belfast



Communicating Effectively in your Branch	Monday 9 May	UNISON Belfast
Mindfulness – An introduction	Monday 9 May	UNISON Belfast
Shared Learning Session: Medications – The Importance of Accuracy in Administration	Monday 13 June	UNISON Belfast
Organising Steward Module 1	Tuesday 10 May	UNISON Belfast
Palliative Care - Talking about Death	10am – 1pm Wed. 11 – Fri. 13 May	UNISON Belfast
Dealing with Stress	Thurs 12 May	UNISON Belfast
Palliative Care - Dealing with Emergencies	10am – 1pm Friday 13 May	UNISON Belfast
Building Confidence for Women	Friday 13 May	UNISON Belfast
Suicide Awareness & Prevention	10am – 1pm Saturday 14 May	UNISON Belfast
Branch Chairpersons & Branch Secretaries	Saturday 14 May	UNISON Belfast
Developing a Campaign for Change	Monday 16 May	UNISON Belfast
Bullying at Work	Tuesday 17 May	UNISON Belfast
Autism - Relationships and Sexuality Education	Wednesday 18 May	UNISON Belfast
Health & Safety – Module 2	Friday 20 May	UNISON Belfast
Branch Finance – Olba course	Tuesday 17 May	UNISON Belfast
Women's Health & History Weekend	20, 27 May & 3 June (3 Fridays)	UNISON Belfast
Organising Steward – Module 2	Monday 23 May	UNISON Belfast
Recognition and Management of Sepsis	Sat. 21 & Sun. 22 May	Silverbirch Hotel, Omagh
Transfer of Undertakings (TUPE)	26 May, 2 June & 9 June (3 Thursdays)	UNISON Belfast
Communicating Effectively to Support Staff	Wednesday 25 May	UNISON Belfast
	10am – 1pm	
	Wednesday 25 May	Labour Relations Agency, Belfast
	10am – 12.30pm	
	Thursday 26 May	UNISON Belfast

June Courses 2016

Palliative Care - An Introduction	Thursday 2 June	UNISON Belfast
An Introduction to the Industrial Tribunal System	Friday 3 June	Equality Commission, Belfast
Job Evaluation Awareness	10am – 1pm Mon. 6 June – 10am-3pm, or Tues. 7 June – 6-9pm	UNISON Belfast
Supporting Staff through Challenging Times	Monday 6 June	UNISON Belfast
Negotiation & Communication – Module 2 – Communication	Thurs. 9 & Fri. 10 June	UNISON Belfast



Making Women Seen & Heard	Sat. 11 June 10am – 1.30pm	Westville Hotel, Enniskillen
KSF ~ What's Happening, what's not & what needs to	10am – 1pm	
Clinical Effectiveness for the 21st Century Nurse	Monday 13 June	UNISON Belfast
Mindfulness for Health and Social Care Workers	Tues 14 June 10am – 1pm	UNISON Belfast
Annual Review of Employment Law	Wed. 15 June 10am – 12.30pm	Labour Relations Agency, Belfast
Learning Disability and Behaviours That Challenge	Thursday 16 June	UNISON Belfast
Role of Occupational Health In Promoting Staff Wellbeing	Thursday 16 June 10am – 1pm	UNISON Belfast
Building Confidence for Women	Friday 17 June	The Westville Hotel, Enniskillen
Supporting Staff Impacted By Domestic Abuse	Friday 17 June	UNISON Belfast
Introduction to Coaching	Monday 20 June	UNISON Belfast
Dealing with Stress	Thursday 23 June	Westville Hotel, Enniskillen

July Courses 2016

Health & Safety – Module 1	Fri. 1 & Mon. 4 & Tues. 5 July	UNISON Belfast
Organising Steward – Module 1	Mon. 18 – Wed. 20 July	UNISON Belfast
Health & Safety – Module 2	Wed. 27 – Fri. 29 July	UNISON Belfast

August Courses 2016

Organising Steward – Module 1	2, 9 & 16 September (3 Fridays)	UNISON Belfast
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September Courses 2016

Organising Steward – Module 1	2, 9 & 16 September (3 Fridays)	UNISON Belfast
Health & Safety – Module 1	Day 1: Monday 5 Sept. Day 2: Monday 19 Sept. Day 3: Monday 3 Oct	UNISON Belfast
Developing Case Representation Skills	Mon. 5 & Tues. 6 September	UNISON Belfast
Foundations of Personal Strength and Resilience	Friday 9 Sept	UNISON Belfast
Health & Safety – Module 1	Mon. 12 – Wed. 14 Sept.	UNISON Derry



Shared Learning Session:		
Challenging Problems in Private Homecare & Residential Care	Monday 12 Sept. 10am – 1pm	UNISON Belfast
Handling Complaints and Concerns	Mon 12 Sept 10am – 1pm	UNISON Belfast
NMC Professional accountability and Record Keeping	Mon 12 Sept 2 – 4.30pm	UNISON Belfast
finance & the Organised Branch	Mon 12 Sept	UNISON Belfast
Palliative Care - Pain Assessment	Thursday 15 Sept	UNISON Belfast
Pathways into UNISON	Fri. 23 & Sat. 24 Sept.	Slieve Donard Newcastle
Community Nursing 156 years on: Still a Leading Light	Friday 23 Sept	UNISON Belfast
Mindfulness – An introduction	Friday 23 Sept	UNISON Belfast
Making Women Seen & Heard	Sat 24 Sept. 10am – 1.30pm	Marine Court Hotel, Bangor

October Courses 2016

Dementia & Learning Disability	Tuesday 4 Oct	UNISON Belfast
Health & Safety – Module 2	Wed. 5 – Fri. 7 Oct	UNISON Derry
Developing a Campaign for Change	Thursday 6 Oct	UNISON Belfast
Building Confidence for Women	Friday 7 Oct	Marine Court Hotel, Bangor
Clinical Effectiveness for the 21st Century Nurse	Friday 7 Oct	UNISON Belfast
Representing Members at Bullying & Harassment Hearings	Monday. 10 Oct	UNISON Belfast
Emotional Intelligence in the Workplace	Monday 10 Oct	UNISON Belfast
Bereavement Awareness for Managers	Tuesday 11 Oct	UNISON Belfast
Suicide Awareness & Prevention	Tuesday 11 Oct	UNISON Belfast
Organising Steward – Module 2	Wed. 12 – Fri. 14 Oct	UNISON Belfast
Presentation and Public Speaking Skills	Thursday 13 Oct	UNISON Belfast
Dealing with Stress	Thursday. 13 Oct	Marine Court Hotel, Bangor
Autism – Positive Behaviour Support	Friday 14 Oct	UNISON Belfast
Bullying at Work	Monday 17 Oct	Marine Court Hotel, Bangor
Dementia - Core Skills	Thurs 27 Oct	UNISON Belfast
Planning for Retirement	Friday 28 Oct	UNISON Belfast
Health & Safety – Module 1	Wed. 26 – Fri. 28 Oct	UNISON Belfast



