

A woman with short brown hair, wearing a white hairnet, a grey lab coat over a light blue collared shirt, and blue nitrile gloves, is smiling at the camera. She is pouring a thick red liquid from a large clear plastic jug into several small clear petri dishes arranged on a stainless steel table. In the background, there is a laboratory setting with white tiled walls, a window, and a large piece of equipment with a wire mesh door. A blue plastic bag is on the table next to the petri dishes.

# EDUCATION PROGRAMME

2016

**GMB**

GMB@WORK



# GMB MIDLAND AND EAST COAST REGION EDUCATION DEPARTMENT



**Andy Worth—Regional Secretary**



**Craig Stuart—Regional Education Officer**

GMB Midland & East Coast Region Education Department provides an extensive and comprehensive training programme from Initial Support Training and our in-house GMB@Work course for our newly appointed representatives, right through to TUC Diplomas in: Employment Law, Equalities, and Occupational Health & Safety. We also offer a wide variety of refresher courses to our most experienced representatives to bring them in line with up to date legislation. All of the courses on offer are structured around our GMB@Work ethos.

Your Education Department aims to fully equip GMB representatives with the skills and tools to approach and handle any problems arising in the workplace with confidence and effectively and successfully represent our Members.

Best Wishes,

A handwritten signature in black ink that reads "Andy Worth".

Andy Worth

**Regional Secretary  
GMB Midland & East Coast Region**

# CORE PROGRAMME

The core programme consists of \*:

- Initial Support Training (IST), this is a one-to-one with the new rep and their Full-Time Officer.
- 2 Day GMB@Work - delivered by Craig Stuart.
- 8 Day Workplace Organisers - Disciplinary, Grievance and other workplace problems.

*\*It is mandatory that all new reps complete this programme.*

There is also an array of other regional courses outlined on Page 5 of this brochure.

Courses are held in Nottingham, Lincoln, Leicester, Hull and Kettering. The Education Department can write and develop other courses to be delivered at any of the mentioned venues, or in-house at our Regional Office, should there be demand.

For details please contact the Education Department at Regional Office on: **0115 960 7171** or email at: **sarah.worth@gmb.org.uk**

# REGIONAL GMB@WORK COURSE PROGRAMME

Course	TERMS	Code
GMB@Work Nottingham	January, April and September	001
GMB@Work Leicester	January, April and September	002
GMB@Work Hull	January, April and September	003
GMB@Work Lincoln	January	004
GMB@Work Kettering	April	005

## INTERNAL COURSE CONTENT

### Course Title: Initial Support Training (2-3 hours approx.)

Initial Support Training (IST) is the first step for new GMB representatives. We aim to carry out this training within 6 weeks of appointment; this will be carried out by your Regional Organiser at your local GMB office.

IST is imperative for all new reps as this provides an insight to the GMB, whilst enabling you to develop a full understanding of: the GMB representatives role, GMB Regional Structure, Branch details, Health & Safety representatives role, compulsory and optional Education and Training opportunities.

## INTERNAL COURSE CONTENT CONTINUED...

### *Course Title: GMB@Work (2 day course)*

GMB@Work is the first 2 days in a succession of courses to equip GMB representatives with the fundamental skills and techniques to fulfil their new role successfully.

Delivering GMB reps with practical advice to aid them to become proactive in the workplace, this course focuses on:

- Mapping the workplace
- Organising and delivering campaigns
- Communicating with GMB members and company management.

GMB policy reflects a proactive approach as opposed to reactive. The skills provided during this course are essential to being a successful, proactive and organised GMB representative.

### *Course Title: Workplace Organisers (8 day course)*

Concentrating on the fundamental tasks and responsibilities of a Workplace Organiser, this part of the course looks at:

- Your role
- Negotiating
- Facility agreements and problem solving
- Disciplinary and Grievance handling
- Equality and discrimination
- Health & Safety

Completion of this part of the course will also give you a basic understanding of important workplace policies and agreements, along with a working knowledge of your rights to paid time off for union duties.

