

A close-up photograph of a spiral-bound notebook with a black metal spiral binding. The notebook is open to a page with a light blue grid pattern. A black pen with a silver tip is resting on the page to the right. The background is slightly blurred, showing more of the notebook and a stack of papers.

**GFTU
Educational Trust
Course Programme**

The logo for GFTU (Gandhi Foundation for Technical Education) features the letters 'GFTU' in a stylized, bold, orange font. The letters are enclosed within a white, rounded rectangular border that has a slight 3D effect, giving it a metallic or embossed appearance.

GFTU

The year '2012' is displayed in a large, bold, orange font with a white outline. The numbers are slightly shadowed, giving them a three-dimensional look. The text is positioned in the bottom right corner of the page, overlapping the grid pattern.

2012



Pictures courtesy of speakingintongues limited.

A MESSAGE FROM THE PRESIDENT

Dear Colleagues

I started as a young activist in 1969, and was a shop steward at Westland Helicopters in Somerset through the 70's with very little education.

It was not until 1995, when I was elected General Secretary of the National League of the Blind and Disabled (NLBD), that I came to fully appreciate the superb education provided by the GFTU Educational Trust, and thought then how much of a difference it would have made if I had been able to have access to training of this quality then, how much more I could have understood and contributed much earlier.

Now, as Deputy General Secretary of Community, and President of GFTU, I am immensely proud to encourage all trades unionists in GFTU affiliated unions, both young and mature, to take full advantage of this years superb programme.

I am determined that, during my term as President, which unfortunately falls during a time when we are living under the shadow of the dangerous and negative influence of a Tory administration, the GFTU will play its full part in ensuring our activists are fully equipped to meet the challenges our workplaces and communities face, and are able to contribute collectively to mapping out a positive route forward to future success for the GFTU and the Trade Union Movement.

I commend the programme to you all,

Joe Mann MBE

GFTU President 2011-2013

Who we are

The General Federation of Trade Unions (GFTU) is an independent federation of specialist unions. The Federation was set up by the TUC in 1899 and we provide a range of services to our affiliates including information, research and education.

In 1971, we set up the GFTU Educational Trust. This finances additional educational activities for trade unionists in the fields of Industrial Relations, Law, Health and Safety and other topics of interest. The Trust has continued to expand its services, offering a wide range of residential courses and other activities.

About GFTU Educational Trust Courses

A number of our courses are residential.

Weekend courses are held in good quality hotels/conference centres or at our partner colleges. All hotels used have good conference facilities and some have leisure facilities.

Midweek five day courses are held at Northern College and the College provides en-suite accommodation. Midweek two day courses are held in various venues around the country.

One-day seminars are held at the GFTU offices in Central London and other locations.

Course fees and expenses

All our residential and one-day seminars courses are **free** to delegates who are members of our affiliated unions. Accommodation, travel, meals and all course fees are paid for by the Trust. Members of other unions should contact Judith Jackson to discuss charges.

For one-day seminars, travel costs (where not paid by delegates' own organisation), usually lunch and course time refreshments **only** will be provided by the GFTU, however if you have a need for accommodation please speak to Judith Jackson or Joan Amory and each case will be decided individually on personal circumstances.



Length of courses

Unless otherwise stated they are:

Weekend Residential Courses: These start at 6.30 pm on Friday evening and finish at 1.00 pm on Sunday.

Midweek Five Day Residential Courses: There are 3 midweek health and safety courses that are held at Northern College. These courses start at 12 noon on Monday and finish at 4.30 pm on Friday. There is also a midweek ULR course and that commences at 1.30pm on Monday and finishes at 1.00pm on Friday.

Midweek Two Day Residential Courses: These courses will start at 11.00am on the first day and finish at 4.00pm on the second day.

One-day seminars: All one day seminars will start at 10.30 am and finish between 4.30 and 5.00 pm. This is to allow participants to get there on the day as accommodation is not usually provided for one-day seminars.

Paid time off is normally available for Safety Reps, Shop Stewards and Union Learning Reps who are attending a union approved course. If you have any problems or questions about your rights to paid time off for training ring Judith at the GFTU on 020 7520 8340, alternatively refer to the ACAS code of practice 3, time off for trade union duties and activities.

Help and Advice

If you need any advice or information on any aspect of the Trust's activities, please contact Judith Jackson, Head of Educational Services or Joan Amory, Education Administrator at the GFTU office:

**General Federation of Trade Unions
4th Floor
Headland House
308-312 Gray's Inn Road
London
WC1X 8DP**

Telephone: **0207 520 8340**

Fax: **0207 520 8350**

E-mail: **judith@gftu.org.uk** or **joan@gftu.org.uk**

How do I know if my union is an affiliate?

A full up to date (at time of printing) list of GFTU affiliates is available at the back of this brochure.

Accreditation

Unless stated all GFTU courses are accredited either by Credit4learning or by the National Open College Network. This means that all students regardless of educational ability will be able to gain credit for the work done on the course. In addition in 2012 the GFTU will be piloting a new form of qualification with Ruskin College for courses that take place at the college.

Your tutors will explain these issues in more detail on the course.

Travelling expenses

The GFTU Educational Trust in accordance with the current Trust policy pays travelling expenses for all residential and one day courses unless the expenses are paid by the learners own union.