November Courses

Health & Safety – Module 2	Day 1: Monday. 4 Nov. Day 2: Friday. 18 Nov. Day 3: Friday 2 Dec.	UNISON Belfast
Resilient Leadership	Friday 4 Nov	UNISON Belfast
Terms & Conditions in the NHS	Mon. 7 Nov.– 10am-3pm Tues. 8 Nov. – 6-9pm	UNISON Belfast
Power of Positive Thinking	Tues 8 Nov 6 - 9pm	UNISON Belfast
Communicating effectively for Cleaning & Catering Supervisors	Tues 8 Nov 6 – 9pm	UNISON Belfast
Organising Steward – Module 1	Wed. 9 – Fri. 11 Nov	UNISON Belfast
Creating and Maintaining Support for Service Users	Friday 11 Nov	UNISON Belfast
Health & Safety – Module 2	14, 21 & 28 Nov. (3 Mondays)	UNISON Belfast
Getting Stuff Done: Being more productive and staying sane	Tuesday 15 Nov	UNISON Belfast
Learning Disability and Behaviours that Challenge	Tuesday 15 Nov	UNISON Belfast
Developing Case Representation Skills	Thurs. 17 & Fri. 18 Nov	UNISON Belfast
Making Women Seen & Heard	Sat. 14 Nov. 10am – 1.30pm	Armagh City Hotel
Autism - Mental health and Anxiety Management	Friday 18 Nov	UNISON Belfast
Reflection – Professional Necessity or Professional Chore	Wednesday 23 Nov 2 – 5pm	UNISON Belfast
Medications – The Importance of Accuracy in Administration	Wednesday 23 Nov 6 – 9pm	UNISON Belfast
Promoting Good Stoma Care	Wednesday 23 Nov 6 – 9pm	UNISON Belfast
Palliative care – An Introduction	Thursday 24 Nov	UNISON Belfast
Women’s Health & History Residential	Sat. 26 & Sun. 27 Nov	Causeway Coast Hotel
Mindfulness - Advancing Your Practice	Mon 28 Nov & 5 Dec	UNISON Belfast

December Courses

Organising Steward – Module 2	2, 9 & 16 Dec (3 Fridays)	UNISON Belfast
Building Confidence for Women	Friday 2 Dec	UNISON Belfast
Dealing with Stress	Thursday 8 Dec	UNISON Belfast
Autism - Considerations when reaching Adulthood	Friday 9 Dec	UNISON Belfast



Section 1:

Continuing Professional Development & Lifelong Learning

This section is separated into professional/clinical development and supporting yourself and others



AUTISM – CONSIDERATIONS WHEN REACHING ADULTHOOD

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

Transition refers to the time when we move from one stage of life to another. With the right support and thorough planning, young people with autism can prepare for the varied changes in both expectation and life and enjoy as smooth a transition as possible. This session will examine why students experience difficulties when faced with a transition out of school and into adulthood, whether that be to work or another form of education.

Discussion will include how developing a greater understanding of transition, with practical approaches to support students, offers the chance of future academic and social success. Within this session, the importance and design of a planned transition programme and the role of the education professional and others in this process will be examined along with ideas and suggestions as to how best to prepare the professionals, parents, young person and others

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: Frances O'Neill, Middletown Centre for Autism

DATES:

Friday 9 Dec 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



AUTISM - HEALTH & ANXIETY MANAGEMENT FOR CHILDREN & YOUNG PEOPLE

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 provide participants with information on common mental health challenges that people with autism can experience.

There will be a particular emphasis on the experience of anxiety, this will include Depression; Anxiety disorders; Cognitive strategies to help manage anxiety.

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: Fiona McCaffrey Middletown Centre for Autism

DATES:

Monday 7 March 2016 – UNISON Belfast
Friday 18 November 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:
Education Team: educationni@unison.co.uk Tel: 028 90270190



AUTISM - POSITIVE BEHAVIOUR SUPPORT FOR CHILDREN & YOUNG PEOPLE

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.

Tutor: Edel Quinn, Middletown Centre for Autism

DATES:

Friday 14th October 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



AUTISM – FUNDAMENTALS

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 offers a basic knowledge and understanding of the main features associated with Autism Spectrum Disorder (ASD). Participants will acquire a fundamental understanding of the main features associated with ASD, using and understanding language, importance of routine, appreciation of sensory issues and adaptations which may be of help

UNISON encourages and welcomes attendance from:

- Any UNISON member

Any other relevant details

A certificate of attendance will be available for portfolios and registration. It will be run over 2 evenings.

Tutor: Autism Northern Ireland

DATES:

Tuesday 12 & 19 April 2016

7 – 9pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



AUTISM - RELATIONSHIPS AND SEXUALITY EDUCATION FOR YOUNG PEOPLE

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.

Tutor: Frances O'Neill, Middletown Centre for Autism

DATES:

Friday 20 May 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



CLINICAL EFFECTIVENESS FOR THE 21st CENTURY NURSE

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 invite participants to explore how to keep your practice safe to protect you and the patient through the lens of clinical effectiveness. It will cover

what clinical effectiveness is and what it means to nurses in a very busy clinical environment versus what it means to the manager/organisation.

Participants will discuss the enablers and barriers to clinical effectiveness, why it's important, identify the structures and processes available to nurses for safe practice and how clinical effectiveness impacts on our patients

UNISON encourages and welcomes attendance from:

- Nurses, midwives & student nurses

Any other relevant details

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

Tutor: Shirley Johnston, Nurse Educator and Open University Associate Lecturer

DATES:

Monday 13 June 2016 – UNISON Belfast

Friday 7 October 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



COMMUNITY NURSING 156 YEARS ON: STILL A LEADING LIGHT

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 explore the inception of community nursing, how it has progressed - still great , still surviving - what were the strategies used to keep going and what do they look like in the new world of health.

It will offer participants an opportunity to look at issues such dealing with competing pressures, responding to change, improving morale and positively managing this service in the new era

UNISON encourages and welcomes attendance from:

- Community Nurses

Any other relevant details

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

Tutor: Shirley Johnston, Nurse Educator and Open University Associate Lecturer

DATES:

Friday 23rd September 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 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.

Tutor: Dugald McCullough, Open University Associate Lecturer

DATES:

Friday 26 February 2016 - UNISON Belfast
Friday 11 November 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



DEMENTIA – CORE SKILLS

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.

Tutor: Marilyn Beare, Open University Associate Lecturer

DATES:

Tuesday 22 March 2016 – UNISON Belfast

Thursday 27 October 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



DEMENTIA AND LEARNING DISABILITY

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

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:

Thursday 21 April 2016 – UNISON Belfast

Tuesday 4 October 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 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.

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, has a background in accident and emergency nursing and is also a nurse educator.

DATES:

Friday 4 March 2016 – UNISON Belfast

Monday 9 September 2016 – UNISON Belfast

10am – 1pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



LEARNING DISABILITY & BEHAVIOURS THAT CHALLENGE

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

Trying to understand why some individuals behave the way they do can be very difficult, numerous theories explain behaviour change and support the use of different interventions to bring about modifications in behaviour(s).

This Challenging Behaviour course will give staff groups a good understanding of why Challenging Behaviour(s) occurs and how they can promote positive behaviour and possibly change behaviours of those who display Challenging Behaviour(s). By the end of the course the participants will have identified common functions of particular behaviours, reviewed possible causes of Challenging Behaviour and identified ways to support clients to change behaviour(s) as well as being able to respond appropriately to emotional arousal in others.

UNISON encourages and welcomes attendance from:

- Any UNISON member who works with clients with issues of challenging behaviour

Any other relevant details

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

Tutor: John Fisher, a practitioner and trainer who also supports vulnerable adults in the community

DATES:

Thursday 16 June 2016 – UNISON Belfast

Tuesday 15 November 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



MEDICATIONS – THE IMPORTANCE OF ACCURACY IN ADMINISTRATION

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 is for those who have responsibility for administering medication in acute, residential or home settings. It will explore the overarching policies and supporting legal documents which safeguard the patient and professional.