# FOLLOWING 2 DAY GMB@WORK, PROGRESSION ROUTES

Union Learning Rep	Workplace Representative	Healthy & Safety Representative
2 Day GMB@Work	2 Day GMB@Work	2 Day GMB@Work
Stage 1 5 Day GMB Union Learning Rep	8 Day GMB Workplace Reps	8 Day GMB Workplace Reps
Stage 2 5 Day GMB Union Learning Rep	12 Day TUC Union Reps Stage 1	10 Day GMB Advanced Health & Safety / TUC Health & Safety Stage 1
GMB 2 Day Campaign Skills (All Reps)	TUC Employment Law Certificate (12 days)	TUC Next Steps for Safety Reps (12 Days)
	TUC Employment Law Diploma (36 Weeks)	TUC Occupational Health & Safety Diploma (36 Weeks)
	TUC Contemporary Trade Unions Diploma (36 Weeks)	GMB 2 Day Short Course Programme
	TUC Equalities Diploma (36 Weeks)	
	GMB 2 Day Short Course Programme	

# GMB SHORT COURSE PROGRAMME

Title	Date	Venue
Tackling Workplace Stress	19th & 20th January 2016	GMB REGIONAL OFFICE— NOTTINGHAM
Employment Law Update	16th & 17th February 2016	GMB REGIONAL OFFICE— NOTTINGHAM
Negotiating Skills	15th & 16th March 2016	GMB REGIONAL OFFICE— NOTTINGHAM
Meetings, Motions & Making Your Point	19th & 20th April 2016	GMB REGIONAL OFFICE— NOTTINGHAM
Assessment, Investigation & Inspection	17th & 18th May 2016	GMB REGIONAL OFFICE— NOTTINGHAM
Mental Health Awareness	21st & 22nd June 2016	GMB REGIONAL OFFICE— NOTTINGHAM
Branch Organisation	19th & 20th July 2016	GMB REGIONAL OFFICE— NOTTINGHAM
Negotiating Improvements for Carers of Adults	23rd & 24th August 2016	GMB REGIONAL OFFICE— NOTTINGHAM

Representing Members	27th & 28th September 2016	<b>GMB REGIONAL OFFICE—NOTTINGHAM</b>
Campaigning & Redundancy	18th & 19th October 2016	<b>GMB REGIONAL OFFICE—NOTTINGHAM</b>
GMB Representative Refresher	22nd & 23rd November 2016	<b>GMB REGIONAL OFFICE—NOTTINGHAM</b>
Health & Safety Update	13th & 14th December 2016	<b>GMB REGIONAL OFFICE—NOTTINGHAM</b>

**All courses are to be held at GMB Regional Office, 542  
Woodborough Road, Nottingham, NG3 5FJ.**

**09:30 – 16:30**

**Venue: Conference Room 1**

**Lunch Provided**



# 2 Day GMB Short Courses – 2016

## **Course Title: Tackling Workplace Stress**

**Dates: 19th & 20th January 2016**

A recent survey revealed that Stress is the number one workplace hazard overtaking back pain. This course is for shop stewards, health & safety reps and activists who wish to identify cases of workplace stress. We will look at how to deal with potential cases, how to negotiate with your employer on the issue, and developing effective policies.

**PLEASE BRING** details of any agreements, procedures or risk assessments you have dealing with workplace stress. Also bring your **GMB Law at Work** book, if you have one and a notebook and pen.

## **Course Title: Employment Law Update**

**Dates: 16<sup>th</sup> & 17<sup>th</sup> February 2016**

This course is for reps that have a fair grasp of Employment Law. It will give you the opportunity to look at recent changes in employment law through new legislation, ACAS codes or case law.

The focus will be looking at how the law impacts on real workplace issues, e.g. negotiating with employers; discipline and grievance procedures; equal opportunities; redundancy consultation.

**PLEASE BRING** your contract of employment, grievance and discipline procedures, and any other agreements you wish to look at during the course and your **GMB Law at Work** book, if you have one and a notebook and pen.

## **Course Title: Negotiating Skills**

**Dates: 15<sup>th</sup> & 16<sup>th</sup> March 2016**

This course is suitable for new and experienced GMB Organisers. It will help you develop a range of negotiating skills including dealing informally with day to day problems; preparing a case; the process of negotiating; different bargaining styles and working effectively as a negotiating team.

**PLEASE BRING** any workplace agreements you have about recognition, negotiating rights and consultation and a notebook and pen.