For students who are travelling by train, a rail warrant or ticket will be sent a few days prior to the course, once attendance has been confirmed. Students where possible will be expected to use public transport. If a taxi is used between the railway station and the venue, fares will only be re-imbursed on production of receipts.

We do not pay taxi fares between your home and the station.

For those students who choose to travel to the course by car, a cheque will be sent after the completion of the course for mileage (subject to verification by our computer software). Please note the mileage rate from January 2012 is 20p per mile.

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Whilst the GFTU endeavours to keep any costs to students to a minimum we are **not responsible** for any parking costs either at the venue or at an airport or station.

For those travelling from either Northern Ireland or the Republic of Ireland, flights will be arranged by GFTU staff a minimum of 2 weeks prior to the course upon confirmation of acceptance. For NI and ROI students only travelling expenses to and from the airports by public transport will be paid by GFTU. Students will only be re-imbursed taxi fares where there is no public transport alternative and on production of receipts.

For those students who are travelling long distances (excluding those covered by the above paragraph) and who wish to fly to the venue may do so, however they are responsible for making their own flight bookings and will only be re-imbursed for **standard class saver rail travel** or the flight cost (whichever is less) on production of receipts.

Travel costs to and from airports are not normally payable.

The GFTU ET reserves the right to alter its policy on travel expenses and the method of payment of expenses at any time.

Non attendance on GFTU courses

If a student fails to turn up on a GFTU course without informing the GFTU in advance and costs are incurred (e.g. unused travel tickets, hotel cancellation charges), the GFTU ET reserves the right to pass those costs to either the individual or the individual's union.



GFTU.

Empowering You with Language Learning

The GFTU is offering member organisations an exclusive opportunity to access Rosetta Stone's award-winning, language-learning platform. It's a proven solution accessible wherever and whenever you are connected to the Internet.

Languages help you

- Communicate more effectively in a multicultural society
- Integrate yourself in your team and community
- Develop professionally and personally
- Reduce health and safety issues
- Engage in and contribute to society



Contact GFTU Educational Trust
020 7520 8340 | sean@gftu.org.uk

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Bringing a guest

If you wish, you can bring a guest or partner with you to **some** of the venues, but you are responsible for all additional costs including travel and any room supplement. This is usually only available in our hotel venues. The GFTU does its best to minimise the costs of bringing a guest but cannot, **under any circumstances**, be held responsible for any of the costs (including rooms) incurred by a delegate's guest.

All guest bookings should be made through Joan Amory at the GFTU. Please phone for further details.

How to apply

All our core programme of courses and seminars are **free** to participants who are members of affiliated trade unions (see list at back of this booklet).

To apply for a place on any of the courses or seminars outlined in this programme you should complete a course nomination form, available online or from GFTU, and have this counter-signed and returned to the GFTU by your General Secretary (Education Officer or other appropriate official). If you are applying via www.gftu.org.uk by downloading a form or using the online form we will arrange for your forms to be countersigned.

We do not operate a "first come, first served" approach to allocation of course places; all selections are done on merit. You will be advised if you have been successful or not in being awarded a place a couple of days after the closing date and not before.

Always remember to quote the course number and title.

Nomination forms can be obtained from your union's Head Office, the GFTU Head Office or you can download one from the GFTU website education page at www.gftu.org.uk or you can use the online form that is available there. On completion they should be returned to the GFTU before the course closing date that is usually 4-5 weeks before the commencement of the course. If you have difficulty in obtaining a form please contact Judith Jackson or Joan Amory at the GFTU office.

Please note. If nomination forms are not signed by your General Secretary or appropriate official, they will be returned to your union for completion.

You may be entitled to have paid release from work to attend a course. Recognised workplace representatives have a legal right to attend union approved courses. If you require any further information about this, please contact Judith Jackson or your local union officer.



It is entirely up to you how many courses you apply for each year. The GFTU will do its best to ensure you can attend those you want, but numbers are usually limited to about 12/14 delegates per course.

Equal Opportunities

The Trust aims to promote diversity in all of its activities. It is committed to provide services that are free from discrimination in respect of gender, race, disability, religion, age, sexuality or HIV status.

Positive action measures on Trust courses

To help achieve this commitment, we will try to meet the special needs of individuals if told about them in advance. We will where possible:

- Provide tape, large print or sign language for students with disabilities attending GFTU courses;
- Use venues that are easily accessible to wheelchair users;
- Provide the equipment required by students to get the most from the course;
- Pay the residential accommodation costs for a carer or guide who accompanies a student with disabilities attending a trust course;
- Provide childcare costs for parents on GFTU courses, during course sessions;
- Meet the special dietary requirements of students.

If you need any further information about any of these measures, please ring Judith or Joan at the GFTU.

Harassment and Bullying

As part of our commitment, we aim to provide an environment on Trust courses that is free from **any form of bullying or harassment**. Students and tutors are expected to give this commitment their full support. Students engaging in behaviour that can be construed as bullying, discriminatory or harassment may be asked to leave the course and a report will be sent to their union.

Design and delivery of Trust courses

It is our intention to provide courses that are accessible and enabling. We encourage our tutors to create an atmosphere in which everyone feels valued and able to participate. We always seek to use training methods that are participative rather than inhibiting or elitist. We also aim to promote diversity therefore avoiding stereotypes.