Participants will have the opportunity to discuss case studies and learn from situations where there was poor medicine management. The workshop will highlight the five rights of medicine management and basic drug calculations.

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: Shirley Johnston, Nurse Educator and Open University Associate Lecturer

DATES:

Tuesday 10 May 2016 – UNISON Belfast

Wednesday 23 November 2016 – UNISON Belfast

10am - 1pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



NMC PROFESSIONAL ACCOUNTABILITY, RECORD KEEPING

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

Although accountability is often perceived as being something to do with blame it is better defined as being able to account for one's actions. However, a practitioner may also be responsible for the actions of another if care was delegated inappropriately. This study day will examine the ways in which health care staff may be asked to justify their decisions. It will include sessions on maintaining good electronic and hard copy records, understanding Data Protection, Freedom of Information legislation, local policy and NMC guidance. The day will also orientate participants to NMC regulation and explain Fitness to Practice proceedings. Case studies will be provided for discussion and the role of UNISON in supporting and representing members will be explained.

UNISON encourages and welcomes attendance from:

- Nurses and Midwives on the NMC register

Any other relevant details

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

Tutor: Dr Jane Wright has a background in accident and emergency nursing and is also a nurse educator and a UNISON officer representing nurses facing Fitness to Practice issues.

DATES:

Friday 4 March 2016 – UNISON Belfast

Monday 9 September 2016 – UNISON Belfast

2 – 4.30pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



PALLIATIVE CARE – AN INTRODUCTION

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 workshop seeks to develop the knowledge, understanding and application of palliative care principles across a variety of care settings, community, care homes and hospital. By its nature palliative care encompasses physical, psychological, social and spiritual aspects of care to patients and their families. Linking these aspects to care delivery, the workshop will encourage those delivering care to reflect on current practice, and suggest ways in which future palliative care practice could be enhanced.

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: Mary Hawthorne, Open University Associate Lecturer

DATES:

Thursday 2 June 2016 – UNISON Belfast

Thursday 25 November 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



PALLIATIVE CARE – DEALING WITH EMERGENCIES

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

The aim of this half day session is to provide members with an understanding of palliative care emergencies; and to explore what constitutes an emergency and how this can be managed.

It will introduce participants to the signs, symptoms and management of conditions such as hypercalcaemia, haemorrhage, superior vena cava obstruction, seizures and spinal cord compression. It is open to all staff who engage with patients in receipt of end of life care in acute, care home and home care settings.

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: Northern Ireland Hospice

DATES:

Thursday 28 April 2016 – UNISON Belfast

10am – 1pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



PALLIATIVE CARE – PAIN ASSESSMENT AND MANAGEMENT

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

The aim of this half day session is to enable participants to develop their understanding and skills in assessment and management of pain in patients with advanced progressive life limiting illness.

It is open to all staff who engage with patients in receipt of end of life care in acute, care home and home care settings. The session will be delivered by a Hospice Nurse Specialist (NI Hospice).

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: NorthernIreland Hospice

DATES:

Thursday 15 September 2016 – UNISON Belfast

10am – 1pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



PROMOTING GOOD STOMA CARE

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

An increasing number of people in residential, home and acute settings are managing stomas. This workshop aims to give those who work with patients/clients with stomas a firm base on which to develop practice required for managing the complex needs of these patients.

The workshop will look at different types of stomas, understanding the needs for different appliances, reasons for stoma formation, good skin management as well as problem solving and the impact of diet and lifestyle.

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: Maggie Ferguson, Stoma nurse

DATES:

Tuesday 12 April 2016 – UNISON Belfast

Wednesday 23 November – UNISON Belfast

6 - 9pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



RECOGNITION AND MANAGEMENT OF SEPSIS

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

Sepsis is a common and potentially life-threatening condition triggered by an infection. If not treated quickly, sepsis can eventually lead to multiple organ failure and death.

This workshop will focus on identifying early signs and symptoms and current management strategies for sepsis. It is targeted at nurses, AHPs and health care assistants but open to any member.

UNISON encourages and welcomes attendance from:

- Targeted at nurses, midwives, AHPs, health care assistants but open to any UNISON member

Any other relevant details

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

Tutor: Dr Gavin Lavery, ICU consultant and Clinical Director of HSC Safety Forum

DATES:

Wed 25 May 2016 – UNISON Belfast

10am – 1pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



REFLECTION – PROFESSIONAL NECESSITY OR PROFESSIONAL CHORE

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

Reflection as a health or social care professional is an important dimension of developing your practice and is a portfolio requirement for registrants including for NMC revalidation. This workshop is targeted at nurses but open to any professional who wants to develop reflective writing skills.

It will cover the key elements of reflection and how to articulate and explore your practice in a reflective way. The workshop will include a presentation, group work and an opportunity to practice writing.

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: Shirley Johnston, nurse education and Open University Associate Lecturer

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DATES:

2 – 5pm Thursday 3 March 2016 – UNISON Belfast

6 – 9pm Thursday 3 March 2016 – UNISON Belfast

2 – 5pm Wednesday 12 November 2016 – UNISON Belfast

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



REVALIDATION AND PORTFOLIO BUILDING

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

The NMC now requires all registered nurses to undertake revalidation on a phased basis. This workshop will prepare you revalidation, by explaining the procedure, the requirements and how you can ensure you comply.

It will cover completing the relevant documentation, for example, reflective pieces of work as well as presenting your portfolio of evidence. It is only relevant to nurses and midwives.

UNISON encourages and welcomes attendance from:

- Nurses and midwives

Any other relevant details

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

Tutor: Dr Jane Wright, has a background in accident and emergency nursing and is also a nurse educator.



DATES:

11am – 1pm Tuesday 26 January 2016 – UNISON Derry

2 – 4pm Tuesday 26 January 2016 – UNISON Derry

10am – 12pm Thursday 28 January 2016 – UNISON Belfast

1.30 – 4.30pm Thursday 28 January 2016 – UNISON Belfast

11am – 1pm Monday 1 February 2016 – Dungannon

2.30 – 4.30pm Monday 1 February 2016 – Craigavon

11am – 1pm Wednesday 3 February – Enniskillen

2 - 4pm Wednesday 3 February – Enniskillen

11am – 1pm Friday 5 February – Coleraine

2.30 – 4.30pm Friday 5 February – Antrim

11am – 1pm Tuesday 9 February – Newry

2 – 4pm Tuesday 9 February – Newry

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



BEREAVEMENT AWARENESS FOR MANAGERS

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 workshop is aimed at anyone that manages people. No matter how confident and competent a person is, dealing with bereaved people can sometimes create awkward and stressful situations that can be detrimental to the well-being of those struggling to cope with loss.

This training ensures that people know how to provide a caring yet professional response whatever the situation surrounding the loss.

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: Suzanne Quinn, CRUSE

DATES:

Monday 18 April 2016 – UNISON Belfast

Tuesday 11 October 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



EFFECTIVE COMMUNICATION : STRATEGIES FOR CREATING CLARITY IN THE WORKPLACE

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.

