



# TRAINING PROGRAMME

SEPTEMBER 2017  
TO JULY 2018

## **GMB, BRITAIN'S GENERAL UNION**

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AF/DH  
June 2017

**TO: ALL BRANCHES & WORKPLACE ORGANISERS**

Dear Colleague,

**TRAINING PROGRAMME SEPTEMBER 2017 TO JULY 2018**

I am pleased to enclose details of the Training Programme for the next academic year. Please note that you will be allocated to courses nearest to where you live and that overnight accommodation will not be provided, except in exceptional circumstances.

On receipt of the completed Initial Support Training form all new Workplace Organisers (WO's) will follow an automatic progression route through the programme as listed below. However, if there are any existing WO's who still have some courses to complete, please contact the Education Department to ensure your training continues from where you last attended. It is important to note that it will more than likely take at least two years to complete all the courses available to WO's.

The mandatory training for Workplace Organisers (including Shop Stewards, Safety Reps and Union Learning Reps) is now a total of 29 days plus various 1-Day Legal Briefings and consists of the following:-

- 5-Day GMB@Work & Induction for Reps Part 1 (GWIND)
- 5-Day Induction for Reps Part 2 (IND2)
- 5-Day Health & Safety Part 1 (HS1)
- 5-Day Health & Safety Part 2 (HS2)
- 5-Day Equalities (EQ)
- 2-Day Branch Organisation – Your Place in the Branch (BO)
- 2-Day TUPE Update (TU)
- 1-Day Legal Briefings – various subjects (LB)

TUPE updates will be scheduled on an as required basis where there are talks of a TUPE transfer or a workplace is about to undergo a transfer. You should contact your Officer, the Regional Organising Team and the Regional Education Department as soon as you hear about the transfer, in order for negotiations to begin and training to be scheduled within the appropriate timescales.

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If there are any specialised courses other than the mandatory training that you would like to attend, ie. Workplace or Sector courses, please contact your Branch Secretary and Regional Organiser in the first instance, who will then in turn discuss with the Regional Education Officer the possibility of putting on such courses.

May I also remind you that any requests for attendance at GMB courses in other Regions and TUC courses must be authorised by the Regional Education Officer in advance, as per Regional policy. However, as we have a comprehensive mandatory training programme in place for Southern Region, we will not be funding attendance at TUC courses in any way and Branches will be expected to cover the costs incurred.

We hope that you will find our courses interesting and informative to give you the knowledge to carry out your role as a GMB Workplace Organiser. However, if you have any queries regarding your training, please do not hesitate to contact the Regional Education Department on 020 8397 8881.

Yours sincerely,



**ALAN FRASER**  
**REGIONAL EDUCATION & HEALTH & SAFETY OFFICER**



**PAUL MALONEY**  
**REGIONAL SECRETARY**

cc: GMB Southern Region Staff  
TUC Co-ordinator & Tutors

**COURSE TYPE: GMB@WORK & INDUCTION FOR REPS PART 1**  
**COURSE CODE: GWIND**

This is a five day course to train all new Workplace Organisers (WO's) in the basic techniques that they will need to grow and organise the GMB where they work. This course is mandatory for all new WO's including Shop Stewards, Safety Reps and Union Learning Reps.

Once you have completed your Initial Support Training session and upon receipt of the completed IST form, the Education Department will automatically invite you to the next available GMB@Work & Induction for Reps Part 1 course in your area.

### **Course Aims**

- Put workplace organising at the top of the training agenda for new WO's.
- Enable GMB Organisers to work more closely with the active development of new WO's in the Region.
- Standardise the approach taken to workplace organisation training across the GMB.
- Look at how to increase GMB membership in each respective workplace.

### **Course Content**

- The role of the GMB WO.
- GMB membership and its structures.
- Dealing with members and employers.
- Recruiting, organising and building the GMB.
- Handling grievances and disciplinary cases.
- Communication skills.
- Negotiation skills.