# 2 Day GMB Short Courses – 2016

## **Course Title: Meetings, Motions & Making Your Point**

**Dates: 18<sup>th</sup> & 19<sup>th</sup> April 2016**

This course is designed to help you develop confidence in making presentations and verbal communication. It will cover different methods to adopt in order to successfully get your point across and there will be an opportunity for representatives to draft their own motions.

**PLEASE BRING** with you copies of your Branch constitution, current issues concerning the Branch and a notebook and pen.

## **Course Title: Assessment, Investigation & Inspection**

**Dates: 17<sup>th</sup> & 18<sup>th</sup> May 2016**

This course is for those representatives who are involved in representing members on health and safety and who generally take a lead on building trade union organisation. You will be able to share experiences about work-related health and safety problems, understand how legislation, company policy or other requirements relate to specific conditions at work and also review health & safety procedures in your workplace.

**PLEASE BRING** with you the results of the pre-course survey, workplace accident statistics, a copy of the Labour Research H&S **Law at Work** book, if you have one and notebook and pen.

## **Course Title: Mental Health Awareness**

**Dates: 21<sup>st</sup> & 22<sup>nd</sup> June 2016**

This course focuses on why it is important to raise awareness of mental health issues and how people with mental health issues are discriminated against. It will also cover aspects of disability discrimination Law and the role that GMB Workplace Representatives can play in understanding the importance of work for people with mental health problems.

**PLEASE BRING** with you any policies that your employer has on equality and discrimination, along with a copy of the capability/disciplinary procedures and a notebook and pen.

# 2 Day GMB Short Courses—2016

## **Course Title: Branch Organisation**

**Dates: 19<sup>th</sup> & 20<sup>th</sup> July 2016**

This course has been designed to help Branch members and Officers to develop ways of working and strategies to run an effective, active branch. It looks at all the practical skills needed to run the branch including prioritising work, delegation and leadership skills and using effective communications. Throughout the course the emphasis will be in growing the organisation and servicing the branch membership.

**PLEASE BRING** with you copies of your Branch constitution, current issues concerning the Branch and a notebook and pen.

## **Negotiating Improvements for Carers of Adults**

**Dates: 23<sup>rd</sup> & 24<sup>th</sup> August 2016**

There exists within the UK a position where 'informal' carers either have to give up work or take work with less pay in order to manage their caring responsibilities. Many also have to struggle to combine work and caring which can lead to stress and ill health if unsupported. GMB's view is that individuals should have the right to experience work/career as a means of contributing to the wider society as well as to provide care to family members. This course has been designed to equip workplace representatives with the skills and knowledge to negotiate over improvements to the conditions of working carers.

**PLEASE BRING** with you copies of existing family friendly policies, a notebook and a pen.

## **Course Title: Representing Members**

**Dates: 27<sup>th</sup> & 28<sup>th</sup> September 2016**

This course is designed specifically for those who are involved in representing members on terms and conditions, discipline and grievance cases and generally taking a lead on building trade union organisation. It will assist you with finding the best ways to take up issues with management, anticipate developments at the workplace, take rights and responsibilities equally seriously and develop opinions about what your union team needs to do.

# 2 Day GMB Short Courses – 2016

## **Course Title: Campaigning & Redundancy**

**Dates: 18<sup>th</sup> & 19<sup>th</sup> October 2016**

This course focuses on the law surrounding redundancy and how this compares with current workplace consultation arrangements. It will also look in detail at how to challenge local authority finances, the need for equality impact assessments and how we can campaign and organise ourselves to confront the issues.

**PLEASE BRING** with you a copy of your workplace Redundancy Policy, and a notebook and pen.

## **Course Title: GMB Representative Refresher**

**Dates: 22<sup>nd</sup> & 23<sup>rd</sup> November 2016**

This course is for experienced stewards and branch officers. It will give you an opportunity to update your knowledge around key issues facing your members.

It will be most helpful to you if you did your stewards training a few years ago but need an update.

**PLEASE BRING** with you your workplace contract of employment including terms and conditions, grievance and discipline procedures, and any other agreements you wish to look at during the course and your **GMB Law at Work** book, if you have one and a notebook and pen

## **Course Title: Health & Safety Update**

**Dates: 12<sup>th</sup> & 13<sup>th</sup> December 2016**

This course is for reps that have already done the GMB/TUC Safety Representative courses. It will give you the opportunity to look at recent changes in health & safety law through new legislation, case law. The focus will be looking at dealing with real workplace health & safety issues facing your members.