Tutor: Deirdre Gunn

DATES:

Thursday 26 May 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



EFFECTIVE COMMUNICATION SKILLS FOR CLEANING & CATERING 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 evening workshop aims to support cleaning and catering supervisors 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:

- Domestic and catering supervisors working in schools and hospital

Any other relevant details

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

Tutor: Deirdre Gunn

DATES:

Wednesday 9 March 2016 – UNISON Belfast
Tuesday 8 November 2016 – UNISON Belfast

6 – 9pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



EMOTIONAL INTELLIGENCE IN THE WORKPLACE – WHAT HELPS AND WHAT HINDERS?

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

This interactive one-day workshop will explore the role of emotions in the workplace. For any team or project to be successful and effective, human relations need to be positive and emotionally intelligent leaders are aware of how feelings can help or hinder productivity and morale.

Sometimes feelings such as anger, resentment, envy, fear and lack of trust or acceptance can not only prevent people from performing to their optimum but can also sometimes lead to dysfunctional behaviours such as resistance which may block progress in service delivery or development. Often these unproductive feelings are 'acted out' without conscious awareness and problems arise when the emotional intelligence of staff is perhaps under-developed.

With this in mind, the workshop will highlight typical scenarios that can occur, including what can be done to acknowledge and address the impact of emotions 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.

Tutor: Robin McRoberts, Open University Associate Lecturer

DATES:

Monday 10 October 2016 - UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



EVERYONE CAN BE A LEADER – Exploring a ‘Distributed Leadership’ Approach

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

People may believe that leadership can only be provided on a ‘top-down’ basis by those in formal positions of authority. This interactive one-day workshop explores current thinking in relation to distributed or shared leadership which suggests that staff at all levels can provide leadership horizontally, even though this may be done on an informal basis. In an increasingly complex health and social care sector, leadership that is provided only on a vertical, hierarchical manner from the appointed leaders has considerable limitations. Working to set organisational or team goals, it is argued that service quality is more likely to be delivered when all members of a team share leadership responsibility, particularly in relation to their own area(s) of expertise. The workshop will examine the key skills, attitudes and culture that will enable the development of a distributed leadership approach.

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: Robin McRoberts, Open University Associate Lecturer

DATES:

Thursday 28 January 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



FOUNDATIONS OF PERSONAL STRENGTH AND RESILIENCE

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 workshop aims to enhance your confidence, courage, enjoyment and commitment to be true to yourself and positive action in the work place by:

Providing a practical skills step by step tool kit for you to use in and beyond this workshop to identify and support your unique strengths and action, to STOP any erosion now, restore your foundations and GROW through tough challenges

Offering you the latest evidence / research on resilience in pictures and words including the science of the brain and voluntary and involuntary nervous system

Fun and humour - Giving you examples from real life locally and from other cultures internationally to explore and learn from in small and large group activities and reflection

Inviting you to explore and learn together from live situations you face in safe, challenging and enjoyable ways. I offer live demonstration/coaching.

Finishing with a Practical Action Plan, Handouts and Resourcing you into the future – e.g. reading suggestions, websites

UNISON encourages and welcomes attendance from:

- Any UNISON member

Tutor: Rosie Burrows BACP, SEP, PhD Resilience and Trauma Specialist

DATES:

Monday 14 March 2016 – UNISON Belfast
Friday 9 September 2016 - UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



GETTING STUFF DONE : BEING MORE PRODUCTIVE AND STAYING SANE

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

We have all been to workshops which promised to show us ways of working faster and more productively. But as we know all too well, these don't really work, or at least not for long. This workshop will instead focus on the underlying principles behind good work habits and how these can enable you to prioritise your work and get things done.

Drawing on the ideas of Franklin-Covey and David Allen, this workshop will also identify a number of practical actions that you can take which will support these principles and make you feel like you are in control of your work again.

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: Helen Evans, Open University

DATES:

Friday 15 November 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



MANAGING DIFFICULT CONVERSATIONS

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

Interaction with other people is a normal day to day activity but how can you most effectively manage more complex scenarios. Shauna Hughes, CEO at EyeChange Consultancy, will share her expertise, equipping delegates to feel more confident about how to conduct and manage difficult conversations. Best practice workplace advice will be explored using, in part, real life scenarios. As a master NLP practitioner, Shauna will explore the use of language and you will learn how to spot when a conversation is heading towards confrontation and how to diffuse the situation using language. Body language cues will also be discussed.

Uniquely this day will also provide self awareness as to your own perceptions of what is a difficult conversation. You will gain insight into turning difficult conversations into successful interactions that enhance communication, rapport and result in mutually successful outcomes.

This interactive one-day workshop promises to be fun, highly practical and educational.

UNISON encourages and welcomes attendance from:

- Any UNISON member

Tutor: Shauna Hughes, CEO Eye Change Consultancy

DATES:

Tuesday 16 February 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



INTRODUCTION TO COACHING

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

Coaching is the modern manager's method of empowering staff; allowing staff to solve problems, by drawing on their own personal resources to do so. This one day introduction to Coaching will cover the basics of coaching and give you the opportunity to practice some effective, but simple coaching techniques.

The workshop will look at some useful models and how to use these to support staff, encouraging a 'can do' attitude in yourself and in your team, that will not only develop all of your team, but help you to manage your time more effectively. You do not need any prior knowledge of coaching to join this session.

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: Shauna Kane, Quality Manager for ILM in Northern Ireland, with a background in consulting and coaching

DATES:

Monday 20 June 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



MINDFULNESS – AN INTRODUCTION

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:

Monday 9 May 2016 – UNISON Belfast

Friday 23 September 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



MINDFULNESS – ADVANCING YOUR PRACTICE

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:

Monday 28 Nov & 5 Dec 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



MINDFULNESS FOR HEALTH & SOCIAL CARE MEMBERS

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

"Please put your own oxygen mask on before helping others." Every flight attendant provides a simple yet profound teaching for those of us who work in health and social care - to be truly helpful to others we must begin with care for ourselves.

Only when we develop greater awareness, steadiness of mind and self compassion, can we extend these qualities to the people we would help. Many people have found mindfulness practice to be of significant benefit in supporting the development of these personal qualities.

This half day session is designed for health and care workers, professionals and family carers who already have some experience of mindfulness, and who wish to renew or strengthen their practice.

You may already have some inkling that mindfulness can help avoid burnout and compassion fatigue, and you may already have a sense that it can help deepen your awareness, emotional balance and compassion for self and others. If so, this morning of mindfulness training is designed to help you re-invigorate and re-connect with your own mindfulness practice.

UNISON encourages and welcomes attendance from:

- Any UNISON member in health and social care or community/voluntary support role

Tutor: Dugald McCullough, Open University Associate Lecturer

DATES:

Tuesday 14 June 2016 – UNISON Belfast

10am – 1pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



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.

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:

Wednesday 9 March – UNISON Belfast
Tuesday 8 November 2016 – UNISON Belfast

6 – 9pm

For More Information Contact:
 Education Team: educationni@unison.co.uk Tel: 028 90270190



PRESENTATION AND PUBLIC SPEAKING SKILLS

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 is designed for people who lack confidence and/or skills in speaking in public situations.

It is entirely skills focused and participants will have the opportunity to make a brief presentation (putting what you have learned into practice) and receive feedback in a constructive and safe environment.

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: Helen Evan, Open University

DATES:

Thursday 13 October 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



RESILIENT LEADERSHIP

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 workshop aims to enhance confidence, commitment, values and skills in Resourceful and Resilient Leadership that uses BOTH strengths and vulnerabilities of self and others creatively and compassionately in the work place by:

Providing a practical skills step by step tool kit for you to use in and beyond this workshop to identify and support your unique strengths as a Resilient Leader, to explore both strengths and vulnerability as an opportunity for you and others to grow through tough challenges.

