



# UNLOCK YOUR POTENTIAL

members' **education** programme

**2015**





*Above: Return to Learn presentation 2014*

## Introduction

In addition to our comprehensive programme of training courses for activists, over the years UNISON has developed a number of training initiatives for non-activist members. Some of these are for women members only but most are available to all non-activist members.

Many members who have successfully

completed the training “want to give something back to UNISON” and go on to become active at branch, regional or national level.

The range of training opportunities available to non-activist members is evolving all the time and detailed in this programme are those that will be available in 2015.



# UNISON and Lifelong Learning

*UNISON believes that learning has a big impact on members' lives in the workplace and elsewhere and so we are committed to lifelong learning. This may take the form of learning partnerships with employers or on courses run by UNISON*

*with the Workers Education Association (WEA). UNISON together with the WEA run a programme of courses.*

*This includes UNISON's award winning "Return to Learn" programme which is designed for members*

*who have few or no qualifications and who want to return to education. The course covers skills for life and is run in small study groups supported by an experienced tutor. It can lead to a range of other training opportunities.*

---

## Return to Learn

**Return to Learn consists of 16 study group sessions run in the evening for two and a half hours and one residential weekend.**

### **What is Return to Learn?**

Return to Learn is not about going back to school. It is a course specifically designed for adults who have been away from learning for a long time but would now like to take up new learning opportunities. The course is delivered on behalf of UNISON by the Workers' Educational Association (WEA).

### **What's in the course?**

Return to Learn will help you develop your skills and give you confidence in four key areas: Writing, Investigating/Research, Analysing and Problem Solving and Working with Numbers. Where facilities are available you will also be able to learn basic computer skills.

### **Who is it for?**

Return to Learn is for adults of all ages and past students have come from a variety of backgrounds. They have found that it helps them both in their jobs and outside work with things like report writing, case notes, and job applications. You must be a UNISON member to apply.

### **What will it involve?**

You will join a regular study group which meets once every one / two weeks in the evening at a local venue. You will have a tutor to help and advise you throughout the course. There will also be one residential weekend school.

### **Return to Learn is FREE!**

This is a course for UNISON members only and all costs and expenses will be paid for by UNISON including workbooks, travel expenses and the residential weekend school.





## □ Women's Lives

**Women's Lives consists of 10 two-hour study group sessions and one residential weekend.**

### **What's it all about?**

Women's Lives is not about going back to school. It is a course specifically designed for women who have been away from learning for a long time but would now like to take up new learning opportunities. The course is delivered on behalf of UNISON by the Workers' Educational Association (WEA).



### **What's in the course?**

Women's Lives will help you develop your skills and give you confidence in Writing, Investigating/Research, Analysing and Problem Solving. The course looks at issues of interest to women and draws on your experiences at work and home.

### **Who is it for?**

Women's Lives is for women of all ages and past students have come from a variety of backgrounds. They have found that it helps them both in their jobs and outside work. ***You must be a UNISON member to apply.***

### **What will it involve?**

You will join a regular study group which meets once every one/two weeks in the evening at a local venue. You will have a woman tutor who will run the study group, help advise you and give you feedback. The sessions aim to be informal and friendly. There will also be one residential weekend school.

### **Women's Lives is FREE!**

This is a course for women UNISON members only and all costs and expenses will be paid for by UNISON including workbooks, travel expenses and all the costs associated with the weekend school.

***We will be recruiting for Return to Learn and Women's Lives across Yorkshire & Humberside, at which point locations and dates of courses will be confirmed.***

***If you would like to register your interest to attend one of these courses please contact our Education Administrator on 0113 218 2330, quoting your membership number.***



## Coping with change

### **A workshop for members who are affected by reorganisation or change in the workplace.**

This 2/3 day course is open to any member affected by change in the workplace, whatever the cause. This course aims to:

- give you an understanding of how change in your workplace is affecting you
- enable you to look positively and proactively at change
- help you develop and practice skills for coping with change
- help you develop and practice some skills for dealing with difficult people and situations
- help you develop SMART goals and help you set your own personal action plan for change
- give you an understanding of the concept of 'self marketing'
- help you identify goals related to job search activities
- develop and practice skills and techniques such as CV preparation, interview techniques and completing application forms
- enable you to identify future career opportunities and set personal goals in pursuit of these

### **Please see main programme for details of dates and charges to Branches**

The course will be delivered by the WEA. The course can be run in a branch, or members can attend a course run by the Region either over a weekend or on a week by week basis.

