

EQUALITY, EDUCATION & DEVELOPMENT DEPARTMENT



# EDUCATION & TRAINING PROSPECTUS 2023

# CWU NATIONAL RESIDENTIAL PROGRAMME 2023

**VENUE: QUORN GRANGE HOTEL, 88 WOOD LANE, QUORN, LE12 8DB**

DATE	COURSE	CUT-OFF FOR APPLICATIONS
Jan 16th – 20th	Occupational Health Week 4	Carried over
Jan 23rd – 27th	Employment Law Week 4	Carried over
Mar 6th – 10th	Advanced Skills Part 1	23/01/2023
Mar 20th – 24th	Essential Skills Part 1	06/02/2023
Apr 3rd – 5th	Women's Leadership	20/02/2023
Apr 11th – 13th	Public Speaking	23/01/2023
Apr 17th – 21st	Postal Agreements & Procedures	06/03/2023
<b>April 23rd – 27th</b>	<b>No course, CWU Conference</b>	
May 2nd – 4th	BAME Leadership 1	27/02/2023
May 15th – 17th	IDAHOBIT	03/04/2023
May 22nd – 26th	Essential Skills Part 2	10/04/2023
May 31st – 1st	GFTU – Standing up for a better workplace	17/04/2023
June 26th – 28th	Branch Secretaries	15/05/2023
June 26th – 30th	Essential Skills Part 1	15/05/2023
July 3rd – 7th	Advanced Skills Part 2	22/05/2023
July 10 – 12th	Mental Health Awareness	29/05/2023
July 17th – 21st	Union Learning Reps Part 1	05/06/2023
Aug 29th – 31st	Neurodiversity	17/07/2023
Sept 4th – 8th	Equal Rights Part 1	24/07/2023
Sept 11th – 15th	Intermediate Health & Safety Part 1	24/07/2023
Sept 18th – 22nd	Essential Skills Part 2	07/08/2023
Sept 25th – 29th	Introduction To Health & Safety Part 1	14/08/2023
Oct 2nd – 6th	Essential Skills Part 1	21/08/2023
Oct 9th – 13th	Union Learning Reps Part 2	28/08/2023
Oct 10th – 11th	GFTU – Standing up for a better workplace	28/08/2023
Oct 16th – 20th	Postal Agreements & Procedures	04/09/2023
Oct 23rd – 25th	BAME Leadership 2	18/09/2023

## CONTINUED....

Oct 25th – 27th	Chairing Meetings	18/09/2023
Oct 30th – 3rd	Postal Agreements & Procedures	25/09/2023
Nov 6th – 10th	Equal Rights Part 2	02/10/2023
Nov 13th – 17th	Introduction To Health & Safety Part 2	09/10/2023
Nov 20th – 24th	Essential Skills Part 2	16/10/2023
Nov 27th – 1st	Intermediate Health & Safety Part 2	23/10/2023

# CWU ONLINE COURSE PROGRAMME 2023

## PROVIDER TO BE ADVISED ON APPLICATION

DATE	COURSE	CUT-OFF FOR APPLICATIONS
Feb 6th – 10th	Intermediate Health & Safety Part 1	10/01/2023
Feb 13th – 17th	Introduction to Health & Safety Part 1	16/01/2023
Feb 20th – 24th	Postal Agreements & Procedures	16/01/2023
Feb 27th – 3rd	Essential Skills Part 1	16/01/2023
Mar 13th – 17th	Postal Agreements & Procedures	30/01/2023
Mar 30th – 31st	Grievance & Discipline (Unrecognised areas)	13/02/2023
Apr 17th – 21st	Intermediate Health & Safety Part 2	06/03/2023
<b>April 23rd – 27th</b>	<b>No course, CWU Conference</b>	
May 15th – 19th	Introduction to Health & Safety Part 2	03/04/2023
June 5th – 9th	Introduction to Health & Safety Part 1	24/04/2023
June 12th – 16th	Essential Skills Part 2	01/05/2023
June 19th – 23rd	Postal Agreements & Procedures	08/05/2023
July 24th – 28th	Essential Skills Part 1	12/06/2023
Oct 9th – 13th	Introduction To Health & Safety Part 2	28/08/2023
Oct 12th – 13th	Grievance & Discipline (Unrecognised areas)	28/08/2023
Oct 23rd – 24th	Financial Secretaries/Treasurers	11/09/2023
Nov 20th – 24th	Essential Skills Part 2	16/10/2023

