



**SOUTHERN
REGION**

TRAINING PROGRAMME

**SEPTEMBER 2024
TO JULY 2025**

GMB, BRITAIN'S GENERAL UNION

REGIONAL SECRETARY: JUSTIN BOWDEN
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AF/DH
July 2024

TO: ALL BRANCHES & WORKPLACE ORGANISERS

Dear Colleague,

TRAINING PROGRAMME SEPTEMBER 2024 TO JULY 2025

I am pleased to enclose details of the Training Programme for the above period.

On receipt of the completed Initial Support Meeting (ISM) form, all Workplace Organisers (WO's) will follow an automatic progression route through the mandatory programme. See the training progression route on page 3, which includes all mandatory and other courses available. It is important to note that it will more than likely take a few years to complete all the courses available to WO's.

Congress Explained & Branch Organisation is available for all WO's and Branch members. Congress Explained for Elected Delegates is specifically for Delegates to Congress only. If you are interested in attending Congress or want to know what's involved, make sure you apply for the course scheduled in October.

We will be continuing with the Diploma on Trade Unions & Politics in a Contemporary Society, which has been designed and developed by the GMB Southern Region Education Department and Shrewsbury College. It is a Level 2 course which will enable GMB WO's to progress onto further higher-level education study. This is open to all WO's who have some experience of trade unions and their role and practice. We welcome applications from all areas of the union and it is our objective to encourage applicants from a whole range of diverse backgrounds.

Whilst we encourage all WO's to attend our mandatory training, there are additional needs particularly for WO's working in Schools to attend courses with some flexibility. Therefore, they can attend courses in two parts, ie. Monday to Wednesday during one course and then on the next batch Thursday and Friday. This avoids them being out of the classroom for a week at a time and has worked well for those attending previous courses.

Specialized courses can also be scheduled, ie. workplace or sector, if there is enough demand. Please contact the Regional Education Officer about the possibility of putting on such courses.

Requests for Accompanying Reps to be trained and certificates to be issued, must be authorised and endorsed by the Branch Secretary and Senior Organiser, before any training and certificates are arranged and issued. Training will then be scheduled on an as required basis.

The GMB Southern Region does not endorse attendance on TUC courses, as we have a full Training Programme, which covers the needs of our Workplace Organisers. However, if the WO wishes to attend a TUC course, they can do so at their own expense. Please note that we will not cover any costs for attendance on these courses.

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 or Branch Official. If you have any queries regarding your training, please do not hesitate to contact the Regional Education Department via email to educationso@gmb.org.uk or by telephone on 020 8397 8881.

Yours sincerely,



ALAN FRASER
REGIONAL EDUCATION & HEALTH & SAFETY OFFICER



JUSTIN BOWDEN
REGIONAL SECRETARY

cc: GMB Southern Region Staff & Branches
Shrewsbury College Course Co-Ordinator & Tutors

WORKPLACE ORGANISERS **TRAINING PROGRESSION ROUTE**

The mandatory training for Workplace Organisers (including Shop Stewards, Safety Reps and Union Learning Reps) is as follows:-

- 5-Day Workplace Organisers Induction Part 1
- 5-Day Workplace Organisers Induction Part 2
- 5-Day Health & Safety Part 1
- 5-Day Health & Safety Part 2
- 5-Day Mental Health & Stress at Work
- 5-Day Equalities

The following non-mandatory training is also available, but some will be scheduled on an as required basis or by application only. There may also be a criterion to qualify for some of the training:-

- 1-Day Accompanying Reps
- 3-Day Branch Secretaries
- 3-Day Congress Explained & Branch Organisation
- 2-Day Congress Explained (Congress Delegates Only)
- 1-Day Congress Explained (Congress Delegates Only)
- 15-Day Diploma Part 1, 2 & 3
Trade Unions & Politics in a Contemporary Society
- 5-Day Organising for School Workplace Organisers
(5 x 1 evening a week)
- 3-Day Understanding Neurodiversity in the Workplace
- 2-Day Redundancy
- 1-Day TUPE Update
- 1-Day Legal Briefings – various subjects scheduled as required

WORKPLACE ORGANISERS INDUCTION PART 1

This is a five-day course to train all 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 WO's including Shop Stewards, Safety Reps and Union Learning Reps.

