

# Time Management

## A one day seminar

*This seminar is aimed at trade union members who have difficulties in organising their working time effectively. It is particularly useful for trade union managers or members who have some managerial responsibility.*

*The programme will cover such issues as:*

- *Handling Workloads*
- *Establishing and setting priorities*
- *Strategies for efficiency*
- *Planning effectively*

*Venue: GFTU Offices, Headland House, London*

*Date: 19 October 2011*

*Closing date: 23 September 2011*

*Course ref: 37/11*

*Please note that whilst the GFTU will pay travel expenses in line with existing policy we do not normally provide overnight accommodation for 1 day seminars, however if you live a significant distance from the venue please speak to Joan at GFTU to discuss your needs.*

*You can apply online or for a nomination form please contact your union, the GFTU or download a form the GFTU website education page.*

*For more information, please contact:*

*Judith Jackson, Head of Educational Services, GFTU Educational Trust,  
4<sup>th</sup> Floor, Headland House, 308-312 Gray's Inn Road, London WC1X 8DP  
e-mail [judith@gftu.org.uk](mailto:judith@gftu.org.uk) or [joan@gftu.org.uk](mailto:joan@gftu.org.uk), website [www.gftu.org.uk](http://www.gftu.org.uk)*

# Dealing with Bullying, Harassment and Stress at Work

This revamped course is consistently our most popular and deals with three important workplace issues. This course is suitable for all reps and stewards regardless of experience. It will cover topics such as;

- Stress as a workplace health and safety issue
- The equal opportunities aspects
- Harassment and how to deal with it
- Tackling workplace bullying
- Developing strategies to beat the bullies

Venue: Barcelo Hotel, Torquay

Date: 20-21 October 2011

Closing date: 30 September

Course Ref: 38/11

For a nomination form please contact your union, the GFTU office, download a form from the GFTU website education page or apply online.

For more information, please contact:

Judith Jackson, Head of Educational Services, GFTU Educational Trust, 4<sup>th</sup> Floor, Headland House, 308 - 312 Gray's Inn Road, London, WC1X 8DP

Tel; 0207 520 8340

Fax; 0207 520 8350

e-mail; [judith@gftu.org.uk](mailto:judith@gftu.org.uk)

website; [www.gftu.org.uk](http://www.gftu.org.uk)

# Dealing with stress and conflict in the workplace

This is a new course for paid officials, reps or members who have been involved in dealing with conflict in the workplace and the stress caused by it. The course will cover the following issues:

- Key causes of workplace conflict
- The law around dispute resolution
- Understanding the effects of stress on performance and personality
- Tools to handle stress and pressure
- Taking up members cases

Venue: Park Plaza Hotel, Leeds

Date: 28 - 30 October

Closing date: 30 September

Course Ref: 40/11

Nomination forms can be obtained from your union, the GFTU office or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:

Judith Jackson, Head of Educational Services, GFTU Educational Trust, 4<sup>th</sup> Floor,  
Headland House, 308-312 Gray's Inn Road, London, WC1X 8DP

Tel: 020 7520 8340

e-mail: [joan@gftu.org.uk](mailto:joan@gftu.org.uk) or [Judith@gftu.org.uk](mailto:Judith@gftu.org.uk)

Web Site: [www.gftu.org.uk](http://www.gftu.org.uk)

## *Vulnerable Workers and the Law - Equality Reps Stage 3*

This is a new course for all those who have been trained as equality reps either by the GFTU or their own unions. The course is supported by the Union Modernisation Fund and will focus on the rights and needs of vulnerable workers. The course will increase the equality reps ability to help and advise workers by;

- Training on basic employment rights to ensure vulnerable workers can know their right at work
- Learning how to practically assist vulnerable workers
- Helping reps to develop links with employers and other agencies
- Improving organising skills
- Taking up members cases

Venue: Park Plaza Hotel, Leeds

Date: 28 - 30 October

Closing date: 30 September

Course Ref: 39/11

Nomination forms can be obtained from your union, the GFTU office or you can download one from the GFTU website education page. You can also apply online.