# SCOTLAND PROGRAMME

THE PROGRAMME IN SCOTLAND WILL BE DELIVERED ONLINE BY CITY OF GLASGOW COLLEGE.

DATE	COURSE	CUT-OFF FOR APPLICATIONS
Feb 13th – 17th	Introduction to Health & Safety Part 1	16/01/2023
Feb 20th – 24th	Postal Agreements & Procedures	16/01/2023
<b>April 7th</b>	<b>Good Friday</b>	
Apr 17th – 21st	Essential Skills Part 2	06/03/2023
<b>April 23rd – 27th</b>	<b>No course, CWU Conference</b>	
May 15th – 19th	Introduction To Health & Safety Part 2	03/04/2023
Sept 18th – 22nd	Intermediate Health & Safety Part 2	07/08/2023
Sept 25th – 29th	Essential Skills Part 1	14/08/2023
Oct 16th – 20th	Postal Agreements & Procedures	04/09/2023
Oct 30th – 3rd	Intermediate Health & Safety Part 2	25/09/2023
Nov 13th – 17th	Essential Skills Part 2	09/10/2023

# WALES PROGRAMME

THE PROGRAMME IN WALES WILL BE DELIVERED BY ADULT LEARNING WALES AT VENUES TO BE CONFIRMED.

DATE	COURSE	CUT-OFF FOR APPLICATIONS
Feb 13th – 17th	Introduction to Health & Safety Part 1	16/01/2023
Feb 20th – 24th	Postal Agreements & Procedures	16/01/2023
Apr 17th – 21st	Essential Skills Part 1	06/03/2023
<b>April 23rd – 27th</b>	<b>No course, CWU Conference</b>	
May 15th – 19th	Introduction To Health & Safety Part 2	03/04/2023
Sept 18th – 22nd	Intermediate Health & Safety Part 2	07/08/2023
Sept 25th – 29th	Essential Skills Part 2	14/08/2023
Oct 16th – 20th	Postal Agreements & Procedures	04/09/2023
Oct 30th – 3rd	Intermediate Health & Safety Part 2	25/09/2023
Nov 13th – 17th	Essential Skills Part 2	09/10/2023

---

## **COURSE LIST 2023**

---

<b>ESSENTIAL SKILLS FOR CWU REPS PART 1 &amp; 2</b>	<b>2</b>
<b>ADVANCED SKILLS PARTS 1 &amp; 2</b>	<b>2</b>
<b>BAME LEADERSHIP 1</b>	<b>3</b>
<b>BAME LEADERSHIP 2</b>	<b>3</b>
<b>CHAIRING MEETINGS</b>	<b>4</b>
<b>EQUAL RIGHTS PART 1</b>	<b>4</b>
<b>EQUAL RIGHTS PART 2</b>	<b>4</b>
<b>GRIEVANCE &amp; DISCIPLINE</b>	<b>5</b>
<b>IDAHOBIT</b>	<b>5</b>
<b>INTRODUCTION TO HEALTH &amp; SAFETY PART 1</b>	<b>5</b>
<b>INTRODUCTION TO HEALTH &amp; SAFETY PART 2</b>	<b>6</b>
<b>INTERMEDIATE HEALTH &amp; SAFETY PART 1</b>	<b>6</b>
<b>INTERMEDIATE HEALTH &amp; SAFETY PART 2</b>	<b>6</b>
<b>MENTAL HEALTH AWARENESS</b>	<b>7</b>
<b>NEURODIVERSITY</b>	<b>7</b>
<b>POSTAL AGREEMENTS &amp; PROCEDURES</b>	<b>7</b>
<b>GFTU STANDING UP FOR A BETTER WORKPLACE</b>	<b>8</b>
<b>UNION LEARNING REPS PART 1</b>	<b>8</b>
<b>UNION LEARNING REPS PART 2</b>	<b>9</b>
<b>WOMEN'S LEADERSHIP</b>	<b>9</b>