## Venues & Dates

Bournemouth, Dorset	18-22 September 2017	15-19 January 2018 12-16 March 2018 14-18 May 2018
Chessington, Surrey	25-29 September 2017	15-19 January 2018 12-16 March 2018 14-18 May 2018
Hove, Sussex	18-22 September 2017	15-19 January 2018 12-16 March 2018 14-18 May 2018
Reading, Berkshire	2-6 October 2017	22-26 January 2018 19-23 March 2018 21-25 May 2018
Swindon, Wiltshire	25-29 September 2017	22-26 January 2018 19-23 March 2018 21-25 May 2018
Ashford, Kent	25-29 September 2017	22-26 January 2018 19-23 March 2018 21-25 May 2018
Welling, Kent	25-29 September 2017	22-26 January 2018 12-16 March 2018 21-25 May 2018

**COURSE TYPE:     INDUCTION FOR REPS PART 2**  
**COURSE CODE:     IND2**

This is a five day course which will provide new GMB Workplace Organisers (WO's) with an understanding of their role within the GMB and their workplace. The course is mandatory for all GMB WO's including Shop Stewards, Safety Reps and Union Learning Reps.

Once you have completed your GMB@Work & Induction Part 1 course the Education Department will automatically invite you to the next available Induction Part 2 course in your area.

### **Course Aims**

- Understand your role and responsibilities as a GMB WO.
- Understand how the GMB works.
- Understand your rights and agreements.
- Learn how to deal with members' problems.
- Understand your role as a Safety Rep.
- Understand basic health and safety legislation.
- Develop an understanding of equality issues and the law.
- Develop an understanding of democracy and politics.

### **Course Content**

- Your role as a GMB WO.
- Your legal rights and facilities.
- Learning to use agreements.
- An understanding of the GMB structure.
- Dealing with members' problems.
- Negotiating with Management.
- Identifying hazards.
- A Trade Union approach to health and safety.
- Developing an understanding of health and safety law.
- Developing a GMB approach to equality.
- Developing an understanding of trade union and politics, the importance of voting and a civic society.

## **Venues & Dates**

Bournemouth, Dorset	13-17 November 2017	16-20 April 2018 9-13 July 2018
Chessington, Surrey	27 Nov – 1 Dec 2017	16-20 April 2018 9-13 July 2018
Hove, Sussex	13-17 November 2017	16-20 April 2018 9-13 July 2018
Reading, Berkshire	20-24 November 2017	23-27 April 2018 16-20 July 2018
Swindon, Wiltshire	20-24 November 2017	23-27 April 2018 16-20 July 2018
Ashford, Kent	20-24 November 2017	23-27 April 2018 16-20 July 2018
Welling, Kent	13-17 November 2017	23-27 April 2018 9-13 July 2018

**COURSE TYPE: HEALTH & SAFETY PART 1 & 2**  
**COURSE CODE: HS1 & HS2**

This is a ten day course split into two five day parts and will provide GMB Workplace Organisers (WO's) with an understanding of health and safety issues in the workplace. This course is mandatory for all GMB WO's including Shop Stewards and Safety Reps.

Once you have completed your GMB@Work and Inductions Part 1 & 2 courses the Education Department will automatically invite you to the next available Health & Safety Part 1 course in your area, followed by the Health & Safety Part 2.

### **Course Aims**

- Develop your role as a Safety Rep.
- Develop your knowledge of health and safety legislation.
- Understand the legal responsibilities of Management.
- Improve health and safety plans.
- Develop a Trade Union approach to health and safety.
- Deal with health and safety issues in the workplace.

### **Course Content**

- Your legal rights and functions as a Safety Rep.
- A Trade Union approach to health and safety.
- Understanding health and safety law.
- Identifying hazards.
- How to handle members' health and safety problems.
- Organising for health and safety.
- Preventing accidents and ill health.
- Develop the skills needed for your role as a Safety Rep.



## **Venues & Dates**

### **H&S Part 1**

Bournemouth, Dorset	9-13 October 2017	29 Jan – 2 Feb 2018
Chessington, Surrey	9-13 October 2017	5-9 February 2018
Hove, Sussex	9-13 October 2017	29 Jan – 2 Feb 2018
Reading, Berkshire	25-29 September 2017	5-9 February 2018
Swindon, Wiltshire	16-20 October 2017	5-9 February 2018
Ashford, Kent	16-20 October 2017	5-9 February 2018
Welling, Kent	9-13 October 2017	5-9 February 2018

### **H&S Part 2**

Bournemouth, Dorset	19-23 February 2018 11-15 June 2018
Chessington, Surrey	19-23 February 2018 11-15 June 2018
Hove, Sussex	19-23 February 2018 11-15 June 2018
Reading, Berkshire	26 Feb – 2 Mar 2018 18-22 June 2018
Swindon, Wiltshire	26 Feb – 2 Mar 2018 18-22 June 2018
Ashford, Kent	26 Feb – 2 Mar 2018 18-22 June 2018
Welling, Kent	26 Feb – 2 Mar 2018 11-15 June 2018

**COURSE TYPE: EQUALITIES**  
**COURSE CODE: EQ**

This is a five day course which aims to develop an understanding of the equalities agenda and looks at how to deal with a broad range of equality issues in the workplace. This course is mandatory for all GMB WO's including Shop Stewards, Safety Reps and Equality Reps.

