



# GMBEQUIP

educate • agitate • organise



## GMB Representatives Education Training Programme

# REGIONAL CORE PROGRAMME

## HEALTH & SAFETY

<b>COURSE TITLE/VENUE</b>	<b>DATES</b>	<b>DAY</b>
GMB 10 DAY HEALTH & SAFETY STAGE 1- <b>TAMWORTH OFFICE</b>	September 20/27 October 4/11/18 November 1/8/15/22/29 - 2022	Tuesday
GMB 10 DAY HEALTH & SAFETY STAGE 1 <b>STOKE OFFICE</b>	September 20/27 October 4/11/18 November 1/8/15/22/29 - 2022	Tuesday
GMB 10 DAY HEALTH & SAFETY STAGE 1 <b>NOTTINGHAM OFFICE</b>	September 22/29 October 6/13/20 November 3/10/17/24 December 1 - 2022	Thursday
GMB 10 DAY HEALTH & SAFETY STAGE 1 <b>HALESOWEN OFFICE</b>	January 10/17/24/31 February 7/14/28 March 7/14/21 – 2023	Tuesday
GMB 10 DAY HEALTH & SAFETY STAGE 1 <b>STOKE OFFICE</b>	January 10/17/24/31 February 7/14/28 March 7/14/21 – 2023	Tuesday
GMB 10 DAY HEALTH & SAFETY STAGE 1 <b>TAMWORTH OFFICE</b>	April 18/25 May 2/9/16/23 June 6/13/20/27 - 2023	Tuesday
GMB HEALTH & SAFETY STAGE 2 <b>NOTTINGHAM OFFICE</b>	April 19/26 May 3/10/17/24 June 7/14/21/28	Wednesday
GMB HEALTH & SAFETY STAGE 2 <b>HALESOWEN OFFICE</b>	April 20/27 May 4/11/18/25 June 8/15/22/29 - 2023	Thursday
GMB HEALTH & SAFETY STAGE 2 <b>STOKE OFFICE</b>	April 20/27 May 4/11/18/25 June 8/15/22/29 - 2023	Thursday

## EMPLOYMENT LAW

GMB 5 DAY EMPLOYMENT LAW HALESOWEN OFFICE	September 29 October 6/13/20/27 – 2022	Thursday
GMB 5 DAY EMPLOYMENT LAW COURSE ONLINE	January 13/20/27 February 3/10 – 2023	Friday
GMB 5 DAY EMPLOYMENT LAW STOKE OFFICE	January 12/19/26 February 2/9 – 2023	Thursday
GMB EMPLOYMENT LAW LEVEL 3 DIPLOMA HALESOWEN OFFICE	January 23/24/25/26 May 8/9/10/11 July 3/4/5/6 September 12/13/14	Monday, Tuesday, Wednesday, Thursday

## EQUALITY

GMB 5 DAY EQUALITY COURSE HALESOWEN OFFICE	November 3/10/17/24/ December 1 - 2022	Thursday
GMB 5 DAY EQUALITY COURSE LEICESTER OFFICE	February 20/27 March 6/13/20 – 2023	Monday
GMB 5 DAY EQUALITY COURSE STOKE OFFICE	March 2/9/16/23/30 - 2023	Thursday