# THIS PROSPECTUS HAS BEEN PUT TOGETHER TO HELP BRANCHES PLAN THEIR EDUCATION AND TRAINING REQUIREMENTS FOR THEIR REPS FOR THE COMING YEAR



## INTRODUCTION

Our activists are the most important resource that we have in the CWU. We consistently invest in helping all our representatives improve and develop their skills so that they can do the best possible job for our members in the workplace. We strongly recommend that every Branch develops a learning plan and pathway for their activists. Priority should be given to new representatives getting their introductory training as soon as possible after they are elected. We also suggest that consideration is given to sending your more senior activists on some of the more advanced courses, so that they can keep their skills and knowledge up to date and also impart their experiences to newer colleagues.

## COSTS OF COURSES

Arrangements have been made for our residential training programme to be delivered at Quorn Grange Hotel, 88 Wood Lane, Quorn, LE12 8DB. Student accommodation costs on a Dinner, Bed and Breakfast basis will be met centrally. Branches are responsible for student travel and any other appropriate expenses.

## BUILDING PROPORTIONALITY

We particularly encourage branches to nominate representatives from the Equality Strands who are often under-represented on the CWU Education and Training Programme.

## APPLYING FOR COURSES

Applications should be emailed by Branch Secretaries to [courseadmin@cwu.org](mailto:courseadmin@cwu.org) ensuring that the representative is available to attend.

Finally, we strongly encourage Branches and reps to provide us with feedback on the courses they have attended.

Thanks for your support and I look forward to working with you all in the future.

**Kate Hudson**

Head of Equality, Education & Development

---

## ESSENTIAL SKILLS FOR CWU REPS PART 1 & 2

---

### THE ESSENTIAL COURSE FOR ALL NEW CWU ACTIVISTS

---

This two-part course will be delivered with a combination of classroom based and online learning, over 12 days in total.

There will be two days - Day 1 - online pre-course and Day 2 - bridging work / training, which will be supported via Branch ULRs locally, with two full 5 day weeks in the classroom either regionally, residentially or “virtually” online.

The full course needs to be completed by students in a single Academic Year i.e. 1st August to 31st July.

This course is aimed at new workplace activists who will receive a thorough grounding in:

- Your role as union activist
- Communication skills
- Problem solving skills
- Understanding the support and facilities that are available to reps
- Disciplinary procedures
- Recruitment and organising
- Representing members
- Introduction to employment law
- Understanding and using grievance procedures
- Public speaking and speeches
- Negotiating Skills
- Handling member's problems
- Discrimination in the workplace
- Using information systems for organising
- Meeting Skills
- Running effective meetings

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

## RELEASE

Please note that this course should normally attract PAID RELEASE from employers where the CWU is recognised.

---

## ADVANCED SKILLS PARTS 1 & 2

---

### THE CWU PROGRAMME FOR ACTIVISTS, WHO HAVE COMPLETED ESSENTIAL SKILLS 1 & 2 COURSES

---

These courses are delivered through a combination of classroom based and online learning, over 12 days in total.

There are two days - Day 1 - online pre-course and Day 2 - bridging work/ training, which will be supported via Branch Union Learning Representatives (ULRs) locally, with two full 5 day weeks in the classroom either regionally or residentially.

