

**UNISON West Midlands**

# **Education Programme 2024**

# Courses Spring Term 2024

Course name	Description	Format	Date and time
<b>The Organising Steward</b>	All the basics new stewards and workplace reps need to know.	In person	Five Tuesdays, 9 Jan – 6 Feb, 10am – 4pm
<b>TUC Union Representatives Stage 1</b>	All the basics new stewards and workplace reps need, including representing members.	Online	Ten Wednesday mornings, 10 Jan – 20 Mar, 10am – 12pm
<b>Introduction to Health and Safety</b>	Essential starting point for new health and safety reps.	In person	Five Thursdays, 11 Jan – 8 Feb, 10am – 4pm
<b>Further Representational Skills (Grievance and Disciplinary)</b>	Follow-on course for stewards preparing grievance, disciplinary and capability cases.	Online	Tuesday 16 & Wednesday 17 Jan, 10am – 4pm
<b>Sickness Absence Reviews</b>	Follow-on course looking at sickness absence reviews.	Online	Tuesday 30 Jan, 10am – 4pm
<b>The Organising Steward</b>	All the basics new stewards and workplace reps need to know.	Online	Five Tuesday mornings, 20 Feb – 19 Mar, 10am – 12pm
<b>Introduction to Health and Safety</b>	Essential starting point for new health and safety reps.	Online	Five Thursday mornings, 22 Feb – 21 Mar, 10am – 12pm

Course name	Description	Format	Date and time
<b>Introduction to Negotiating</b>	Follow-on course identifying the aspects of good negotiating practice.	In person	Wednesday 28 Feb, 10am – 4pm
<b>ERA Refresher</b>	For ERA-accredited reps who need to update their accreditation.	Online	Tuesday 5 & Wednesday 6 Mar, 10am – 4pm
<b>Supporting Reps' Wellbeing</b>	Tools and resources to help you maintain mental wellbeing as a union rep.	In person	Thursday 7 Mar, 10am – 4pm
<b>Maternity and Parental Rights</b>	Follow-on course exploring the law on maternity and parental rights.	In person	Tuesday 12 Mar, 10am – 4pm

To apply for any of these courses log into your account

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# Courses Summer Term 2024

Course name	Description	Format	Date and time
<b>Further Representational Skills (Grievance and Disciplinary)</b>	Follow-on course for stewards preparing grievance, disciplinary and capability cases.	In person	Tuesday 16 & Wednesday 17 Apr, 10am – 4pm
<b>The Organising Steward</b>	All the basics new stewards and workplace reps need to know.	In person	Five Tuesdays, 16 Apr – 14 May, 10am – 4pm
<b>TUC Union Representatives Stage 1</b>	All the basics new stewards and workplace reps need, including representing members.	Online	Ten Wednesday mornings, 17 Apr – 26 Jun, 10am – 12pm
<b>Introduction to Health and Safety</b>	Essential starting point for new health and safety reps.	In person	Five Thursdays, 18 Apr – 16 May, 10am – 4pm
<b>Sickness Absence Reviews</b>	Follow-on course looking at sickness absence reviews.	In person	Tuesday 30 Apr, 10am – 4pm
<b>Dealing with a Disciplinary</b>	Follow-on course helping stewards deal with disciplinary cases.	Online	Tuesday 14 & Wednesday 15 May, 10am – 4pm
<b>Understanding and Challenging Sexual Harassment</b>	Follow-on course to help tackle sexual harassment.	In person	Tuesday 4 Jun, 10am – 4pm
<b>ERA Refresher</b>	For ERA-accredited reps who need to update their accreditation.	In person	Wednesday 5 & Thursday 6 Jun, 10am – 4pm

