

Course

Advanced negotiating behaviours

This is a challenging course that is aimed at experience reps who have completed the negotiating and influencing course earlier in the year or an equivalent type of course. It is also suitable to paid officers of unions who want to hone their skills.

What will this course cover?

- Identifying and developing effective negotiating styles
- Body and language
- Emotional intelligence
- Building consensus
- How to reach positive outcomes
- Collaboration as an effective negotiating tool

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
24 - 26 October

Duration:
Weekend

Closing Date:
3 October

Course Ref:
40/14

g GFTU
EDUCATIONAL
TRUST

Contemporary trade union and labour history

This course is for any trade union member who is interested in how unions work politically today. It will allow learners to develop their own analytical skills by reflecting upon how and why trade unions have continued to develop in the way that they have against a changing political and social landscape. No prior knowledge is necessary to enjoy the course.

What will the course cover?

- Trade unionism in the UK from the end of world war 2 to the warwick agreement
- The NHS and the welfare state
- The establishment of the free market during the Thatcher years
- The impact of neo-liberal economics
- The evolution of New Labour
- Trade unions and the political process

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
31 Oct - 2 Nov

Duration:
Weekend

Closing Date:
10 October

Course Ref:
42/14

Meeting facilitation skills

The course is for trade union officers and staff who are in a managerial or supervisory role in their union.

This course forms part of the GFTU TU management development programme.

What will this course cover?

- How meetings are run
- Understanding the rules of debate
- Cutting through jargon
- Making meetings more interactive
- Engaging participants
- Ensuring fairness and transparency

As this programme is not part of the core GFTU education programme there are set fees for these modules.

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
GFTU offices, London

Dates:
11 November

Duration:
1 day

Closing Date:
24 October

Course Ref:
99/6

Understanding the TUPE regulations

This course is for paid union officers, reps and stewards who are involved in handling transfer of undertakings issues in the workplace. All participants should have a basic knowledge of workplace legislation to enable them to get the best out of the course.

What will this course cover?

- Dealing with members problems
- Handling collective disputes
- Understanding the law around TUPE
- Understanding the rights of trade union representatives in TUPE negotiations

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
11 - 12 November

Duration:
2 week days

Closing Date:
24 October

Course Ref:
44/14

The advanced course

This is the GFTU's longest running course and is classed as our flagship event. The course will be taught by a mix of barristers and solicitors, as well as experienced industrial relations tutors. The course is for paid officers of unions as well as highly experienced lay representatives.

What will this course cover?

- The annual employment law review
- Notable tribunal cases
- The effects of the Employment Tribunal changes and how they are detrimental to members
- Topical employment law issues
- Advanced industrial relations matters

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
14 - 16 November

Duration:
Weekend

Closing Date:
24 October

Course Ref:
45/14

Emotional Intelligence

This course is for those trade union reps or workplace managers who want to improve their own interpersonal skills.

This is part 3 of our self-development programme.

What will this course cover?

- Handling inter-personal relationships
- Understanding other people's behaviour
- Developing empathy
- Adapting your own behaviour to achieve better relations at work

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
21 - 23 November

Duration:
Weekend

Closing Date:
31 October

Course Ref:
46/14

Disability Awareness

This is a newly updated course that is aimed at all equality reps, shop stewards, reps and disability activists who want an update of all legal developments on disability issues and also an overview of issues facing members in the workplace today.

What will this course cover?

- The law relating to disability in the workplace
- Developing case law
- What constitutes reasonable adjustments
- How to take up issues for members

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
28 - 30 November

Duration:
Weekend

Closing Date:
7 November

Course Ref:
47/14

Mental health issues in the workplace

This new course is for reps who may represent members on sickness absence, grievances and disciplinary cases and also for equality reps who want to update their skills. It is also for members who want to improve their own understanding of mental health issues in the workplace.

What will this course cover?

- Raising awareness of mental health issues
- How people with mental health issues are discriminated against
- Disability discrimination law and reasonable adjustments
- The role of unions in supporting members with mental health problems

Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
28 - 30 November

Duration:
Weekend

Closing Date:
7 November

Course Ref:
48/14

Dealing with difficult situations

The course is for trade union officers and staff who are in a managerial or supervisory role in their union.

This course forms part of the GFTU TU management development

What will this course cover?

- Essential principles and skills of good people management
- Dealing with those difficult conversations
- Action planning to address behavioural issues
- Dealing with all kinds of workplace conflict
- Identifying potential workplace problems
- Practical skill development

As this programme is not part of the core GFTU education programme there are set fees for these modules. Nomination forms can be obtained from your union, the GFTU or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:
Judith Jackson
Head of Educational Services

T: 020 7520 8340

E: gftueducation@gftu.org.uk

www.gftu.org.uk

Childcare facilities may be available on request.
All GFTU courses are accredited.



Course Venue:
Quorn Grange Hotel

Dates:
3 - 4 December

Duration:
2 weekdays

Closing Date:
14 November

Course Ref:
99/7