The full course needs to be completed by students in a single Academic Year i.e. 1st August to 31st July. This course is aimed at activists and those who are taking on leadership roles in the union. During the programme you will receive a thorough grounding in:

### WEEK 1

- Leadership skills
- Advanced organising
- Dealing with stress
- Managing your time
- Building an inclusive union
- Dealing with the media
- Writing for the media
- Campaigning Skills
- Researching Skills
- Presentational Skills

### WEEK 2

- Negotiating Skills
- Approaches to negotiation
- The language of negotiation
- Research - Methods and Skills
- Using Statistics and Bargaining information

- Understanding Human Resource Management (HRM)
- Human Resource Management in the workplace
- Action Planning
- Political Campaigning
- Mentoring and coaching
- NEC for the day

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises, as well as written assignments. Attendance on both weeks is required to complete this course.

### RELEASE

Please note that this course should normally attract PAID RELEASE from employers where the CWU is recognised.

---

## BAME LEADERSHIP 1

The CWU is committed to encouraging more BAME members to become involved in the union at every level. We believe this will make us stronger and more relevant in the workplace and in society. This course includes a full programme of group activities, presentations and guest speakers all facilitated by experienced tutors.

### AIMS OF THE PROGRAMME:

This course is designed to:

- Help BAME members become more active in the CWU
- Develop a better understanding of what unions are and how they work
- Provide an opportunity to build effective support and networks for BAME activists
- Develop new ideas for how BAME members can work at the heart of the CWU
- To help YOU become more active in the CWU

### WHO SHOULD ATTEND

BAME activists who have recently taken on a role in the CWU and BAME members considering becoming more active in the CWU.

You can work for any of the companies where we have a presence and do not worry if you have not attended any union events or courses before - our tutors will be there to support you. You will find that union learning is a lot of fun, providing great opportunities for discussion, networking and sharing ideas and experiences.

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role play and practical exercises.

### RELEASE

This course does not attract paid release.

---

## BAME LEADERSHIP 2

### AIMS OF THE PROGRAMME

This course is designed to:

- Help BAME members become more active in the CWU
- Provide an opportunity to build effective support and networks for BAME activists
- Develop new ideas for how BAME members can work at the heart of the CWU
- Assist BAME activists to develop leadership and organisational skills
- Develop mentoring skills for BAME activists
- Help you progress as an activist in the CWU

### WHO SHOULD ATTEND?

BAME activists who have already attended the BAME Leadership 1 course are encouraged to attend this course to further their development in the CWU.

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises.

### RELEASE

This course does not attract paid release.



---

## CHAIRING MEETINGS

---

### AN ESSENTIAL THREE-DAY COURSE FOR ANY CWU REPRESENTATIVE WHO CHAIRS MEETINGS AS PART OF THEIR ROLE.

---

This course is aimed at all CWU Chairs. During the three-day programme you will receive a thorough grounding in:

- The role of the Chairperson
- Rules and Procedures
- Reviewing experiences of meetings
- Anatomy of a meeting
- Conference standing orders
- Drafting Motions
- Chairing Conferences

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises.

#### RELEASE

This course does not attract paid release.

---

## EQUAL RIGHTS PART 1

---

### THE ESSENTIAL 5 DAY COURSE FOR CWU ACTIVISTS WHO WISH TO INCREASE THEIR KNOWLEDGE OF EQUALITY AND DIVERSITY ISSUES.

---

This course is aimed at all CWU representatives, particularly those who deal with equality issues for their Branch. During the five-day programme you will receive a thorough grounding in:

- Inequality in society
- Bullying and harassment at work
- Maternity, Paternity and Parental rights
- Disability at work
- The Equality Act 2010
- Role of the Equality Rep
- Problem solving skills
- Interviewing Skills

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

#### RELEASE

Please note that this course attracts UNPAID RELEASE from BT and Openreach. It attracts PAID RELEASE from Parcellforce, Post Office Limited, ROMECC, O2 and Royal Mail Group.