**Venue:** UNISON Regional Centre, Commerce House, Leeds



## ■ Building Confidence in Women & Women's Assertiveness

**These two weekend courses are run in Leeds by a woman trainer.**

**The courses are friendly and fun and we will arrange accommodation for you in a Leeds city hotel if you wish to stay overnight. If you need childcare we will arrange a crèche for your child. Also if you need a facilitator, this can be discussed and arranged. This will not involve any cost to you.**

---

### Building Confidence In Women

This course is open to non-activist women members who want to increase their confidence.

This is a fun and practical course with very little written work. Working in small informal groups and pairs women look at the things which help them build confidence. We also look at barriers that get in the way of building confidence and develop a strategy for overcoming these barriers.

This course is designed as a starting point for women who have attended little or no UNISON training before. It is aimed at women members in the branches. After doing this course women may choose to attend Women's Assertiveness. Some women go on to become Stewards and Learning Representatives and then they would be eligible to attend the Public Speaking with Confidence course.

**Please see main programme for details of dates and charges to Branches.**

This course includes 2 nights residential in Leeds and the course will be held at UNISON Regional Centre, Commerce House, Leeds.





## Women's Assertiveness

This course is open to non-activist women members.

Assertiveness training offers a means of learning an invaluable set of communication skills, which helps us to express our opinions, needs and feelings, honestly and directly. The philosophy behind assertiveness training is expressly non-competitive and great care is taken to enable each participant to strengthen their self-esteem and prevent themselves being manipulated or exploited.

The course covers:

- Assertive skills
- Dealing with anger
- Body language
- Making/Refusing requests
- Learning to say 'No'
- Constructive criticism

This is a fun and practical weekend, which will increase your self-esteem; this then allows you to deal with problems both at work and in your private life. Although this course can be done in isolation, members applying for this course would benefit from completing the *Building Confidence in Women* course first as this course builds on the training done on Building Confidence course. Members will not ordinarily be accepted onto the Building Confidence in Women course if they have already completed this course.

**Please see main programme for details of dates and charges to Branches.**

This course includes 2 nights residential in Leeds and the course will be held at UNISON Regional Centre, Commerce House, Leeds.

**Please Note:** *If Members wish to do both courses they must do the "Building Confidence in Women" course first.*

Activists (stewards/branch officers/learning reps/health and safety reps) are not eligible to attend this training. However they can attend a similar course "Confidence Skills for Activists" which can be found in our Education Programme and Calendar.



## ■ Functional Skills – Free Courses

### □ English Functional Skills Entry to Level 1

Do you want to develop your communication skills (speaking, listening, reading, writing) and improve your confidence at work or in supporting your child/grandchild with their English? You will be allowed to work at your own pace within a supportive learning environment and you will receive regular feedback on your progress. This course can also lead to a nationally recognised qualification providing an important stepping stone to other learning/training opportunities.

### □ Maths Functional Skills Entry to Level 1

This course will help you to improve your skills for employment and for everyday life. You will learn about common fractions, divisions, multiplications, percentages, bar charts, pie charts and use these to solve practical everyday tasks/problems. As a result of the course you will also gain the confidence to support your child/grandchild with their Maths. You will be allowed to work at your own pace within a supportive learning environment and you will receive regular feedback on your progress. This course can also lead to a nationally recognised qualification providing an important stepping stone to other learning/training opportunities.

## ■ Member Learning Offer

UNISON is offering members the following free one day 'taster' learning workshops as an introduction to UNISON learning.

***Your Skills, Your Future  
Facing change together***

***Welcome to UNISON  
Making the most of the Internet***

For more information about these workshops and how to apply, email [learningandorganising@unison.co.uk](mailto:learningandorganising@unison.co.uk)

## ■ ESOL (*English for Speakers of other languages*)

These courses provide effective training on basic verbal and written communication skills for members for whom English is not their first language.

These courses are provided free of charge to UNISON members and are delivered in partnership with the WEA (Workers' Educational Association). Subject to demand, the courses can be held in different locations throughout the region on dates to be determined. Please note, however, that branches are responsible for paying travel and other costs so prior approval should be sought from your branch.

If you are interested in any of these courses, please contact our Regional Education Administrator on 0113 2182330 or go to the WEA regional website at: <http://yh.wea.org.uk>