Offering you the latest evidence / research on resilient leadership in pictures and words including the science of the brain, nervous system and emotional intelligence when under fire. Outlining the summary evidence of the values, qualities and competences of true and authentic leadership no matter where you are positioned.

Fun and humour - Giving you stories and examples from real life locally and from other cultures internationally to explore and learn from in small and large group activities and reflection.

Inviting you to explore and learn together from live situations you face in safe, challenging and enjoyable ways. I offer live demonstration/coaching one to one coaching using the group as a resource to optimize creativity.

Finishing with a Practical Action Plan, Handouts and Resourcing you into the future – e.g. reading suggestions, websites.

UNISON encourages and welcomes attendance from:

- Any UNISON member

Tutor: Rosie Burrows, BACP, SEP, PhD Resilience and Trauma Specialist

DATES:

Friday 4 November 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



ROLE OF OCCUPATIONAL HEALTH IN PROMOTING STAFF WELLBEING

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

The Occupational Health service has a key role to support staff to return to and stay engaged in the workplace. New challenges include an aging workforce, higher levels of mental ill health and an increase in staff with disabilities and chronic conditions.

This workshop will consider how Occupational Health interacts with staff, managers and trade union representatives to ensure that the sometimes conflicting situations can be resolved. Including case studies and best practice examples it will explore the role which Occupational Health can play which is both preventative and responsive.

UNISON encourages and welcomes attendance from:

- Any UNISON member and UNISON stewards

Any other relevant details

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

Tutor: Dr Martin Tohill, Consultant in Occupational Medicine, Belfast Trust along with members of his team covering Physio, Psychology and OT.

DATES:

Thursday 16 June 2016 – UNISON Belfast

10am – 1pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 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.

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 - www.pipscharity.com

DATES:

Saturday 14 May 2016 – UNISON Belfast
Tuesday 11 October 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



SUPPORTING STAFF THROUGH CHALLENGING TIMES

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

This interactive one-day workshop is aimed at staff who support others in a management, supervisory or mentoring role. Unanticipated and sometimes devastating life events may occur 'out of the blue' such as separation and divorce, chronic illness, unexpected loss etc. These difficult times can cause significant disruption to people, not only in their personal lives, but also in terms of their adjustment to work, not least of all extended sickness leave. The workshop will explore some of these events, their impact on employees and how best managers, supervisors and mentors can get alongside staff to support them through such crises and help them to return to optimum work performance. Research suggests that such support not only reduces absenteeism but also tends to enhance staff affiliation to their employer thereby increasing productivity and commitment.

UNISON encourages and welcomes attendance from:

- Any UNISON member who supervises/manages staff

Any other relevant details

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

Limited to 16 people

Tutor: Robin McRoberts, Open University Associate Lecturer

DATES:

Monday 6 June 2016 – UNISON Belfast

10am – 4pm

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



AUTISM & GENDER DYSPHORIA

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

UNISON encourages and welcomes attendance from:

- Open to all but booking is essential

Any other relevant details

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

This event is being run as part of UNISON LGBT Programme and is open to non members.

DATES:

September - Date to be confirmed

For More Information Contact:

Education Team: educationni@unison.co.uk Tel: 028 90270190



K101 INTRODUCTION TO HEALTH & SOCIAL CARE

What you can gain from this course:

- A Level 4 module in 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:

Block 1 - Explores a broad picture of care in the UK including caring within families, primary, acute, and social care.

Block 2 - Explores the impact of care needs and care services on peoples sense of identity and self worth.

Block 3 - Explores the settings in which care takes place and is managed.

Block 4 - Examines how care can go wrong and what individuals can do to try and prevent this including record keeping and confidentiality.

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 delivered through a combination of face to face tutorials and online tutorials. All assignments must be submitted online so a working knowledge of computers is required.

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



UNISON in partnership with Health Trusts provides funding for course fees.

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 10 hours per week home study over ten months.

October – June

Recruitment information for the course is advertised in May but anyone interested before then can send their details to:

Education Team: educationni@unison.co.uk Tel: 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.

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



Section 2: 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 to organise around issues
- Recognise the importance of equalities 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 to give 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: ICTU**THE ORGANISING STEWARD 2016 DATES:****Module 1:**

Wed. 10 – Fri. 12 Feb. 2016

Wed. 6 – Fri. 8 Feb. 2016

Wed. 11 - fri. 13 May 2016

Mon. 18 - Wed. 20 July 2016

2, 9 & 16 September 2016
(3 Fridays)

Wed. 9 - Fri. 11 Nov. 2016

Module 2:

Fri. 26 Feb, 4 Mar. & 11 Mar
(3 Fridays)

Tues. 26 - Thurs. 28 April 2016
**** UNISON DERRY**

25 May, 2 June & 9 June 2016
(3 Thursdays)

Wed. 10 – Fri. 12 Aug. 2016

Wed. 12 – Fri. 14 Oct. 2016

2, 9 & 16 Dec. (3 Fridays) 2016



Also, this additional course has been put on with dates which are more spread out to allow stewards who have release difficulties to apply.

Module 1:

- Day 1: Wed. 24 February
- Day 2: Wed. 9 March (3 Wednesdays)
- Day 3: Wed. 23 March

Module 2:

- Day 1: Fri. 22 April
- Day 2: Fri. 6 May (3 Fridays)
- Day 3: Fri. 20 May

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

For information on the course, or to register – educationni@unison.co.uk, or tel: 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:

Newly elected and less experienced UNISON Health and Safety reps organising at local level. As a Health and Safety representative you are a vital link in the union chain and have an important role to play in organising members.

Course Duration: 3 days

Accreditation:

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

Tutors: ICTU



DATES:
Module 1:

5, 12 & 19 Feb. 2016 (3 Fridays)

Wed. 13 April – Fri. 15 April 2016

Fri. 1 & Mon. 4 & 5 July 2016

Mon. 12 – Wed. 14 Sept. 2016

*** UNISON Derry*

Wed. 26 – Fri. 28 Oct. 2016

Module 2:

Mon. 21 – Wed. 23 March 2016

20, & 27 May & 3 June

(3 Fridays)

Wed. 27 – Fri. 29 July 2016

Wed. 5 – Fri. 7 Oct. 2016

*** UNISON Derry*

14, 21 & 28 Nov. 2016

(3 Mondays)

Also, this additional course has been put on with dates which are more spread out to allow stewards who have release difficulties to apply.

Module 1:

Day 1: Mon. 5 September

Day 2: Mon. 19 September

Day 3: Mon. 3 October

Module 2:

Day 1: Fri. 4 November

Day 2: Fri. 18 November

Day 3: Fri. 2 December

For information on the course, or to register – educationni@unison.co.uk, or tel: 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
- Ensuring that the case form is correctly completed

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:

- All branch officers and stewards.