In line with legislation all GFTU venues are smoke free in all public areas and some of the hotels and venues used are completely smoke free.

Other Trust Activities

Publications

Federation News is the Trust's own academic journal. It is produced twice a year in association with the Institute of Employment Rights. It contains topical articles by invited contributors on industrial relations and the law.

If you have difficulties obtaining these publications contact Judith or Joan at the GFTU.

Grants

For students who are undertaking study at a college or a university and are nominated by their union, grants of up to £150 per annum can be made to full-time students and £50 to part time students. Similarly, Open University students nominated by their union, can obtain a grant of up to £100 after one years study. Please contact Joan Amory at the GFTU for a grant application form.

Please note that grants are only paid to students who are studying subjects linked to Industrial Relations.

Reference Library

At Headland House in London the Trust maintains a small library covering economic history, industrial relations, and many other subjects. This library is open by appointment only to people who are nominated by recognised organisations.

GFTU on the Internet

The GFTU is fully on line. You can visit our website on www.gftu.org.uk where you can find a wealth of information about the history and activities of the GFTU.



GFTU Education and Project Management Solutions

Let us do your work for you!

Over the last few years the GFTU Educational Trust has been able to successfully bid for money from various different funding bodies and manage subsequent projects. These have included;

- 4 Union Learning Fund supported projects
- 3 Department for International Development projects
- 1 Department for Trade and Industry partnership project
- 6 European funded projects
- 1 Pensions Education Fund project
- 4 Union Modernisation Fund Projects

This has given us a wealth of experience in bid writing and project management. As a result of this experience we are able offer a wide range of additional services to GFTU affiliates and also to the wider trade union movement and voluntary sector.

Our additional services include:

- Writing and submitting project proposals
- Education development, accreditation and delivery
- Project management and consultancy
- Training needs analysis
- Project monitoring and evaluation

If you want any further information about any of these services please contact Judith Jackson on 0207 520 8340 or 07818 421930.

Courses for 2012

This year we are able to offer 49 courses that include our traditional residential weekends and 5-day courses, a range of one-day seminars that take place at various venues throughout the year and also midweek 2 day reps courses.

We have been successful in obtaining European Commission funding during the last year and as a result are able to offer a range of new courses for experienced representatives and officers on Alternative Dispute Resolution (ADR) throughout the year. This includes working with ACAS in developing a new course on mediation awareness.

In total we are developing 9 new courses for 2012 and hope that you find this years programme stimulating and interesting.

Potential students can apply for as many courses as they wish by filling in a course nomination form (available from unions, the GFTU or the GFTU website) having it countersigned by an appropriate official and sending it to the GFTU before the closing date. If you are unsure who should sign your form please forward directly to the GFTU and we will get it signed for you.



Course list 2012

01/12 Dealing with bullying, harassment and stress

Who is this course for?

This course is primarily for reps and stewards who may have to deal with these problems in the workplace. It is also suitable for members who may be experiencing these problems.

What will this course cover?

- The causes of stress
- The definitions of bullying and harassment
- Developing a systematic trade union approach to these issues
- Using practical skills to deal with members' problems
- What the law says

Venue; Birmingham

Date; 13 – 15 January

Duration; weekend

Closing Date; 9 December 2011

03/12 Tackling discrimination - Equality reps stage 1

Who is this course for?

This is a newly updated course for equality reps in the workplace and also for those who may want to take up the role in the near future. It is also suitable for those who deal with equality issues already.

What will this course cover?

- The course will cover the role of reps and equalities
- How to deal with equalities in the workplace
- Developing practical skill to work within the equalities framework
- The law on equality

Venue; Hull

Date; 10 – 12 February

Duration; weekend

Closing Date; 13 January

02/12 Negotiating and influencing skills in the workplace

Who is this course for?

This course is for all reps and follows on from the introductory course and the how to represent members course. It is also suitable for experienced reps who want to brush up their skills. This course is part of our accreditation pilot with Ruskin College and participants should also apply for our advanced negotiating skills weekend to have chance of achieving the full qualification.

What will this course cover?

- Negotiating skills
- Theories behind negotiating styles
- Practical skills and techniques
- How to negotiate effectively
- Learning to influence others
- Gaining consensus

Venue; Ruskin College, Oxford

Date; 27 – 29 January

Duration; weekend

Closing Date; 4 January

04/12 Dealing with redundancy issues

Who is this course for?

This course is for reps and stewards who may have to deal with redundancies in their workplaces.

What will this course cover?

- The law on redundancy
- Alternatives to job loss
- How to negotiate with the employers
- Methods of redundancy selection – how to get the best
- Statutory rights

Venue; Hull

Date; 10 – 12 February

Duration; weekend

Closing Date; 13 January



05/12 Getting started – the role of the rep

Who is this course for?

This course is for recently elected reps and stewards or for those who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. Follow on courses covering case handling and negotiating and influencing are available later in the year.

What will this course cover?

- The role of the rep/ steward
- Facilities for reps and stewards
- Interviewing members
- Dealing with members' problems
- Gaining the practical skills to do the job as a rep/steward

Venue; Northampton
Date; 17 – 19 February
Duration; weekend
Closing Date; 20 January

06/12 Handling cases

Who is this course for?