Once you have completed your Initial Support Meeting (ISM) session and upon receipt of the completed ISM form, the Education Department will automatically invite you to the next available Workplace Organisers Induction 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 organising across the GMB.
- Look at how to increase GMB membership in each respective workplace.
- Understanding what makes an effective workplace leader.

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.
- How we take up collective issues.

Venues & Dates

| | | |
|---------------------------|-------------------------------|---|
| Dorset or Hampshire (tbc) | 30 September – 4 October 2024 | 20-24 January 2025 12-16 May 2025 |
| Chessington, Surrey | 23-27 September 2024 | 13-17 January 2025 28 April – 2 May 2025 |
| Hove, Sussex | 30 September – 4 October 2024 | 20-24 January 2025 12-16 May 2025 |
| Reading, Berkshire | 7-11 October 2024 | 27-31 January 2025 19-23 May 2025 |
| Swindon, Wiltshire | 7-11 October 2024 | 27-31 January 2025 19-23 May 2025 |
| Welling, Kent | 23-27 September 2024 | 13-17 January 2025 28 April – 2 May 2025 |

WORKPLACE ORGANISERS INDUCTION PART 2

This is a five-day course which will provide 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 Workplace Organisers Induction Part 1 course, the Education Department will automatically invite you to the next available Workplace Organisers 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.
- Building support and solidarity using collective power.

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 campaign based organising and recruitment.

Venues & Dates

| | | |
|---------------------------|---------------------|---|
| Dorset or Hampshire (tbc) | 25-29 November 2024 | 24-28 March 2025 30 June – 4 July 2025 |
| Chessington, Surrey | 18-22 November 2024 | 17-21 March 2025 23-27 June 2025 |
| Hove, Sussex | 25-29 November 2024 | 24-28 March 2025 30 June – 4 July 2025 |
| Reading, Berkshire | 2-6 December 2024 | 31 March – 4 April 2025 7-11 July 2025 |
| Swindon, Wiltshire | 2-6 December 2024 | 31 March – 4 April 2025 7-11 July 2025 |
| Welling, Kent | 18-22 November 2024 | 17-21 March 2025 23-27 June 2025 |

HEALTH & SAFETY PART 1 & 2

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 Workplace Organisers Induction 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 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 and understanding risk assessment procedures.
- 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

| | <u>Part 1</u> | <u>Part 1</u> |
|---------------------------|----------------------|----------------------|
| Dorset or Hampshire (tbc) | 21-25 October 2024 | 10-14 March 2025 |
| Chessington, Surrey | 14-18 October 2024 | 3-7 March 2025 |
| Hove, Sussex | 14-18 October 2024 | 3-7 March 2025 |
| Reading, Berkshire | 21-25 October 2024 | 10-14 March 2025 |
| Swindon, Wiltshire | 21-25 October 2024 | 10-14 March 2025 |
| Welling, Kent | 14-18 October 2024 | 3-7 March 2025 |
| | <u>Part 2</u> | <u>Part 2</u> |
| Online | 3-7 February 2025 | 2-6 June 2025 |

MENTAL HEALTH & STRESS AT WORK

This is a five-day course and will provide GMB Workplace Organisers (WO's) with an understanding of mental health and stress in the workplace issues. This course is mandatory for all GMB WO's including Shop Stewards and Safety Reps.

Once you have completed your Workplace Organisers Induction Part 1 & 2 courses and the Health & Safety Part 1 course, the Education Department will automatically invite you to the next available course in your area.

Course Aims

- Develop an understanding of mental health and common mental health and stress problems.
- Be aware of diversity issues impacting on members with mental health and stress problems.
- Develop an understanding of the law and mental health and stress in the workplace.
- Identify good practice around workplace policies on mental health and stress.
- Explore the role of WO's in supporting and representing members with mental health problems.
- Identify organising and campaigning opportunities for the GMB around mental health.

Course Content

- What are mental health problems?
- What is work related stress?
- Mental health, stress and the law.
- How to handle a mental health or stress issue at work.
- Preparing and negotiating a mental health and stress policy and procedure.
- Stress and the GMB WO.
- The role of the Safety Rep in risk assessment procedures.