Course Duration:

2 days

Tutor: Regional Organiser (Education)

DATES:

Thurs. 31 March & Fri. 1 April 2016, UNISON Belfast

Mon. 5 & Tues. 6 Sept. 2016, UNISON Belfast

Thurs. 17 & Fri. 18 Nov. 2016, UNISON L'derry

For information on the course, or to register – educationni@unison.co.uk, or tel: 028 90270190



BRANCH CHAIRPERSONS & BRANCH SECRETARIES COURSE

What you and your Union can gain from the course:

- Distinct role which branch chairpersons and secretaries play in the branch
- Stronger and more effective branch meetings
- Stronger branches
- Branch full participation in the life of our union

Key Areas for you as a Participant:

- Understanding how the roles work together
- Understanding how the roles are distinct
- Knowing the rules of procedure and conduct of business
- Effective agendas and minutes
- Conduct of elections
- Dealing with disputes and tensions in meetings
- Top tips for quality Branch Committee meetings

UNISON encourages and welcomes attendance from:

All Branch Chairpersons & Branch Secretaries

Course Duration: 1 day

Tutors: Regional Convenor and Regional Education Officer

DATES:

Mon. 16 May 2016, UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationi@unison.co.uk



BRANCH EDUCATION OFFICERS

What you and your Union can gain from the course:

- To give UNISON branch education co-ordinators the knowledge, skills and confidence they need to successfully carry out their role
- To understand the pivotal role of education in supporting and developing workplace and branch organisation
- To explore effective ways of budding and mentoring stewards
- To understand the role of the Lifelong Learning Co-ordinator and union learning reps
- To help establish branch Education Teams

Key areas for you as a Learner:

- Understand the role of education and training in UNISON organisation and development
- Be aware of the education and training opportunities offered by UNISON.
- Explored ways assessing the needs all branch members

UNISON encourages and welcomes attendance from:

Branch education officers/union learning reps

DATES:

Friday 6 May 2016, UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



BRANCH WELFARE OFFICERS

What you and your Union can gain from the course:

- Understand the application process and areas where welfare can assist members
- Understand their role and confidentiality involved
- Understand the UNISON welfare charity structure and staff responsibility
- Understand the importance of promoting and publicising UNISON Welfare

Key areas for you as a Learner:

- Develop influencing and communication skills
- Practice active listening
- Promote UNISON Welfare as part of recruitment drives
- Practice presentation skills and how to handle problems in an assertive manner.

UNISON encourages and welcomes attendance from:

- Branch Welfare Officers

Course Duration:

Two days

Tutor: Marjorie Trimble, Regional Welfare Committee & HQ Staff

DATES:

Thurs. 21 & Fri. 22 April 2016 – UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



FINANCE & THE ORGANISED BRANCH

What you and your Union can gain from the course:

- Consistent Branch financial management within rule
- Effective use of Branch finances

Key areas for you as a Participant:

- Getting the basics right: keeping good books, completing good returns
- Understanding what the Regional and Head Office requirements are, and why they matter
- Knowing when to ask for help, and who to approach
- Building a high quality submission for Regional or Head Office Funds
- Working with the Auditor

UNISON encourages and welcomes attendance from:

All Branch Finance Officers & Branch Committee Members

Course Duration:

One day

Tutor: Finance Department, UNISON Head Office

DATES:

Monday 26 September 2016 – UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



BRANCH FINANCE – OLBA COURSE (On-line Branch Accounting)

What you and your Union can gain from the course:

You will learn how to keep your branch's accounting records on OLBA. This is UNISON's web-based accounting package, use of which by branches is required by the rule book.

OLBA will help you to keep track of your branch's finances; it will allow you, at the click of a button, to print accounts (and other reports) for your committee meetings and for the branch AGM; and it will allow you to monitor your branch's income and expenditure against the branch budget.

Key areas for you as a Participant:

- The various features of the system will be demonstrated to you on the screen
- You will practice using it by means of a case study
- You will be given an OLBA log-in, if you don't have one already.
- You will have the opportunity to get your branch's OLBA records up to date, with the tutor there to guide you and help you if you get stuck.

UNISON encourages and welcomes attendance from:

- All Branch Finance Officers

Course Duration:

One days

Tutor: Barry Lyons, Finance Department, UNISON Head Office

DATES:

Mon. 23 May 2016

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



BRANCH HEALTH & SAFETY OFFICERS

What you and your Union can gain from the course:

- Find out about your role as a UNISON Health & Safety Officer
- Develop the skills you need as a branch Health & Safety officer
- Increase your confidence to support the members of the branch effectively
- Understand and influence the Employers health & safety management strategy
- Update your knowledge of legal and other standards, and know where to get further information and support

Key areas for you as a Learner:

- Understand the role that health and safety reps plays in good branch organisation
- Develop your understanding where you fit into the Branch Organisation

UNISON encourages and welcomes attendance from:

- All branch Health & Safety Officers and members of Health & Safety teams

Course Duration:

One day

Tutor: Barbara Martin

DATES:

Monday 25 April 2016, UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



SHARED LEARNING SESSIONS

Working Time Directive

These half day sessions are aimed at existing activists to come together for a facilitated workshop on particular topics or by occupational group.

The purpose is to share the expertise which exists within the activist base, develop common strategies and promote joint problem solving

Key areas for you as a Learner:

- UNISON encourages and welcomes attendance from:
- Course Duration: Half Day
- This will be facilitated by Fidelma Carolan, UNISON

DATES:

Monday 29 February 2016 – UNISON Belfast

10am – 1pm

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



SHARED LEARNING SESSIONS

Understanding Rights within the various School Sectors

These half day sessions are aimed at existing activists to come together for a facilitated workshop on particular topics or by occupational group.

The purpose is to share the expertise which exists within the activist base, develop common strategies and promote joint problem solving

Course Duration: Half Day

This will be facilitated by Fidelma Carolan, UNISON

DATES:

Tuesday 1 March 2016, after Local Govt. Service Group (1.30pm)

1.30 - 3.30pm

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



SHARED LEARNING SESSIONS

KSF ~ What's Happening, what's not & what needs to

These half day sessions are aimed at existing activists to come together for a facilitated workshop on particular topics or by occupational group.

The purpose is to share the expertise which exists within the activist base, develop common strategies and promote joint problem solving

Key areas for you as a Learner:

- UNISON encourages and welcomes attendance from:
- Course Duration: Half Day
- This will be facilitated by Fidelma Carolan, UNISON

DATES:

Mon. 13 June 2016 – UNISON Belfast
10am – 1pm

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



SHARED LEARNING SESSIONS

Challenging Problems in Private Homecare & Residential Care(meeting)

These half day sessions are aimed at existing activists to come together for a facilitated workshop on particular topics or by occupational group.

The purpose is to share the expertise which exists within the activist base, develop common strategies and promote joint problem solving

Key areas for you as a Learner:

- UNISON encourages and welcomes attendance from:
- Course Duration: Half Day
- This will be facilitated by Fidelma Carolan, UNISON

DATES:

Mon. 9 May 2016 – UNISON Belfast
10am – 1pm

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



IRISH CONGRESS OF TRADE UNIONS SEMINAR SERIES

These half day workshops are free to all UNISON stewards and members
Please note they take place in external venues.

Find out more about what the Equality Commission for Northern Ireland (ECNI) does

10am – 1pm Friday 15 January, Equality Commission

Come along to this session to find out more about the work of the ECNI. Among other functions, the Commission can also offer help with discrimination cases. The training session will look at what advice and support you can receive from the Commission and how to access our services. We will also explain how we select cases to support and our approach to legal casework.

Ever thought about going for a Public Appointment but not sure how to go about it?

10.30am – 1pm Tuesday 19 January, Commissioner for Public Appointments, Annexe B, Upper Newtownards Road, Belfast, BT4 3SB.