For more information, please contact:

Judith Jackson, Head of Educational Services, GFTU Educational Trust, 4<sup>th</sup> Floor,  
Headland House, 308-312 Gray's Inn Road, London, WC1X 8DP

Tel: 020 7520 8340

e-mail: [joan@gftu.org.uk](mailto:joan@gftu.org.uk) or [Judith@gftu.org.uk](mailto:Judith@gftu.org.uk)

Web Site: [www.gftu.org.uk](http://www.gftu.org.uk)

# Tackling Workplace Hazards

This course is for more experienced health and safety reps and is a Monday to Friday course that will cover such issues as:

- Repetitive Strain Injury
- Ergonomics
- Noise
- Stress
- Toxic Substances

*Please ensure that you have negotiated paid release from your employer to attend this course before you apply.*

You must have attended a Basics of Health and Safety Course before applying

Venue: Northern College, Near Barnsley, South Yorkshire

Date: 7-11 November 2011

Closing date: 7 October

Course Ref: 41/11

*Childcare and other special needs can be met with advance notice.*

*For a nomination form please contact your union, the GFTU or download one from the GFTU website education page or you can apply online.*

For more information, please contact:

Judith Jackson, Head of Educational Services, GFTU Educational Trust, 4<sup>th</sup> Floor, Headland House,  
308-312 Gray's Inn Road, London, WC1X 8DP

Phone; 0207 520 8340

Fax; 0207 520 8350

e-mail [gftuhq@gftu.org.uk](mailto:gftuhq@gftu.org.uk)

# Advanced Law and advocacy

This weekend residential course is an intensive update in employment law and advocacy and is aimed at experienced trade unionists, paid officials and senior lay officials only.

This year the course will consist of;

- In depth updates on recent legislation and case law
- Using disputes procedures
- Alternative dispute resolution
- Topical law issues
- How to be an advocate for your members

Venue: Park Royal Hotel, near Warrington

Date: 11 - 13 November

Closing date: 14 October

Course ref: 42/11

For a nomination form please contact your union, the GFTU or download one from the GFTU website education pages or you can apply online.

For more information, please contact: Judith Jackson, Head of Educational Services, GFTU Educational Trust, 4<sup>th</sup> Floor, Headland House, 308-312 Gray's Inn Road, London WC1X 8DP

Phone: 0207 520 8340

Fax: 0207 520 8350

e-mail [gftuhq@gftu.org.uk](mailto:gftuhq@gftu.org.uk); website [www.gftu.org.uk](http://www.gftu.org.uk)

# EMOTIONAL INTELLIGENCE

This is a very popular course for the GFTU and it is a follow on from the self-management and personal effectiveness course. It is aimed at all trade union members who want to make the most of themselves and improve their own interpersonal skills and get the best out of all situations. The course will cover the following and much, much more;

- Handling interpersonal relationships
- Understanding other peoples behaviour and adapting accordingly
- Developing empathy with others
- Improving relationships in the workplace by changing behaviour

Venue: Barcelo Hotel, Buxton

Dates: 25 - 27 November 2011

Closing date: 28 October 2011

Course Ref: 43/11

You can download a nomination form from the GFTU website education page, from your own union or you can contact the GFTU Education Dept. You can also apply online at [www.gftu.org.uk](http://www.gftu.org.uk)

For more information, please contact:

Judith Jackson, Head of Educational Services, GFTU Educational Trust, 4<sup>th</sup> Floor,  
Headland House, 308 - 312 Gray's Inn Road, London, WC1X 8DP

Tel; 0207 520 8340

Fax; 0207 520 8350

e-mail; [judith@gftu.org.uk](mailto:judith@gftu.org.uk)

website; [www.gftu.org.uk](http://www.gftu.org.uk)



General Federation  
Of Trade Unions  
Educational Trust

# Understanding Company Accounts

This course is aimed at shop stewards and workplace reps who play an active role in negotiations with their employer. The course will cover such issues as:

- Disclosure of information
- Collective bargaining techniques
- Analysing company information
- Understanding financial jargon
- Effective negotiating strategies

Venue: Barcelo Hotel, Buxton

Dates: 25 -27 November 2011

Closing date: 28 October

Course Ref: 44/11

For a nomination form please contact your union, the GFTU or download one from the GFTU website education page.

For more information, please contact:

Judith Jackson, Head of Educational Services, GFTU Educational Trust, 4<sup>th</sup> Floor, Headland House,  
308-312 Gray's Inn Road, London WC1X 8DP  
Phone: 0207 520 8340 Fax: 0207 520 8350  
e-mail [judith@gftu.org.uk](mailto:judith@gftu.org.uk); [www.gftu.org.uk](http://www.gftu.org.uk)