---

## EQUAL RIGHTS PART 2

---

### THE SECOND PART OF THE ESSENTIAL 5 DAY COURSE FOR CWU ACTIVISTS WHO WISH TO INCREASE THEIR KNOWLEDGE OF EQUALITY AND DIVERSITY ISSUES.

---

This course is aimed at all CWU representatives, particularly those who deal with equality issues for their Branch. During the five-day programme you will receive a thorough grounding in:

- Discrimination at work
- Discrimination - the legal framework
- Developing Negotiating skills
- Negotiating for equality
- Race issues in the workplace
- Religion issues in the workplace
- LGBT+ & Gender Identity issues in the workplace?
- Domestic Violence Awareness
- Action Planning

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

#### RELEASE

Please note that this course attracts UNPAID RELEASE from BT and Openreach. It attracts PAID RELEASE from Parcellforce, Post Office Limited, ROMECC, O2 and Royal Mail Group.

---

## GRIEVANCE & DISCIPLINE

---

THIS COURSE IS AIMED AT REPRESENTATIVES IN UNRECOGNISED AREAS AND IS DELIVERED ONLINE.

---

During the Two day programme you will receive a thorough grounding in:

- Representation
- Grievance Procedure
- Handling Members Problems
- Prepare and represent a Members Grievance Case
- Understanding Your Disciplinary Procedure
- Prepare and represent a Members Disciplinary Case
- The Equality Act 2010 ACAS Early Reconciliation Settlement Agreements

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups and taking part in group discussions.

### RELEASE

This course does not currently attract Paid release.

---

## IDAHOBIT

---

THIS COURSE CELEBRATES THE INTERNATIONAL DAY AGAINST HOMOPHOBIA, BIPHOBIA, INTERSEX-PHOBIA & TRANSPHOBIA.

---

During the Two day programme you will receive a thorough grounding in:

- Language, Stereotypes and Barriers
- Attitudes to LGBT+ issues
- IDAHOBIT – LGBT+ issues in the wider world
- Equality Rights and workplace policies
- Tackle LGBT+ issues – Action Plan

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups and taking part in group discussions.

### RELEASE

This course does not currently attract Paid release.

---

## INTRODUCTION TO HEALTH & SAFETY PART 1

---

THE ESSENTIAL COURSE FOR NEW HEALTH AND SAFETY REPRESENTATIVES.

---

This course is aimed at new health and safety representatives. During the five-day programme you will receive a thorough grounding in:

- The trade union approach to health and safety
- Roles, responsibilities and functions of the health and safety rep
- Workplace health and safety
- Introduction to Health and Safety and the Law
- Problem solving skills
- Communication skills
- Risk assessments
- The accident process
- Hazard mapping
- Health and safety – the organising approach

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises. You do not require any previous qualifications or experience to attend this course.

### RELEASE

Please note health and safety reps training is a legal right and attracts PAID RELEASE from employers where the CWU is recognised.

---

## INTRODUCTION TO HEALTH & SAFETY PART 2

---

### THE SECOND WEEK OF THE ESSENTIAL 5 DAY COURSE FOR NEW HEALTH AND SAFETY REPRESENTATIVES.

---

This course is aimed at new health and safety representatives. During the five-day programme you will receive a thorough grounding in:

- Improving Health and Safety Standards
- Manual Handling
- Workplace Stress
- Planning a workplace inspection
- Carrying out a workplace inspection
- Management of Health and Safety at work regulations 1999
- The Workplace Health Safety and Welfare Regulations 1992
- The roles and functions of Health and Safety Committees
- Report Writing and Presentational Skills

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups and taking part in group discussions.

#### RELEASE

Please note health and safety reps training is a legal right and attracts PAID RELEASE from employers where the CWU is recognised.