Venues & Dates

| | |
|---------------------------|---------------------|
| Dorset or Hampshire (tbc) | 24-28 February 2025 |
| Chessington, Surrey | 10-14 February 2025 |
| Hove, Sussex | 10-14 February 2025 |
| Reading, Berkshire | 24-28 February 2025 |
| Swindon, Wiltshire | 24-28 February 2025 |
| Welling, Kent | 10-14 February 2025 |
| Online | 7-11 July 2025 |

EQUALITIES

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.

Once you have completed your Workplace Organisers Induction Part 1 & 2 courses, the Education Department will automatically invite you to the next available course in your area.

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.
- Understanding and learning about unconscious bias and how it can have a negative impact in the workplace.

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.
- How to organise and run an equal pay claim.

Venues & Dates

| | | |
|--------|---------------------|-----------------|
| Online | 11-15 November 2024 | 16-20 June 2025 |
|--------|---------------------|-----------------|

BRANCH SECRETARIES

This is a three-day course for all Branch Secretaries both new and experienced. It will be delivered by an experienced Tutor who has experience of running an effective GMB Branch.

If you would like to attend this training, please contact the Education Department to apply.

Course Aims & Content

- Develop an understanding of the role and functions of the Branch Secretary.
- How to build and develop a democratic functioning Branch.
- How to use the GMB Rulebook to help run an effective Branch and looking at and explaining Branch finances. This will be a key part of the course.
- How to build, recruit and develop an effective Branch Development Plan linked to the GMB@Work organising principles and agenda.

Venues & Dates

| | | |
|--------|--------------------|-----------------|
| Online | 27-29 January 2025 | 16-18 June 2025 |
|--------|--------------------|-----------------|

CONGRESS EXPLAINED & BRANCH ORGANISATION

CONGRESS EXPLAINED (DELEGATES ONLY)

This course will provide GMB Workplace Organisers (WO's), Branch Reps and Branch Officers with an understanding of their role within the Branch and an understanding of how Congress works. Congress Explained & Branch Organisation is available for all GMB WO's and Branch Officials. The other two Congress Explained are for elected Congress Delegates only.

If you would like to know more about Congress and are thinking about putting yourself forward in the Branch nomination process, please contact the Education Department to apply for the training in October. Once the elected Congress Delegates are confirmed they will be invited to attend the remaining dates of this training.

Course Aims & Content

Congress Explained & Branch Organisation will be delivered over three days and is for all Branch Reps/Officers to help them to understand:-

- The role and functions of Branch Officers within the Branch.
- The role of the Branch within the GMB.
- The rules of the Branch.
- How to develop a team approach to building the Branch.
- GMB democracy.
- How to become a delegate to GMB Congress.

Congress Explained will be delivered over two days and is for elected Congress Delegates only and will cover:-

- How GMB Congress Works.
- Why it is the sovereign body of the GMB?
- Developing practical skills such as writing and presentation skills.
- How to write a motion/speech for Congress and the Branch.
- How to review your motion/speech.
- How to move and speak on a motion either at Congress or in the Branch.

The last one day is a briefing and update for elected Congress Delegates only. Support information will be provided on Congress Explained and any issues that may arise will be solved to ensure that all Delegates are ready for Congress.

Venues & Dates

| | | |
|--------|------------------|-----------------------------------|
| Online | 7-9 October 2024 | |
| Online | 6-7 May 2025 | (Elected Congress Delegates only) |
| Online | 2 June 2025 | (Elected Congress Delegates only) |

UNDERSTANDING NEURODIVERSITY IN THE WORKPLACE

Our Workplace Organisers (WO's) are getting more and more requests for help and support from autistic and other neurodivergent members within the workplace and beyond. This is a three-day course for all GMB WO's and Branch Officers who want to learn more about neurodiversity and to be able to develop an understanding of neurodiversity issues within the workplace, their Branch and how to support our members in the workplace.

The course will be run by Janine Booth an experienced Trade Union Tutor who is the author of "Autism Equality in the Workplace: Removing Barriers and Challenging Discrimination". Janine is also a member of the TUC Disabled Workers Committee and she has also run this course for many other unions. If you would like to attend this training, please contact the Education Department to apply.