This course is for recently elected reps and stewards or for those who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. Follow on courses covering negotiating and influencing skills are available later in the year. This course is also available as a midweek course later in the year.

What will this course cover?

- Dealing with member's problems
- Handling grievance and disciplinary cases
- Understanding the law around disciplinary and grievances
- Understanding the rights of trade union representatives

Venue; Buxton

Date; 24 - 26 February

Duration; weekend

Closing Date; 27 January

07/12 Understanding human rights and the law

Who is this course for?

This course is aimed at experienced shop stewards, equality reps and paid officials. The course has been specially developed for the GFTU by the Equality and Human Rights Commission (EHRC).

What will this course cover?

- The background to the Human Rights Act (HRA)
- How the HRA can be used in practice
- Real life case studies
- How to identify and advise on human rights issues
- Support for trade union officers from the EHRC

Venue; Buxton

Date; 24 – 26 February

Duration; weekend

Closing Date; 27 January

08/12 Employment law

Who is this course for?

This course is for all reps and stewards who want to build up their knowledge of UK employment law.

What will this course cover?

- The latest developments in case law
- Any changes in legislation
- Key current legal issues
- An overview of current employment law
- How the law is made

Venue; Basingstoke

Date; 1 – 2 March

Duration; 2 day midweek

Closing Date; 3 February

10/12 Basics of health and safety

Who is this course for?

This course is for new or prospective health and safety reps or, as a refresher for those who have not recently had any training.

What will this course cover?

- The rights and functions of a safety rep
- The safety reps and safety committees regulations
- Other relevant health and safety legislation
- Workplace health and safety issues
- Organising for health and safety

Venue; Northern College, South Yorkshire

Date; 5 - 9 March

Duration; 5 days Monday - Friday

Closing Date; 10 February

09/12 Introduction to politics

Who is this course for?

This course is for all trade union members who are also members of the Labour Party and would like to become active members or for those who have been involved with the Party for some time and would like to brush up on their skills. Participants will gain the skills and knowledge to enable them to become effective Labour Party activists.

What will this course cover?

- Labour party history
- Labour party organisation
- Trade unions and the Labour party
- British government
- Getting involved and the role of the "trade union liaison officer" (TULO)

Venue; Nottingham

Date; 2 – 4 March

Duration; weekend

Closing Date; 3 February

Please note this course has been provided by General Federation of Trade Unions and not GFTU Educational Trust.





12/12 Dealing with LGBT issues

Who is this course for?

This new course is for all reps who deal with LGBT issues in the workplace and lesbian, gay, bisexual or transgender members who want to know more about their rights in the workplace.

What will this course cover?

- How to deal effectively with LGBT issues
- LGBT equalities legislation
- How to use the law at work effectively

Venue; GFTU offices, London

Date; 15 March

Duration; 1 day

Closing date; 17 February



11/12 Introduction to mediation

Who is this course for?

This course is for experienced reps and stewards who are involved in members' cases and workplace disputes. This course has been specially developed for GFTU by ACAS.

What will this course cover?

- What is mediation?
- Benefits of workplace mediation
- The 5 step mediation model
- The skills and behaviour required by mediators
- Understanding the strategic and organisational implications of introducing a workplace mediation scheme

Venue; ACAS offices, London

Date; 7 March

Duration; 1 day

Closing date; 10 February

13/12 Building self esteem and assertiveness

Who is this course for?

This is for any trade union reps or members who want to overcome the invisible barriers that they feel are holding them back. This course is part of our new accreditation pilot with Ruskin College and participants are advised to also attend the self management and personal effectiveness course later in the year to gain the full qualification.

What will this course cover?

- Identifying assertive behaviour
- Developing responses to aggressive and submissive behaviour
- Building and maintaining self-image
- How to handle criticism confidently
- Communicating on an equal footing with others

Venue; Ruskin College, Oxford

Date; 16 - 18 March

Duration; weekend

Closing Date; 17 February

14/12 Dealing with stress and conflict in the workplace

Who is this course for?

This is a course for paid officials, reps and members who are suffering from stress or having to deal with conflict themselves or dealing with the problems of stress and conflict through their members.

What will this course cover?

- Health and safety law surrounding stress
- Tools to handle stress and pressure
- Understanding the effects of stress on performance and personality
- Key causes of workplace conflict
- Understanding the process of conciliation, arbitration and mediation
- An outline of the law on dispute resolution

Venue; Cheltenham

Date; 20 – 21 March

Duration; 2 days

Closing Date; 24 February

15/12 Introduction to PowerPoint presentations

Who is this course for?

This course is for all reps and members who want to develop their IT skills and become more confident preparing presentations. Please note this is not a presentation skills course.

What will this course cover?

- Constructing PowerPoint presentations making use of materials from other sources
- Editing and formatting presentations and making use of animations and transitions on slides
- Incorporating the use of multimedia material within presentations
- Presenting your presentation to others

Venue; Northern College, South Yorkshire

Date; 23 – 25 March

Duration; weekend

Closing Date; 24 February

16/12 Participating effectively in meetings

Who is this course for?