---

## INTERMEDIATE HEALTH & SAFETY PART 1

This course is aimed at new health and safety representatives. During the five-day programme you will receive a thorough grounding in:

- Negotiating skills
- Human Factors in health and safety
- Safety Reps and the environment
- Workplace Hazards
- Producing a newsletter
- The gender sensitive approach to health and safety

- International Health and Safety
- Research Skills
- Keeping up-to-date on health and safety
- Your safety representative development plan

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises.

#### RELEASE

Please note health and safety reps training is a legal right and attracts PAID RELEASE from employers where the CWU is recognised.

---

## INTERMEDIATE HEALTH & SAFETY PART 2

During the five-day programme you will receive a thorough grounding in:

- Attitudes and definitions of Occupational Health and Safety
- Identifying ill health
- The Role of Occupational Health and Safety
- Health surveillance
- Ill Health Prevention
- Equality and OHS
- Dealing with mental health issues
- Effects and causes of stress
- Managing, preventing, solving and caring
- Lifestyle health issues
- Impact of ill health
- Rehabilitation

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises.

#### RELEASE

Please note health and safety reps training is a legal right and attracts PAID RELEASE from employers where the CWU is recognised.

---

## MENTAL HEALTH AWARENESS

---

### THIS COURSE IS BENEFICIAL FOR ALL CWU REPRESENTATIVES

---

This course will help reps to:

- Develop a better understanding of Mental Health in general
- Develop a better understanding of work related Mental Health issues
- Develop a better understanding of Disability Discrimination Law and how it applies to people with Mental Health issues
- Develop some practical skills for dealing with Mental Health related issues
- Produce an action plan to work with members and employers to develop a strategy for Mental Health issues

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises.

### RELEASE

This course attracts Paid Release within BT Group.

---

## NEURODIVERSITY

During the Two day programme you will receive a thorough grounding in:

- Neurodivergent conditions
- What does neurodiversity mean to us?
- The social model of disability
- What is neurodiversity?
- Learning from case studies
- Neurodiversity and politics
- What makes an accessible workplace?
- Neurodiversity, work and the law
- Action planning

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups and taking part in group discussions.

### RELEASE

This course does not currently attract Paid release.

---

## POSTAL AGREEMENTS & PROCEDURES

---

### THE ESSENTIAL 5-DAY COURSE FOR ALL NEW CWU ACTIVISTS WORKING WITHIN ROYAL MAIL.

---

This course is aimed at new workplace activists and representatives in Royal Mail. With presentations and expert advice from senior IR experts during the five-day programme, you will receive a thorough grounding in:

- Introduction to the Industrial Relations Framework
- Mediation
- Conduct Code
- The Grievance Procedure
- The Attendance Procedure
- Disability Discrimination
- Maternity and Paternity Rights
- Bullying and harassment
- Ill Health Retirement

### RELEASE

This course attracts paid release.

---

## **GFTU - STANDING UP FOR A BETTER WORKPLACE**

---

**THIS COURSE IS AIMED AT ALL BRANCH OFFICERS AND REPRESENTATIVES.**

---

This course consists of 2-day classroom based training followed by 3 Online sessions lasting 2 hours on the following 3 weeks.

What do you think when you see employers sacking workers so they can reduce pay and conditions?

How do you feel when employers ride roughshod over workers' rights and mistreat their workforce?

Do you want to make a stand for a better world of work?

Any workplace rep who wants to explore more about their role and how they can answer these questions and get greater support in being effective in the workplace should attend this course.

It is suitable for new and more experienced reps who want to see the bigger picture about the challenges faced by workers in the UK and how unions, through their workplace reps, can become stronger.

We will be looking at the importance of the role of the rep in the workplace in defending workers' contracts of employment and ensuring that rights at work are enforced. We will explore where our rights at work come from and the battles fought to secure them and the skills necessary to be organised in supporting members and agreements.