Course Aims & Content

The course will cover:-

- Neurodiversity and neurodivergent conditions.
- Myths and realities.
- Autism and employment.
- The social model of disability.
- Workers, carers and the law.
- Representing members.
- Reasonable adjustments.

The course will look to help make the workplace more autism and neurodiversity friendly, making our GMB union more representative of the diversity of our members.

It will be participatory in its delivery with open learning methods with activities, including case studies, group activity, the law, videos, presentations and guest speakers.

Venues & Dates

| | | |
|--------|------------------|-----------------|
| Online | 17-19 March 2025 | 23-25 June 2025 |
|--------|------------------|-----------------|

ORGANISING FOR SCHOOL WORKPLACE ORGANISERS

This is a five-day sector course available for all School Workplace Organisers (WO's) to enable them to be an effective WO within their School and the GMB. The course will be delivered online over a five-week period one evening a week. If you would like to attend this training, please contact the Education Department to apply.

Please note this training compliments and is in addition to the mandatory training for Workplace Organisers.

Course Aims & Content

- To understand the role of the School Workplace Organiser.
- Learn to be able to listen to, speak up for and organise School Support Staff in every School in the Region.
- Develop an organising & recruitment strategy in building the GMB.
- Plan and prepare for meetings with management, members and non-members.
- Understand how to handle grievance and disciplinary issues to represent members.
- Understand the role of the Safety Rep and their legal rights to organise and represent members on health and safety.
- Understand the GMB approach to equality issues and apply it through the workplace.

Venues & Dates

Dates to be scheduled on an as required basis and the course will be delivered online and you will be expected to commit to all five days.

TUPE UPDATE

This is a one-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 available for all GMB WO's including Shop Stewards, Safety Reps and Equality Reps on an as required basis.

If you are in discussions about a forthcoming TUPE transfer or your workplace is about to undergo a transfer and you would like to attend this training, please contact the Education Department to apply.

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 Regional Organiser, the Regional Organising Team and the Regional Education Officer as soon as you hear about the transfer, for negotiations to begin and for training to be scheduled within the appropriate timescales.

DIPLOMA – PART 1, 2 & 3

TRADE UNIONS & POLITICS IN A CONTEMPORARY SOCIETY

This is a three-part course which is open to all GMB Workplace Organisers (WO's) who have some experience of trade unions and their role and practice. We welcome applications from all areas of the union and it is our objective to encourage applicants from a whole range of diverse backgrounds. The course has been designed and developed by the GMB Southern Region Education Department and Shrewsbury College. It is a Level 2 course which will enable GMB WO's to progress onto further higher-level education study. It will consist of six modules and will be run and delivered by GMB Tutors, by a combination of three weekly residential seminars. There will be constant Tutor support through distance learning, which will be available for the duration of the course.

Course Aims

- To understand the historical roots of how and why trade unions developed in Britain.
- Understand factors which have influenced changes in trade union membership.
- Recognise and understand the achievements of trade unions, their role and functions. Identify different models of trade unionism.
- To provide a general introduction to political ideologies and theories that have helped shape and influenced trade unions and the Labour movement's politics and practice.
- Understand the role of the Government, the state and their influence on trade unions.
- To look at trade unions their role and practice, the economy and how unions can shape and influence economic strategies.
- Understand and develop your research and study skills, such as developing your essay writing skills, as well as research techniques.

Course Content

- Understand some of the key developments of the historical roots of trade unions and the Labour movement in Britain.
- How unions work, their role, functions and practice. What are the causes of industrial conflict and how do unions organise to achieve the collective resolution of disputes?
- Trade Unions & Political Ideology - This module will examine specific political ideologies and political theories that influence trade unions. The role of the state and how it influences trade union practice.
- Trade Unions & the Economy – This module will examine the economic strategies that affect the conditions that we live and work and how unions can shape those.
- Research & Study Skills - This module will help you develop your research and study skills and will look at how to develop your research techniques.

Venues & Dates

| | | |
|-----------------------|--------|-------------------------|
| Venue to be confirmed | Part 1 | 4-8 November 2024 |
| Venue to be confirmed | Part 2 | 31 March – 4 April 2025 |
| Venue to be confirmed | Part 3 | 23-27 June 2025 |