Course name	Description	Format	Date and time
<b>The Organising Steward</b>	All the basics new stewards and workplace reps need to know for their roles.	Online	Five Tuesday mornings, 11 Jun – 9 Jul, 10am – 12pm
<b>Introduction to Health and Safety</b>	Essential starting point for new health and safety reps.	Online	Five Thursday mornings, 13 Jun – 11 Jul, 10am – 12pm
<b>Dealing with a Grievance</b>	Follow-on course covering grievance cases.	Online	Tuesday 18 & Wednesday 19 Jun, 10am – 4pm
<b>Dealing with Capability Cases</b>	Follow-on course covering all aspects of capability cases.	In person	Tuesday 2 & Wednesday 3 Jul, 10am – 4pm
<b>Making Equality Central to Your Union Practice</b>	Follow-on course exploring equality law and tools for reps.	In person	Wednesday 10 Jul, 10am – 4pm
<b>Mental Health First Aid</b>	Follow-on course to learn more about the Mental Health First Aider role.	In person	Monday 15 & Tuesday 16 Jul, 10am – 4pm



# Courses Autumn Term 2024

Course name	Description	Format	Date and time
<b>Sickness Absence Reviews</b>	Follow-on course looking at sickness absence reviews.	Online	Tuesday 10 Sep, 10am – 4pm
<b>The Organising Steward</b>	All the basics new stewards and workplace reps need to know.	In person	Five Tuesdays, 17 Sep – 15 Oct, 10am – 4pm
<b>TUC Union Representatives Stage 1</b>	All the basics new stewards and workplace reps need, including representing members.	Online	Ten Wednesday mornings, 18 Sep – 27 Nov, 10am – 12pm
<b>Introduction to Health and Safety</b>	Essential starting point for new health and safety reps.	In person	Five Thursdays, 19 Sep – 17 Oct, 10am – 4pm
<b>Further Representational Skills (Grievance and Disciplinary)</b>	Follow-on course for stewards preparing grievance, disciplinary and capability cases.	Online	Tuesday 1 & Wednesday 2 Oct, 10am – 4pm
<b>ERA Refresher</b>	For ERA-accredited reps who need to update their accreditation.	Online	Wednesday 16 & Thursday 17 Oct, 10am – 4pm
<b>Dealing with a Disciplinary</b>	Follow-on course helping stewards deal with disciplinary cases.	In person	Tuesday 22 & Wednesday 23 Oct, 10am – 4pm
<b>Understanding Sex Discrimination</b>	Follow-on course on using the law to challenge sex discrimination at work.	In person	Tuesday 5 Nov, 10am – 4pm

Course name	Description	Format	Date and time
<b>Supporting Reps' Wellbeing</b>	Tools and resources to help you maintain mental wellbeing as a union rep.	Online	Thursday 7 Nov, 10am – 4pm
<b>Dealing with a Grievance</b>	Follow-on course covering grievance cases.	In person	Tuesday 12 & Wednesday 13 Nov, 10am – 4pm
<b>The Organising Steward</b>	All the basics new stewards and workplace reps need to know.	Online	Five Tuesday mornings, 12 Nov – 10 Dec, 10am – 12pm
<b>Introduction to Health and Safety</b>	Essential starting point for new health and safety reps.	Online	Five Thursday mornings, 14 Nov – 12 Dec, 10am – 12pm
<b>Making Equality Central to Your Union Practice</b>	Follow-on course exploring equality law and tools for reps.	Online	Thursday 21 Nov, 10am – 4pm
<b>Negotiating Skills</b>	Follow-on course covering claims, teamwork and agreements.	Online	Tuesday 26 & Wednesday 27 Nov, 10am – 4pm
<b>Dealing with Capability Cases</b>	Follow-on course covering all aspects of capability cases.	In person	Tuesday 3 & Wednesday 4 Dec, 10am – 4pm

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**Full course descriptions are on:**

 <https://westmidlands.unison.org.uk/education-and-training-2/>

**Registration is via your account on:**

**My UNISON** [www.unison.org.uk/my-unison/](http://www.unison.org.uk/my-unison/)

**Contact the West Midlands UNISON education team:**

 [wmeducationteam@unison.co.uk](mailto:wmeducationteam@unison.co.uk)

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