### **Course Aims**

- An understanding of equalities issues that affect diverse groups.
- A GMB approach to equalities.
- An understanding of the Equalities Act and how to use it.
- Understanding and handling different equalities issues that affects diverse groups.
- Organising for equality in the workplace and in wider society.
- The role of the Equality Reps and Branch Officers.

### **Course Content**

- Developing an understanding and analysis of the equalities agenda.
- Developing the role of the Equality Reps & Branch Officers.
- Reviewing issues and problems that affect diverse groups.
- Developing organising techniques.
- Understanding and using equalities law to build the GMB.
- Understanding direct and indirect discrimination in the workplace.
- Handling members' equalities issues.
- Negotiating for equalities.

### **Venues & Dates**

Bournemouth, Dorset	30 October – 3 November 2017
Chessington, Surrey	30 October – 3 November 2017
Hove, Sussex	30 October – 3 November 2017
Reading, Berkshire	6-10 November 2017
Swindon, Wiltshire	6-10 November 2017
Ashford, Kent	6-10 November 2017
Welling, Kent	6-10 November 2017

**COURSE TYPE: BRANCH ORGANISATION - YOUR PLACE IN THE BRANCH**  
**COURSE CODE: BO**

This is a two day course which aims to develop an understanding of the GMB Branch, what its roles and functions are and how to develop an effective, democratic, active Branch that represents the needs of GMB members.

This course is mandatory for all Branch Officials and Workplace Organisers and you will be invited to the course by Area.

**Course Aims**

- Understand the origins, history and structure of the GMB.
- Identify the roles and functions of the Branch.
- Outline the roles and responsibilities of respective Branch Officers.
- Build an effective GMB Branch that functions democratically.

**Course Content**

- The origins, history and structure of the GMB.
- The role and functions of the GMB Branch.
- Branch Officers and their respective roles and responsibilities.
- Branch Committee's – how to build effective team working and a democratic functioning Branch.
- Building democracy in the Branch.

**Venues & Dates**

Bournemouth, Dorset	11-12 December 2017
Chessington, Surrey	4-5 December 2017
Hove, Sussex	28-29 March 2018
Reading, Berkshire	28-29 June 2018
Swindon, Wiltshire	10-11 May 2018
Ashford, Kent	3-4 May 2018
Welling, Kent	5-6 October 2017

**COURSE TYPE: TUPE UPDATE**  
**COURSE CODE: TU**

This is a two day course which aims to develop an understanding of the TUPE legislation and looks at how to deal with TUPE transfers in your workplace.

This course is mandatory for all GMB Workplace Organisers.

### **Course Aims**

- Understanding TUPE legislation.
- Understanding consultation rights.
- Understanding the effect of TUPE on terms and conditions.
- Developing organisation plans.

### **Course Content**

- Overview of TUPE.
- Who transfers to the new employer?
- Unfair dismissal claims.
- GMB Regional policy and how to implement it.

### **Venues & Dates**

To be scheduled on an as required basis where there are talks of a TUPE transfer or a workplace is about to undergo a transfer.

You should contact your Officer, the Regional Organising Team and the Regional Education Department as soon as you hear about the transfer, in order for negotiations to begin and training to be scheduled within the appropriate timescales.

**COURSE TYPE: LEGAL BRIEFING – TIME LIMITS & ACAS EARLY CONCILIATION**  
**COURSE CODE: LBTLAEC**

This is a half-day briefing focused on the importance of time limits across employment law.

This course is mandatory for all GMB Workplace Organisers.

**Course Aims**

- To understand the importance of time limits in employment law and be able to calculate primary limitation and long stop limitation

**Course Content**

- The importance of time limits in Employment Tribunals.
- Primary Limitation periods.
- Understanding the ACAS Early Conciliation procedure and its impact on time limits.

**Venues & Dates**

Bournemouth, Dorset	7 November 2017
Chessington, Surrey	3 October 2017
Hove, Sussex	17 October 2017
Reading, Berkshire	14 November 2017
Swindon, Wiltshire	15 November 2017
Ashford, Kent	1 November 2017
Welling, Kent	31 October 2017