Join the office of the Commissioner for Public Appointments to find out more about public appointments and how to apply. There are 300/400 appointments to public bodies in Northern Ireland made every year. Public bodies, and their boards, play a vital role in the lives of the people of Northern Ireland; in health provision, in education, in policing and justice, in economic and social development matters and right across the spectrum of Government services. We believe that every citizen should have the chance to contribute to the working of these bodies.

In this short seminar, the office of the Commissioner for Public Appointments will outline:

- The purpose of public appointments;
- The benefits of taking up an appointment;
- How to apply;
- How to prepare for interview



Promoting Equality between Men and Women in Employment

10 – 12.30pm Monday 25 January, Equality Commission, Belfast

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.

Bullying and Harassment

10 – 12.30pm Wednesday 10 February Labour Relations Agency, Belfast

Many trade union representatives will be familiar with concepts such as dignity at work and harassment contact officers and so on. This seminar looks at the core issues associated with the law on bullying and harassment and the differences between the two concepts in terms of the protection afforded by the law and the impact of perception in terms of how they are handled in the modern workplace.

Promoting Equal Opportunities for Lesbians, Gay, Bisexual and/or Transgender People in Employment

10 – 12.30pm Tuesday 23 February, Equality Commission, Belfast

This seminar will be an introduction to the law which prohibits discrimination on the grounds of sexual orientation and gender reassignment and how to ensure employers are adequately tackling homophobia and transphobia.

Work and Families (NI) Act 2015

10 – 12.30pm Wednesday 27 April, Labour Relations Agency, Belfast

Trade union representatives need to be aware of the new regime which abolishes additional paternity leave and pay and replaces it with a procedurally complex process of shared parental leave which an employee may be entitled to "opt into" if they and their partners "qualify". Union representatives need to have a working knowledge of the basic aspects of the new law and how their members may qualify for new rights under it.

Transfer of Undertakings (TUPE)

10 – 12.30pm Wednesday 25 May, Labour Relations Agency, Belfast

Since 1982 the law on TUPE has not remained steady with case law and statute intervening regularly and particularly in 2006 and 2014. The law in GB and NI differ with regard to TUPE and as such union representatives need to be aware of core concepts, rights and differences in the law on TUPE which can at times seem very complex if those involved do not have a working knowledge of how the law applies in any given situation.



An Introduction to the Industrial Tribunal System

10am – 1pm Friday 3 June, Equality Commission

In this session, participants will be provided with an overview of the Industrial Tribunal System, its purpose, how it functions and what trade union representatives need to know when advising members. Please note that this session is suitable for those completely new to the tribunal system.

Annual Review of Employment Law

10 – 12.30pm Wednesday 15 June, Labour Relations Agency, Belfast

This seminar combines developments in employment law in NI in 2015 with differences between it and GB employment law. Trade union representatives will be given an overview of the main statutory and case law developments in 2015 and what they mean for trade unions and their members.

To book a place please contact ICTU directly tony.gallagher@ictuni.org or ring 028 90 247940



Section 3:

STEWARD FOLLOW-ON TRAINING (ERA Accreditation) ~ Organising



NEGOTIATION & COMMUNICATIONS

Module 1 – Negotiation

Module 2 - Communications

What you and your Union can gain from the course:

- Insight into negotiating styles
- Countering difficult management
- Build confidence in your ability to take cases
- Helps you read the “tell tale” signs in your opponents
- Communicating effectively with members and management
- Finding appropriate wording for complaints and/or grievance and disciplinary cases
- Builds confidence in your communication skills

Key areas for you as a Steward:

- To build confidence
- To help you put together an effective negotiating team
- Designing eye-catching posters
- Writing letters
- Using effective language in all correspondence

UNISON encourages and welcomes attendance from:

Branch Communication Officers Branch Secretaries and other relevant activists.

Course Duration:

5 days in total

Module 1: 3 days

Module 2: 2 days

Tutor: Barbara Martin (ICTU)

THIS COURSE WILL BE OCN ACCREDITED



DATES:

Module 1: 3 days - Thurs. 7, Fri. 8 & Mon. 11 April 2016

&

Module 2: 2 days - Thurs. 9 & Fri. 10 June 2016

10am – 4pm – UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



REPRESENTING MEMBERS AT BULLYING & HARASSMENT HEARINGS

Bullying is at epidemic proportions within the occupational groups of workers that UNISON represents, 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
- Knowing the legislation
- Learn a method to process these difficult cases

Key areas for you as a Steward:

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

UNISON encourages and welcomes attendance from:

Accredited shop stewards

Course Duration:

2 days

Tutor: Barbara Martin, ICTU

THIS COURSE WILL BE OCN ACCREDITED

DATES:

Monday 10 October 2016

10am – 4pm

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



WRITING EFFECTIVE PRESS RELEASES

What you and your Union can gain from the course:

- How to use local and regional press to support branch and regional Campaigns
- How to write Press releases that get published

Key areas for you as a Learner:

- How to turn your press release into a news story
- Identifying the right publication, audience and journalist to pitch to
- Making your message attractive to journalists
- Developing relationships with the press
- Identifying newsworthy angles for press releases that will appeal to reporters
- Other publicity avenues, other than newspapers: engaging the influencers

UNISON encourages and welcomes attendance from:

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

Course Duration: 1 day

Tutor:

Lyra McKee, freelance journalist

DATES:

Thursday 21 April, UNISON Belfast

10am – 4pm

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



MEDIA TRAINING

What you and your Union can gain from the course:

- How to conduct a great radio interview and get on local/regional radio
- Practice session doing television style interviews

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:

Course is limited to 5 participants only so priority will be given to Branch Communication Officers Branch Secretaries and other senior activists who will need to work with press and radio on behalf of UNISON.

Course Duration: 1 Day

Tutor: Media Team, UNISON Head Office

DATES:

Tuesday 19 & Wednesday 20 April
(2 sessions limited to 5 people per session)

For information on the course contact – either Fidelma Carolan, or Norma Neal
 – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



Section 4:

BUILDING THE BARGAINING AND EQUALITY AGENDA



TERMS & CONDITIONS WITHIN 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. 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.

Key areas for you as an Activist:

Key areas for you as a Learner:

- To give an overview of terms and conditions within the health sector

UNISON encourages and welcomes attendance from:

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

Course Duration: 1 day

Tutor: Maura McKenna

DATES:

Mon. 11 April 2016 – 10am – 3pm - UNISON Belfast

Tues. 12 April – 6pm – 9pm – UNISON Belfast

Mon. 7 Nov. 2016 - 10am – 3pm – UNISON Belfast

Tues. 8 Nov. 2016 - 6pm – 9pm – UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



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.

UNISON encourages and welcomes attendance from:

- 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

Tutors: Maura McKenna/Catherine Farrell/ Martin Toal

DATES:

Mon. 6 June 2015 – 10am – 4pm – UNISON Belfast

Tues. 7 June 2015 – 6pm -9pm – UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



USING EQUALITY LAWS TO CHALLENGE & WIN

How you can make a difference by:

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, zero 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:

UNISON Branch Negotiators and those bargaining on behalf of our members

Course Duration: 1 day

Tutor: Emma Patterson, CAJ

DATES:

Mon. 18 April 2016 - 10am – 4pm

Fri. 4 Nov. 2016 - 10am – 4pm

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



DEVELOPING A CAMPAIGN FOR CHANGE

This workshop will draw on work of Participation and the Practice of Rights organisation – a human rights organisation established by UNISON's former Regional Secretary Inez McCormack. PPR has ten years experience of supporting people directly impacted by failures in public services to successfully campaign for change, making tangible improvements in people's lives and ensuring voices are heard in decision-making.