This is a new course which is for all members and union reps who have to participate in meetings but don't always get the best from them.

What will this course cover?

- How meetings are run
- Understanding the rules of debate
- Cutting through jargon
- Drafting motions/propositions

Venue; Birmingham

Date; 29 March

Duration 1 day

Closing Date; 2 March





17/12 Public speaking

Who is this course for?

This course is for trade union reps and members who want to improve their public speaking skills and who want to prepare for speaking in any trade union meeting or conference.

What will this course cover?

- Preparing a speech
- Controlling your nerves
- Delivering a speech within time constraints
- Developing positive techniques for effective presentation

Venue; Hinckley

Date; 30 March – 1 April

Duration; weekend

Closing Date; 2 March

18/12 Advanced negotiating behaviour

Who is this course for?

This is a challenging course aimed at reps who have completed the negotiating and influencing course and also at paid officials who negotiate on a regular basis. Priority will be given to students who have attended the linked course earlier in the year.

What will this course cover?

- Identifying and developing effective negotiating styles
- Building consensus
- Developing your own technique
- How to reach positive outcomes
- Collaboration as an effective negotiating behaviour

Venue; Ruskin College, Oxford

Date; 30 March – 1 April

Duration; weekend

Closing Date; 2 March

19/11 Building the trade union future – engaging younger workers

Who is this course for?

This course is for anyone who has an organising role in their union or who actively recruits new members in the workplace.

What will this course cover?

- Getting the issues right
- What motivates younger members in your workplace
- Developing an appropriate trade union message
- Developing a youth engagement strategy
- Selling the union message – effective campaigning materials

Venue; Cardiff

Date; 20 – 22 April

Duration; weekend

Closing date; 23 March

20/12 Building active leadership

Who is this course for?

This course is for reps and stewards who want to be able to lead from the front and bring members along with them. It is also suitable for members who may be taking on new workplace roles or who are community activists.

What will this course cover?

- Identify key skills for good leadership
- Effective speaking, listening and communication skills
- Reviewing personal effectiveness
- Advocacy skills
- Building consensus

Venue; Cardiff

Date; 20 – 22 April

Duration; weekend

Closing Date; 23 March

22/12 Mental health issues in the workplace

Who is this course for?

This course is for reps who may represent members on sickness absence, grievances and disciplinary cases and also for equality reps who want to update their skills.

What will this course cover?

- Raising awareness of mental health issues
- How people with mental health issues are discriminated against
- Disability discrimination law and reasonable adjustments
- The role of unions in supporting members with mental health problems

Venue; GFTU offices, London

Date; 17 May

Duration; 1 day

Closing date; 20 April

21/12 Negotiating and influencing skills in the workplace

Who is this course for?

This course is for all reps and follows on from the introductory course and the handling cases course. It is also suitable for experienced reps who want to brush up their skills. There is a follow-on understanding company accounts course later in the year.

What will this course cover?

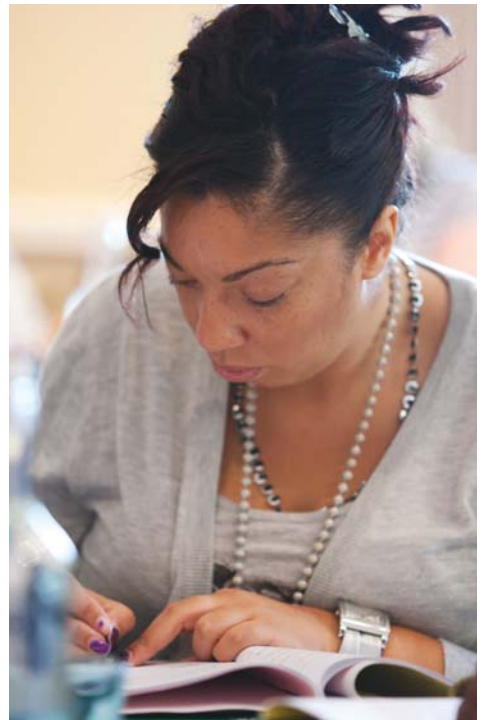
- Negotiating skills
- Theories behind negotiating styles
- Practical skills and techniques
- How to negotiate effectively
- Learning to influence others
- Gaining consensus

Venue; Nottingham

Date; 2 – 3 May

Duration; 2 day

Closing Date; 2 April





23/12 Discrimination and the law - Equality reps stage 2

Who is this course for?

This course is a higher level follow on to the Stage 1 equality reps course which ran earlier in the year and is aimed at more experienced reps.

What will this course cover?

- Developing the role of equality reps
- In depth legal updates
- Recent case law
- Legal presentations
- Statutory rights

Venue; Northern College, South Yorkshire
Date; 18 – 20 May
Duration; weekend
Closing Date; 20 April

24/12 Alternative dispute resolution (ADR)

Who is this course for?

This course is aimed at experienced reps and full time officials as it is a course for those who are involved in workplace disputes and case handling. It follows on from the earlier introduction to mediation course run by ACAS.

What will this course cover?

- What is ADR?
- How ADR can be used in your workplace
- Different ADR approaches
- Mediation in practice

Venue; Leeds

Date; 25 – 27 May

Duration; weekend

Closing Date; 27 April

25/11 Handling capability cases

Who is this course for?