Each rep attending the course will be encouraged to build their own action plan to build back worker power in their workplace and will be supported after the residential course to do so.

### **RELEASE**

This course does not currently attract Paid release.

---

## **UNION LEARNING REPS PART 1**

---

**THIS IS THE FIRST PART OF OUR ESSENTIAL COURSE FOR ALL CWU UNION LEARNING REPRESENTATIVES AND IS OF 5 DAYS DURATION.**

---

This course is aimed at all CWU ULRs. During the five-day programme you will receive a thorough grounding in:

- Your role as a CWU ULR
- Your skills as a CWU ULR
- The role of trade unions in learning
- Barriers to Learning
- Communication skills
- Writing it Down
- Analysing learning needs
- Mapping learning needs
- Interview skills
- Planning a learning campaign

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

### **RELEASE**

ULRs have a legal right to attend training courses and attracts PAID release where the CWU is recognised.

---

## UNION LEARNING REPS PART 2

---

### THE SECOND PART OF OUR ESSENTIAL COURSE FOR CWU UNION LEARNING REPRESENTATIVES (5 DAYS)

---

This course is aimed at all CWU ULRs. During the five-day programme you will receive a thorough grounding in:

- Negotiating for Learning
- Analysing Workplace Learning Needs
- Meeting Skills
- Meeting the Learning Needs of your members
- Campaigning Skills
- Planning a learning strategy
- Learning and Organising

This course is designed to ensure that everyone gets the chance to participate fully through working in small groups, taking part in group discussions, role-play and practical exercises. You do not need to have any qualifications or previous experience to attend this course.

#### RELEASE

ULRs have a legal right to attend training courses and attracts PAID release where the CWU is recognised.

---

## WOMEN'S LEADERSHIP

The CWU is committed to encouraging more women to get involved in the union at all levels because we believe this makes us stronger and more relevant in the workplace. Over 50% of the UK workforce is made up of women and many are involved in the Union playing significant roles as reps. This newly reviewed course can be delivered over two or three days and includes a full programme of group activities, presentations and guest speakers all facilitated by experienced tutors.

#### AIMS OF THE PROGRAMME:

This course is designed to:

- Help women become more active in the CWU
- Develop a better understanding of what unions are and how they work
- Provide an opportunity to build effective support and networks for women activists
- Develop new ideas for how women can work at the heart of the CWU
- To help you become more active in the CWU

#### WHO SHOULD ATTEND?

Women activists who have recently taken on a role in the CWU as well as women members who are considering getting more active.

You can work for any of the companies where we have a presence. Do not worry if you haven't attended any union events or courses before - our tutors will be there to support you and you will find that union learning is a lot of fun, providing great opportunities for discussion, networking and sharing ideas and experiences.

#### RELEASE

This course does not attract paid release from the employers that we work with.

## BESPOKE / IN-HOUSE WORKSHOPS

All of the courses above provide a hugely popular and in-depth core training programme providing our representatives and activists with qualifications, skills and confidence to take on their roles successfully.

In tandem with these accredited courses, we also offer unaccredited and informal workshops. These can be delivered “in-house” by members of the Equality, Education & Development Team or facilitated by competent and experienced representatives.

Workshops can be developed dependent on need and can be employer specific - for example “Essential Skills in Capita or Telefonica”.

We are also pleased to be able to offer a broad spectrum of “Awareness Raising” courses on subjects such as:

- Disability Awareness
- Public Speaking
- Recruitment & Organising short workshop
- Redundancy
- Regional Leads Development
- Trans Awareness









 CWU 150 The Broadway | Wimbledon | London | SW19 1RX | **T: 020 8971 7200 | F: 020 8971 7300**  
**www.cwu.org** | **E: info@cwu.org** |  @CWUnews |  The Communications Union |  #TheCWU  
**General Secretary** Dave Ward |  Dave Ward CWU |  @DaveWardGS

06890 Published by the Communication Workers Union 2022