# GMB SHORT COURSE PROGRAMME

<b>Recruitment &amp; Organising</b>	<b>28<sup>th</sup> &amp; 29<sup>th</sup> September 2022</b>	<b>LEICESTER OFFICE</b>
<b>Equality &amp; Diversity</b> <b>Equality &amp; Diversity</b>	<b>27<sup>th</sup> &amp; 28<sup>th</sup> October 2022</b> <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> November 2022</b>	<b>NOTTINGHAM OFFICE</b> <b>ONLINE</b>
<b>Mental Health Awareness</b> <b>Mental Health Awareness</b> <b>Mental Health Awareness</b>	<b>16<sup>th</sup> &amp; 17<sup>th</sup> November 2022</b> <b>23<sup>rd</sup> &amp; 24<sup>th</sup> November 2022</b> <b>6<sup>th</sup> &amp; 7<sup>th</sup> February 2023</b>	<b>LEICESTER OFFICE</b> <b>ONLINE</b> <b>HALESOWEN OFFICE</b>
<b>Branch Organisation</b> <b>Branch Organisation</b> <b>Branch Organisation</b>	<b>17<sup>th</sup> &amp; 18<sup>th</sup> October 2022</b> <b>8<sup>th</sup> &amp; 9<sup>th</sup> December 2022</b> <b>20<sup>th</sup> &amp; 21<sup>st</sup> December 2022</b>	<b>HALESOWEN OFFICE</b> <b>NOTTINGHAM OFFICE</b> <b>ONLINE</b>
<b>Health &amp; Safety Refresher</b> <b>Health &amp; Safety Refresher</b>	<b>18<sup>th</sup> &amp; 19<sup>th</sup> January 2023</b> <b>25<sup>th</sup> &amp; 26<sup>th</sup> January 2023</b>	<b>LEICESTER OFFICE</b> <b>ONLINE</b>
<b>Meetings, Motions &amp; Making Your Point</b> <b>Meetings, Motions &amp; Making Your Point</b>	<b>16<sup>th</sup> &amp; 17<sup>th</sup> February 2023</b> <b>January 17<sup>th</sup> &amp; 18<sup>th</sup> 2023</b>	<b>NOTTINGHAM OFFICE</b> <b>HALESOWEN OFFICE</b>
<b>Representing Members</b> <b>Representing members</b> <b>Representing Members</b> <b>Representing Members</b>	<b>6<sup>th</sup> &amp; 7<sup>th</sup> October 2022</b> <b>1<sup>st</sup> &amp; 8<sup>th</sup> December 2022</b> <b>9<sup>th</sup> &amp; 10<sup>th</sup> March 2023</b> <b>15<sup>th</sup> &amp; 16<sup>th</sup> March 2023</b>	<b>HALESOWEN OFFICE</b> <b>STOKE OFFICE</b> <b>LEICESTER OFFICE</b> <b>ONLINE</b>
<b>Confidence Building &amp; Assertiveness</b> <b>Confidence Building &amp; Assertiveness</b>	<b>21<sup>st</sup> &amp; 22<sup>nd</sup> November 2022</b> <b>13<sup>th</sup> &amp; 14<sup>th</sup> April 2023</b>	<b>HALESOWEN OFFICE</b> <b>NOTTINGHAM OFFICE</b>
<b>Confidence Building &amp; Assertiveness</b>	<b>20<sup>th</sup> &amp; 21<sup>st</sup> April 2023</b>	<b>ONLINE</b>

<b>H&amp;S Assessment, Inspections &amp; Investigations</b> <b>H&amp;S Assessment, Inspections &amp; Investigations</b>	<b>17<sup>th</sup> &amp; 18<sup>th</sup> May 2023</b>  <b>24<sup>th</sup> &amp; 25<sup>th</sup> May 2023</b>	<b>LEICESTER OFFICE</b>  <b>ONLINE</b>
<b>Emotional Intelligence</b> <b>Emotional Intelligence</b>	<b>8<sup>th</sup> &amp; 9<sup>th</sup> June 2023</b> <b>14<sup>th</sup> &amp; 15<sup>th</sup> June 2023</b>	<b>NOTTINGHAM OFFICE</b> <b>ONLINE</b>
<b>Sickness &amp; Capability Procedures</b>	<b>27<sup>th</sup> October 2022, 3<sup>rd</sup> &amp; 10<sup>th</sup> November 2022</b>	<b>STOKE OFFICE</b>
<b>Running a Dispute as a Campaign</b>	<b>31<sup>st</sup> October 2022</b>	<b>HALESOWEN OFFICE</b>

# COURSE INFORMATION

## Course Title: Recruitment & Organising (Code: RO)

This course is specifically designed to help you become more confident with one to one and group recruitment activities. We will look at how we can make a positive impact during the Employee Induction process, overcoming barriers to recruitment and how we can develop strategies to strengthen workplace organisation to combat attacks by employers.

**PLEASE BRING** with you copies of any recruitment materials/presentations you may use and a notebook and pen.

## Course Title: Equality & Diversity in the Workplace (Code: E&D)

The last few years have seen an increase in the amount and complexity of equalities issues at work. GMB representatives need to be able to keep up to date with equality legislation and handle issues such as flexible working, reasonable adjustments, and discrimination. This course will help you get to grips with the new and changing equality agenda.

**PLEASE BRING** with you copies of any workplace policies on equality and a notebook and pen.

## Course Title: Mental Health Awareness Code: (MHA)

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 Equality Law and the role that GMB Workplace Representatives can play in building a supportive workplace. **PLEASE BRING** with you any policies that your employer has on equality and discrimination and a notebook and pen.

## Course Title: Branch Organisation (Code: BO)

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.