This course is for all reps who are involved in representing members on capability issues. This course will run as a weekend course later in the year.

What will this course cover?

- Understanding capability procedures and the law
- Reasons for dismissal
- Handling poor performance issues
- Ill health, injury, sickness and stress issues

Venue; Peterborough

Date; 31 May – 1 June

Duration; 2 days

Closing date; 4 May

26/12 Risk assessment

Who is this course for?

This course is for experienced health and safety reps who have previously attended the GFTU basics of health and safety course (or TUC or union equivalent).

What will this course cover?

- The trade union approach to risk assessment
- Understanding key regulations
- How the law should be applied in practical work situations

Venue; Northern College, South Yorkshire

Date; 11 - 15 June

Duration; 5 days Monday - Friday

Closing Date; 11 May

28/12 Managing successful projects

Who is this course for?

This course is aimed at any trade unionist activist or member who may be involved in project management. This would include paid officials, union learner reps, project managers and staff and those involved in workplace projects.

What will this course cover?

- 5-steps to successful project management
- Project management principles
- Using Gantt charts for project organisation and governance
- Effective project management

Venue; GFTU Offices, Central London

Date; 20 June

Duration; 1 day

Closing Date; 25 May

27/12 Introduction to desktop publishing

Who is this course for?

This course is for trade union members and reps who want to learn how to make their own publications look professional. Participants must have some basic computer skills to attend this course e.g. use of a mouse and keyboard.

What will this course cover?

- Learning how to construct DTP documents making use of materials from other sources
- How to use good design techniques
- Using a variety of different frame types to construct documents
- Producing eye-catching trade union publicity

Venue; Northern College, South Yorkshire

Date; 15 - 17 June

Duration; weekend

Closing Date; 18 May

29/12 Getting started – the role of the rep

Who is this course for?

This course is for recently elected reps and stewards or for those who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. Follow on courses covering case handling are available later in the year.

What will this course cover?

- The role of the rep/ steward
- Facilities for reps and stewards
- Interviewing members
- Dealing with members problems
- Gaining the practical skills to do the job as a rep/steward

Venue; Leigh

Date; 21 - 22 June

Duration; 2 days

Closing Date; 25 May

30/12 Assertiveness and public speaking for women

Who is this course for?

This course is for all women trade union reps or members who want to become more assertive at home or in the workplace and also develop their own presentation skills.

What will this course cover?

- Basic assertiveness techniques
- Building confidence
- Developing presentation skills
- Speaking in public

Venue; Peterborough

Date; 29 June – 1 July

Duration; weekend

Closing Date; 1 June

32/12 Self-management and personal effectiveness

Who is this course for?

This course is for trade union members and reps who want to maximise their personal effectiveness. It will also help participants to develop strategies to deal with pressures at work. This course is part of our accreditation pilot with Ruskin College so priority will be given to students who attended course 13/12.

What will this course cover?

- Strategies to retain control over work
- Developing tools to handle stress and pressure
- Further developing self-esteem and self-image
- Developing positive strategies to take control of your life and work
- Action planning to raise personal performance levels

Venue; Ruskin College, Oxford

Date; 6 – 8 July

Duration; weekend

Closing Date; 8 June

31/12 Campaign and media organising

Who is this course for?

This course is for all reps and members who are involved in campaigns both in and out of the workplace who want to learn how to use different media effectively to get their point across.

What will this course cover?

- What makes an effective campaign
- Using the most effective media to sell the message
- Developing a campaign message
- Identifying targets and allies
- Campaign strategy

Venue; Blackpool

Date; 6 – 8 July

Duration; weekend

Closing Date; 8 June

33/12 Dealing with stress and conflict in the workplace

Who is this course for?

This is a new course is for paid officials, reps and members who are suffering from stress or having to deal with conflict themselves or dealing with the problems of stress and conflict through their members.

What will this course cover?

- Health and safety law surrounding stress
- Tools to handle stress and pressure
- Understanding the effects of stress on performance and personality
- Key causes of workplace conflict
- Understanding the process of conciliation, arbitration and mediation
- An outline of the law on dispute resolution

Venue; Derby

Date; 13 – 15 July

Duration; weekend

Closing Date; 15 June

34/12 Disability awareness

Who is this course for?

This is a newly developed course that is aimed at all equality reps, shop stewards, reps and disability activists who want an update of all legal developments on disability issues and also an overview of issues facing members in the workplace today.

What will this course cover?

- The law relating to disability in the workplace
- Developing case law
- What constitutes reasonable adjustments
- How to take up issues for members

Venue; St Helens

Date; 14 – 16 September

Duration; weekend

Closing Date; 17 August

36/12 Employment law

Who is this course for?

This course is for all reps and stewards who want to build up their knowledge of UK employment law.

What will this course cover?

- The latest developments in case law
- Any changes in legislation
- Key current legal issues
- An overview of current employment law
- How the law is made

Venue; Telford

Date; 28 – 30 September

Duration; weekend

Closing Date; 31 August



35/12 Handling cases

Who is this course for?

This course is for recently elected reps and stewards or for those who have not had any training. It is also suitable for reps who have not had training for a significant amount of time as a refresher. Follow on courses covering employment law, TUPE and capability procedures are available later in the year.

