



GMBEQUIP

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GMB

Representatives Education Training Programme



2021/22

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Training and Education programme 2021/22

GMB Midland & East Coast Region Education Department provides an extensive and comprehensive training programme from the Initial Support Meeting with your Officer, to the Regional Induction Course for newly appointed representatives, right through to TUC Diplomas in Employment Law 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.

Message from the Regional Secretary, Martin Allen:

“This Region has a proud history of training and educating our reps to the highest possible standard. The skills and knowledge that you gain through the courses on offer, will enable you to provide the best representation possible to all our members back in the workplace.

I wish you all the very best as you undertake your training journey.”

In solidarity



A stylized black ink signature of Craig Stuart.

Craig Stuart
Regional Education Officer



A stylized black ink signature of Martin Allen.

Martin Allen
Regional Secretary

GMB Representatives Induction Training Programme

The core programme consists of:

- 1. Initial Support Meeting (ISM), this is a one-to-one with you as the new representative and your GMB Regional Organiser.**
- 2. The GMB 10 day Induction course – covering:**
 - a) Role of the Rep**
 - b) Representing Members**
 - c) Organising and Campaigning**
 - d) Health, Safety & Welfare**
 - e) Role of the Union Learning Representative (if applicable)**

(*It is mandatory that all new reps complete this programme)

There is also an array of other regional courses outlined on Pages 6-9 of this brochure.

Courses are delivered online or face-to-face in Nottingham, Leicester and Hull. 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 more details or for further information please contact the Education Department at Regional Office on 0115 960 7171 or email: education.midlands@gmb.org.uk

INITIAL SUPPORT MEETING (ISM)

The ISM is the first step for new GMB representatives. We aim to carry out this part of your training within 6 weeks of your appointment. It will be carried out by your Regional Organiser.

This meeting will last around 3 to 4 hours and provides a real opportunity for you to develop a good working relationship with your Regional Organiser. It will also give you an insight into the role and the further training you will be undertaking.

REGIONAL CORE PROGRAMME

Course	Course Dates 2021/22	Code
GMB@Work Induction (ONLINE)	Monday 13th, 20th, 27th September Monday 4th, 11th, 18th October Monday 1st, 8th, 15th & 22nd November	004
GMB@Work Induction (ONLINE)	Wednesday 15th, 22nd, 29th September Wednesday 6th, 13th, 20th October - Wednesday 3rd, 10th, 17th & 24th November	005
GMB@Work Induction (REGIONAL OFFICE)	Tuesday 11th, 18th, 25th January Tuesday 1st, 8th, 22nd February Tuesday 1st, 8th, 15th, 22nd March	001
GMB@Work Induction (ONLINE)	Thursday 13th, 20th, 27th January Thursday 3rd, 10th, 24 th February Thursday 3rd, 10th, 17th, 24th March	002
GMB@Work Induction (REGIONAL OFFICE)	Tuesday 19th, 26th April Tuesday 3rd, 10th, 17th, 24th May Tuesday 7th, 14th, 21st, 28th June	003
GMB@Work Induction (ONLINE)	Wednesday 20th, 27th April Wednesday 4th, 11th, 18th, 25th May Wednesday 8th, 15th, 22nd, 29th June	004

GMB 2 DAY COURSE PROGRAMME

Title	Date	Venue
Meetings, Motions & Making Your Point	16th & 17th November 23rd & 24th November	REGIONAL OFFICE ONLINE
Recruitment & Organising Recruitment & Organising	7th & 8th December 9th & 10th December	REGIONAL OFFICE ONLINE
Equality & Diversity Equality & Diversity	12th & 13th January 19th & 20th January	REGIONAL OFFICE ONLINE
Mental Health Awareness Mental Health Awareness	15th & 16th February 17th & 18th February	REGIONAL OFFICE ONLINE
Branch Organisation Branch Organisation	16th & 17th March 23rd & 24th March	REGIONAL OFFICE ONLINE
Health & Safety Refresher Health & Safety Refresher	12th & 13th April 14th & 15th April	REGIONAL OFFICE ONLINE
Representing Members Representing Members	10th & 11th May 12th & 13th May	REGIONAL OFFICE ONLINE
Confidence Building & Assertiveness Confidence Building & Assertiveness	14th & 15th June 16th & 17th June	REGIONAL OFFICE ONLINE

All courses are to be held at:

**GMB Regional Office 542 Woodborough Road Nottingham NG3 5FJ
(UNLESS OTHERWISE STATED)**

09:30 – 16:30 Conference Room 1 or 2 (Lunch will be provided)

Please advise us as to any dietary requirements

GMB SHORT COURSES

Course Title: Emotional Intelligence (Code: EMOIN)

This course gives GMB Reps the opportunity to further develop existing skills and knowledge. Focussing on current employment law and 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 recruitment and revisit reps rights as outlined in UK law.

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

Course Title: Employment Law Update (Code: EMPU)

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.

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 (Code: BNOC)

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.

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.

GMB SHORT COURSES/WORKSHOPS

Course Title: Assessment, Investigation & Inspection (Code: AI)

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: 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 pen.

GMB SHORT COURSES/WORKSHOPS

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

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 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: 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.

To apply for any courses, please get in touch for an application form.

GMB ONLINE WORKSHOPS

GMB Online Workshops have been developed as a direct response to the needs of representatives highlighted in the 2021 Regional Reps Training Survey.

Check your email inbox for details of when these workshops will be run and what subject(s) will be covered.

GMB 5 DAY COURSES

Course	Course Dates 2022	Code
Employment Law (ONLINE)	Wednesday 12th, 19th, 26th January Wednesday 2nd, 9th February	GMBEL
Health & Safety (REGIONAL OFFICE)	Wednesday 23 rd February Wednesday 2nd, 9th, 16th, 23rd March	H&S5
Employment Law (REGIONAL OFFICE)	Thursday 21st, 28th April Thursday 5th, 12th, 19 th May	GMBEL
Health & Safety (ONLINE)	Thursday 26 th May Thursday 9th, 16th, 23rd, 30 th June	H&S5

GMB Reps who wish to attend will be able to gain time off with pay, in accordance with the ACAS Code of Practice.

Further help & information

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

Email: education.midlands@gmb.org.uk

Telephone: 0115 9607171

Address: 542 Woodborough Road, Nottingham, NG35FJ