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

## Course Title: Health & Safety Refresher (Code: HSR)

This course gives GMB Safety Reps the opportunity to further develop existing skills and knowledge. Focussing on current workplace safety issues, it looks at how we employ a trade union organising approach in order to tackle these effectively. We also take a look at the importance of

**workplace inspections and revisit our safety reps rights as outlined in the Safety Representative and Safety Committee Regulations 1977.**

**PLEASE BRING** with you copies of existing safety policies, inspection reports and a notebook and a pen.

**Course Title: Meetings, Motions & Making Your Point (Code: MMMP)**

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

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

**Course Title: Representing Members (Code: REPM)**

**This course is designed specifically for those who are involved in representing members on terms and conditions, discipline, and grievance cases. It will assist you with finding the best ways to take up issues with management, anticipate possible responses and develop a systematic way of managing casework for members.**

**PLEASE BRING** with you a copy of your Facility Agreement and a notebook and pen.

**Course Title: Confidence Building and Assertiveness (Code: CONB)**

**The aim of this course is to help you become more confident in discussions, not only in your role as a representative, but also in your personal life. It will examine ways in which you can approach difficult situations more assertively - achieving better results.**

**PLEASE BRING** with you a copy of the completed 'Pre-course Activity' and a notebook and pen.

**Course Title: Assessment, Investigation & Inspection (Code: AII)**

**This course is for those reps who are involved in representing members on health and safety. You will 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 H&S Law at Work book, if you have one and notebook and pen.

**Course Title: Emotional Intelligence (Code: EMOIN)**

This course has been designed to give you the opportunity to develop your ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathise with others, overcome challenges, and defuse conflict.

**PLEASE BRING** with you any pre-course activity work, notebook and a pen.

**Course Title: H&S stage 1 (Code: HS1)**

This course covers:

- Your rights as a safety rep
- Common hazards in your workplace
- Organising around Health and Safety
- The GMB approach to Health and Safety
- Employer policies and legal responsibilities

It is a vital part of your training, and we urge all GMB reps to attend.

If you have already attended the 5 day H&S reps short course you are still entitled to attend this course.

**Course Title: 5 Day Employment law (Code: GMBEL)**

This course gives reps a deeper understanding of employment law and puts it in the wider context of conflicting interests at work and the GMB's organising approach. It gives you a sense of both how and when to use the law and of its limitations.

Topics covered include:

- Contract changes
- Pay and benefits
- Fair and unfair dismissal
- Disciplinary, capability and attendance procedures
- Redundancy
- How to identify a possible legal claim

This course provides vital background knowledge for GMB reps dealing with a variety of both collective and individual cases.

**Course Title: 5 Day Equality (Code: GMBEQ)**

This Equality course is designed to ensure that reps have a clear understanding of GMB policies and values and know how to apply them when carrying out their duties within the process of organising, representation, and bargaining.

We look at:

- **Equality and the GMB@Work approach**
- **Equal pay**
- **The strengths and limitations of equality law**
- **Challenging discrimination**
- **Equality mapping your workplace**
- **Building representative GMB structures that reflect the workforce**

**This course runs over 5 days and is a ‘must have’ course for every GMB workplace organiser.**

### **Course Title: Running a dispute as a campaign (Code: RUNDIS)**

**Running a dispute as a campaign is designed to take reps through each stage of a successful campaign. We apply the 5 campaigning questions to developing your strategy and take reps through every stage of the dispute process including listening to members, identifying a claim, building momentum, applying leverage, organising effective action, and securing an outcome. The course is particularly relevant to reps who are preparing for the pay bargaining round, or who have collective grievances that they want to take forward effectively.**

### **Course Title: Sickness and Capability Procedures (Code: SICKCAP)**

**This course takes a detailed look at sickness and capability procedures both in theory and in action. It will help reps confront punitive and harmful sickness absence policies and protect our members. The topics we look at include:**

- **Putting together a persuasive defence**
- **Legal standards**
- **Best practice**
- **Understanding the damage caused by presenteeism**
- **Identifying a sick workplace**
- **How to unpick a procedure**

**The course is invaluable for any rep who finds themselves having to deal with sickness absence dismissals and sanctions.**

**Further help & information-To apply for any courses please complete the application form and return to [education.midlands@gmb.org.uk](mailto:education.midlands@gmb.org.uk)**

**For further help and information, please contact the Regional Education team at the GMB Midlands Region: To apply for any course please complete the application form and return to:**

**Email:[education.midlands@gmb.org.uk](mailto:education.midlands@gmb.org.uk)/Telephone: 0330 165 5585**

**Address: Will Thorne House, 2 Birmingham Rd, Birmingham B63 3HP**

## NOTES