**PLEASE BRING** with you copies of your workplace health and safety policy, risk assessment sheets, details of any H&S issues that you may have dealt with or know about from your workplace, your Labour Research **H&S Law at Work** book, if you have one and a notebook and pen.



## GMB SHORT COURSE PROGRAMME

GMB Reps who wish to attend will be able to gain time off with pay, in accordance with the ACAS Code. Applications for time off should be made as soon as possible to give reasonable notice.

The course will begin at 9.30am and finish at approximately 4.30am.

Travelling and subsistence expenses will be paid by the GMB.

# GFTU EDUCATION COURSES

**The General Federation of Trade Unions was established by the TUC in 1899. Since that time it has had an incredible history giving solid practical support to specialist trade unions and sections of larger unions. No union is so big it couldn't do without practical assistance now and then. Many unions cannot offer the full range of services and support they would like to. The GFTU is here to assist.**

Within the GFTU there is a healthy sharing and solidarity culture which means no one is left out and all seek to support all others. Whether it was managing the huge engineering based strike funds in the early days to ensure no worker would ever be starved by employers' lockouts, or managing essential research and education support for its affiliates today, the GFTU has a role to play.

We have a friendly, open and inclusive style and welcome all affiliated unions to send a representative to our Executive Committee meetings. All of our affiliates gather every two years to determine the future and policies of the GFTU. Our Executive Committee also includes equalities and diversities seats and our aim is to include and support and campaign for social justice.

Specialist trade unions, often very tiny numerically, have formed the backbone of the British trade union movement since the 1750s. Occupationally specific groups in larger general unions also join with us to add our practical support to their endeavours.

We sense a new enthusiasm and growth for specialist unions and in 2015 are re shaping our work to be of even greater relevance and benefit.

## **COURSES:**

A list of available courses can be accessed at <http://www.gftu.org.uk/courses/>

**Should you wish to apply for any courses, please remember to apply directly through the Education department to ensure that your education records are accurately maintained and it is usually our policy that we do not pay expenses for courses attended unless you have applied for the course through the Education department.**

# GMB YOUNG WORKERS ENGAGEMENT PROJECT



## GMB Midland & East Coast Region

### Aims of the Project

GMB wish to establish clear links between learning and training that lead to sustainable employment for young people entering the world of work, particularly those from disadvantaged backgrounds with recognised employers in our 3 regional teams:

- Northern (based in Hull)
- Central (based in Nottingham)
- Southern (based in Leicester)

GMB identifies the need to develop strong links between employers and providers to ensure that employment, progression routes and further opportunities to internal or external training opportunities exist at the end of apprenticeship programmes. We also see the need to negotiate 'Learning Agreements' that include quality provision, but also good rates of pay, health and safety and future employment.

According to a recent report by the Work Foundation, currently one in five young people are seeking work but are unable to find it. In most cases the places with the highest youth unemployment rates are those that have experienced economic distress for some time.

### Problems to Address

The availability of and high level of competition for vocational learning opportunities in general means that in some areas, it will limit the ability of young disadvantaged people to compete for apprenticeship places.

The GMB will:

- Reinvigorate the Union Learning Reps within the region
- Support young people with English, maths and IT
- Build on successful ESOL work
- Promote learning for all members and non-members
- Encourage employers to set up or expand on existing apprenticeships schemes
- Develop 'Learning Agreements' with key employers
- Work with providers to establish 'preferred learning providers'
- Develop provider agreements (Memorandum of Understanding)

For further information, please contact:

Graham Randle – Project Manager: 07980 731621 or [graham.randle@gmb.org.uk](mailto:graham.randle@gmb.org.uk)



# Further help & information

For further help and information, please contact the Regional Education team at the GMB Midland & East Coast Region:

**Email:** craig.stuart@gmb.org.uk or sarah.worth@gmb.org.uk

**Telephone:** 0115 960 7171

**Address:** 542 Woodborough Road, Nottingham, NG3 5FJ

**unionlearn**

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