What will this course cover?

- Dealing with member's problems
- Handling grievance and disciplinary cases
- Understanding the law around disciplinary and grievances
- Understand the rights of trade union representatives

Venue; Torquay

Date; 20 – 21 September

Duration; 2 days

Closing Date; 24 August





38/12 Introduction to website design

Who is this course for?

This course is for trade union members and reps who want to get to grips with developing and designing their own web-sites. Basic experience of computer skills is essential e.g. keyboard and mouse use.

What will this course cover?

- Looking at good design features and how they influence a web site
- Constructing a number of interlinked web pages making use of material from other sources
- Editing and formatting of such pages making appropriate use of background colours and fonts
- Incorporating accessibility features within the pages

Venue; Northern College, South Yorkshire

Date; 5 – 7 October

Duration; weekend

Closing Date; 7 September



37/12 Preparation for retirement and redundancy

Who is this course for?

This course is for reps and trade union members who are either over 50 and/or within 5 years of retirement, or who are facing redundancy after long service with their employer. Participants will be able to bring their partner along, who will take part in the course, at an extra cost of £50 (includes all accommodation and meals) for the weekend. Please indicate clearly on your form if you wish to bring your partner. Individual travel costs for partners are not paid.

What will this course cover?

- Pension arrangements
- Lifestyle change
- Living on a fixed income
- What to do with your time
- Keeping fit and nutrition

Venue; Telford

Date; 28 - 30 September

Duration; weekend

Closing Date; 31 August

39/12 Union learning reps stage 1

Who is this course for?

This course is for new ULRs who have not had any training and for ULRs who had their initial training over 3 years ago.

What will this course cover?

- The role of the ULR
- How to promote learning and skills in the workplace
- Supporting members in managing learning
- Working with other unions on learning issues
- Developing learning opportunities with your employer
- Developing learning strategies incorporating equality for all your members

Venue; Northern College, South Yorkshire

Date; 8 – 12 October

Duration; 5 days Monday - Friday

Closing Date; 7 September

40/12 Handling capability cases

Who is this course for?

This course is for all reps who are involved in representing members on capability issues.

What will this course cover?

- Understanding capability procedures and the law
- Reasons for dismissal
- Handling poor performance issues
- Dealing with ill health, injury, sickness and stress issues

Venue; Basingstoke

Date; 12 – 14 October

Duration; weekend

Closing date; 14 September

42/12 Dealing with bullying, harassment and stress

Who is this course for?

This course is primarily for reps and stewards who may have to deal with these problems in the workplace. It is also suitable for members who may be experiencing these problems.

What will this course cover?

- The causes of stress
- The definitions of bullying and harassment
- Developing a systematic trade union approach to these issues
- Using practical skills to deal with members' problems
- What the law says

Venue; Hull

Date; 16 – 17 October

Duration; 2 days

Closing Date; 14 September

41/12 Building union capacity and strength

Who is this course for?

This course is for all reps or members who are involved in recruitment, retention and organising activity.

What will this course cover?

- How to build your union and retain members
- Developing campaign messages and strategy
- Identifying targets and allies
- Getting young people to join
- Keeping your workplace organised

Venue; Basingstoke

Date; 12 – 14 October

Duration; weekend

Closing Date; 14 September



43/12 Emotional intelligence

Who is this course for?

This course is for those trade union reps or workplace managers who want to improve their own interpersonal skills.

What will this course cover?

- Handling inter-personal relationships
- Understanding other people's behaviour
- Developing empathy
- Adapting your own behaviour to achieve better relations at work

Venue; Hinckley

Date; 26 – 28 October

Duration; weekend

Closing Date; 28 September

45/12 Time management

Who is this course for?

This course is suitable for paid officials, reps and members who need to try to put structure into their working life to be more efficient and less stressed.

What will this course cover?

- Establishing and setting priorities
- Controlling distractions
- Using technology to reduce time wastage
- Planning for effective time management

Venue; GFTU Offices, London

Date; 30 October

Duration; 1 day

Closing Date; 5 October

44/12 Understanding company accounts

Who is this course for?

This course is for paid officials and experienced reps who are/or will be involved in negotiating pay and conditions either locally or nationally.

What will this course cover?

- How to understand a company balance sheet
- How to cost pay claims
- Determining the company's ability to pay
- Developing strategies for negotiation based on financial information

Venue; Hinckley

Date; 26 – 28 October

Duration; weekend

Closing Date; 28 September

46/12 Tackling workplace hazards

Who is this course for?

This is the third GFTU health and safety course and is open to all reps who have attended GFTU stages 1 and 2, or TUC equivalent.

What will this course cover?

- How to deal with everyday health and safety problems in the workplace
- Specific problems e.g. noise, slips, trips and falls etc.
- Workplace stress

Venue; Northern College, South Yorkshire

Date; 5 - 9 November

Duration; 5 days, Monday - Friday

Closing Date; 5 October

47/12 Advanced employment law and alternative dispute resolution

Who is this course for?

This course is for paid officials and senior lay officials who already have a working knowledge of current employment law and who want to find out more about ADR.

What will this course cover?