This session will show participants how to mobilise people around a campaign issue, how human rights can be used as practical tools for change, how to build a successful campaign strategy, generate positive and unusual alliances and ensure promises of change, actually translate to practical improvements on the ground.

UNISON encourages and welcomes attendance from:

All branch committee members and stewards

Tutor: Nicola Browne, PPR Project

DATES:

Tuesday 17 May 2016, UNISON Belfast

Thursday 6 Oct 2016, UNISON Belfast

10am – 4pm

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



Section 5:

WOMEN'S DEVELOPMENT TRAINING



MAKING WOMEN SEEN & HEARD

Defending our Public Services

This is an informal morning for women members to find out more about UNISON and discuss local issues which impact on your home and work lives.

It will include a short film about the life of UNISON's former Regional Secretary Inez McCormack who championed women's voices at every table.

Lunch will be provided.

UNISON encourages and welcomes attendance from:

All UNISON Women members

Course Duration: Half day

Tutor: Women's Committee

DATES:

Sat. 20 February	-	The Lodge Hotel, Coleraine
Saturday 7 May	-	UNISON Belfast
Sat. 11 June	-	Westville Hotel, Enniskillen
Sat. 23 September	-	Marine Court Hotel, Bangor
Sat. 14 November	-	Armagh City Hotel, Armagh

10am – 1.30pm (with lunch provided)

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



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

DATES:

Thurs. 25 February	-	Lodge Hotel, Coleraine
Saturday 14 May	-	UNISON Belfast Office
Friday 17 June	-	The Westville, Enniskillen
Friday 7 October	-	Marine Court Bangor
Friday 2 December	-	UNISON Belfast

10am - 4pm

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



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.

Tutors: Pamela Dooley, Marjorie Trimble and Judy Linton

DATES:

Fri. 22 & Sat. 23 January 2016, Slieve Donard Hotel, Newcastle

Fri. 6 & Sat. 7 May 2016, Slieve Donard Hotel, Newcastle

Fri. 23 & Sat. 24 Sept. 2016, Slieve Donard Hotel, Newcastle

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



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 changed and rationalised?
- Facing up to what the Troubles meant for 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

This weekend organised by women members, for women members around Northern Ireland is where 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. 21 May & Sun. 22 May 2016, Silverbirch Hotel, Omagh

Sat. 26 & Sun. 27 Nov. 2016, Causeway Coast Hotel

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



SUPPORTING STAFF IMPACTED BY DOMESTIC ABUSE

What you and your Union can gain from the course:

- Information on Domestic Abuse Policies and how they can support staff
- Learn about the impact of Domestic Abuse on members
- Understand the link between absence and domestic abuse
- Learning about the role of Domestic Abuse champions in workplaces
- 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

UNISON encourages and welcomes attendance from:

All UNISON Activists

Course Duration: 10am – 1pm

Tutors: UNISON Domestic Violence Champion
Onus
Employer Representatives

DATES:

Friday 17 June 2016 – UNISON Belfast

10am – 1pm

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



Section 6: SPECIAL INTEREST COURSES



DEALING WITH STRESS

This course helps participants to recognise:

- Signs of stress and the effect it has on internal thought and emotions
- Underlying reasons for stress
- Individual responses to stress
- Personal strengths and weaknesses that could make you more resilient/susceptible to stress
- Ways of managing stress, including relaxation techniques.

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:

Friday 4 March 2016 – Lodge Hotel, Coleraine

Friday 13 May 2016 – UNISON Belfast Office

Thursday 23 June 2016 – The Westville Hotel, Enniskillen

Thursday 13 October 2016 – Marine Court Hotel, Bangor

Thursday 8 December 2016– UNISON Belfast Office

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



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:

Monday 14 March 2016, The Lodge Hotel, Coleraine

Wednesday 18 May 2016, UNISON Belfast

Monday 17 October 2016, Marine Court Hotel, Bangor

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



AN INTRODUCTION TO SOCIAL MEDIA

This is a one day course split into two sessions.

The morning session (10 – 12.30pm) is for those who are new to social media and covers the basics starting with how to set up a Facebook page and creating a Twitter account. The course will explain how to find your way around each of the sites and how to connect with other people or pages. A technical jargon buster will also be included to help you get up to speed on ‘likes’, ‘hashtags’ and ‘tweets’.

The afternoon session (1.30 – 4pm) is for those already using social media and will be a more advanced session looking at your online presence, what makes a good post/tweet, increasing your social media reach, understanding UNISON’s social media policies and a guide of what to do and what not to do online – the success and horror stories of social media.

Participants are welcome to attend, either or both sessions.

Tutor: Sharrona Clinton, UNISON Communications Assistant

DATES:

Monday 9 May 2016, UNISON Belfast
10am – 12.30pm Beginners
1.30 – 4pm Advanced

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



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
- University of the 3rd Age

DATES:

Friday 29 April 2016, UNISON Belfast

Friday 28 October 2016, UNISON Belfast

For information on the course contact – either Fidelma Carolan, or Norma Neal
– tel: 028 9027 0190, or e mail – educationni@unison.co.uk



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

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

Course Duration: 5 days

Tutor: ICTU

DATES:

This course is being offered by ICTU:

2 Feb - 1 March

(5 Tuesdays)

For information on the course contact – either Fidelma Carolan, or Norma Neal – tel: 028 9027 0190, or e mail – educationni@unison.co.uk



BRANCH EDUCATION CONTACT LIST

Fidelma Carolan

Regional Organiser - (Education 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	Glynis Pollock	07889 739186	glynispollock@belfasttrust.hscni.net
Belfast Education	Irene Graham	07979 040935	Irenegraham51@hotmail.com
	Angela Gribben	07902 962864	angiegribbs@hotmail.co.uk
Causeway	Anne Campbell	07742 983576	anncampbell345@btinternet.com
Coleraine Univ.	Anne Dinnen	07733 366447	Anne.dinnen@gmail.com
Craigavon Health	Carol Hall	07877 550901	dawn.emerson@aol.co.uk
	Dawn Emerson	07845 657197	
Health Agencies	Sally Kelly	07590 353458	sally.kelly@hscni.net
	David Spratt		david.spratt@hscni.net
Derry Education	Noeleen Beattie	07955 220306	noeleenok@hotmail.com
Down & Lisburn	Sheila Fella	07738 636160	sheilafella@aol.com
Down Education	Norma Busby	07533 199771	paul-norma@hotmail.co.uk
Foyle	Amanda Bradley	07754 597540	Bradleymandy1@hotmail.com
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North & West	Debbie Lyttle	07596 327808	Debbiemc1961@hotmail.co.uk
Northern Health	Maria Nicholls	07834404994	Maria.nicholls@hotmail.co.uk
N I Ambulance	David Spence	07743 822708 07775538217	davidspence@btinternet.com
	Amanda Sweetlove (Branch Contact - temporary)		amanda.sweetlove@yahoo.co.uk
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	Artie Dundas	07743480226	adundas2@yahoo.co.uk
Ulster Com. & Hosp. Trust	Eileen McCullough	07522788337	eileenmccullough@live.co.uk
	Belinda Garston	07523017072	belindagarston30@gmail.com

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

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

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. 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 _____





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 - UNISON, Galway House, 165 York St., Belfast BT15 1AL, or fax it to 028 9032 7929

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