- Key developments in employment law
- Topical labour law issues
- An in-depth legislative up-date
- How to use ADR for your members
- Using disputes procedures

Venue; Bedford

Date; 9 - 11 November

Duration; weekend

Closing Date; 12 October

49/12 Understanding the TUPE regulations (ADR)

Who is this course for?

This course is for FTO's, reps and stewards who are involved in handling transfer of undertakings issues in the workplace.

What will this course cover?

- Dealing with member's problems
- Handling collective disputes
- Understanding the law around TUPE
- Understanding the rights of trade union representatives in TUPE negotiations

Venue; Cheltenham

Date; 23 -25 November

Duration; weekend

Closing Date; 26 October

48/12 Contemporary trade union and labour history

Who is this course for?

This course is for any trade union member who is interested in how unions are formed today. It will allow learners to develop their own analytical skills by reflecting upon how and why trade unions have continued to develop in the way that they have.

What will this course cover?

- Trade unionism in the UK from 1969 to the Warwick Agreement
- The establishment of the free market during the Thatcher years
- The evolution of New Labour
- Trade unions and the political process

Venue; Cheltenham

Date; 23 -25 November

Duration; weekend

Closing Date; 26 October



GFTU Courses for 2012 – At a glance

CODE	DATE	TITLE	VENUE	CLOSING DATE
01	13-15 Jan	Dealing with bullying, harassment and stress	Birmingham	9 Dec
02	27-29 Jan	Negotiating and influencing skills	Oxford	6 Jan
03	10-12 Feb	Tackling discrimination – Equality reps stage 1	Hull	13 Jan
04	10-12 Feb	Dealing with redundancy issues	Hull	13 Jan
05	17-19 Feb	Getting started – the role of the rep	Northampton	20 Jan
06	24-26 Feb	Handling cases	Buxton	27 Jan
07	24-26 Feb	Understanding human rights and the law	Buxton	27 Jan
08	1-2 Mar	Employment law	Basingstoke	3 Feb
09	2-4 Mar	Introduction to politics	Nottingham	3 Feb
10	5-9 Mar	Basics of health and safety	South Yorkshire	10 Feb
11	7 Mar	Introduction to mediation	London	10 Feb
12	15 Mar	Dealing with LGBT issues	London	17 Feb
13	16-18 Mar	Building self esteem and assertiveness	Oxford	17 Feb
14	20-21 Mar	Dealing with stress and conflict in the workplace	Cheltenham	24 Feb
15	23-25 Mar	Introduction to PowerPoint presentations	South Yorkshire	24 Feb
16	29 Mar	Participating effectively in meetings	Birmingham	2 Mar
17	30 Mar-1 Apr	Public speaking	Hinckley	2 Mar
18	30 Mar-1 Apr	Advanced negotiating behaviour	Oxford	2 Mar
19	20-22 Apr	Building the trade union future	Cardiff	23 Mar
20	20-22 Apr	Building active leadership	Cardiff	23 Mar
21	2-3 May	Negotiating and influencing skills in the workplace	Nottingham	2 Apr
22	17 May	Mental health issues in the workplace	London	20 Apr
23	18-20 May	Discrimination and the law – Equality reps stage 2	South Yorkshire	20 April
24	25-27 May	Alternative dispute resolution (ADR)	Leeds	27 April
25	31 May-1 Jun	Handling capability cases	Peterborough	4 May

GFTU Courses for 2012 – At a glance

CODE	DATE	TITLE	VENUE	CLOSING DATE
26	11-15 Jun	Risk assessment	South Yorkshire	11 May
27	15-17 Jun	Introduction to desktop publishing	South Yorkshire	18 May
28	20 June	Managing successful projects	London	25 May
29	21-22 Jun	Getting started – the role of the rep	Leigh	25 May
30	29 Jun-1 Jul	Assertiveness and public speaking for women	Peterborough	1 June
31	6-8 Jul	Campaign and media organising	Blackpool	8 June
32	6-8 Jul	Self-management and personal effectiveness	Oxford	8 June
33	13-15 Jul	Dealing with stress and conflict in the workplace	Derby	15 June
34	14-16 Sep	Disability awareness	St Helens	17 Aug
35	20-21 Sep	Handling cases	Torquay	24 Aug
36	28-30 Sep	Employment law	Telford	31 Aug
37	28-30 Sep	Preparation for retirement and redundancy	Telford	31 Aug
38	5-7 Oct	Introduction to web design	South Yorkshire	7 Sep
39	8-12 Oct	Union learning reps – stage 1	South Yorkshire	7 Sep
40	12-14 Oct	Handling capability cases	Basingstoke	14 Sep
41	12-14 Oct	Building union capacity and strength	Basingstoke	14 Sep
42	16-17 Oct	Dealing with bullying, harassment and stress	Hull	14 Sep
43	26-28 Oct	Emotional intelligence	Hinckley	28 Sep
44	26-28 Oct	Understanding company accounts	Hinckley	28 Sep
45	30 Oct	Time management	London	5 Oct
46	5-9 Nov	Tackling workplace hazards	South Yorkshire	5 Oct
47	9-11 Nov	Advanced employment law and ADR	Bedford	12 Oct
48	23-25 Nov	Contemporary trade union and labour history	Cheltenham	26 Oct
49	23-25 Nov	Understanding the TUPE regulations	Cheltenham	26 Oct

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