Membership Development Programme 2017 – Guide to Free Courses for UNISON Members



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INTRODUCTION AND HOW TO APPLY

This guide sets out our free course programme, available for all our UNISON members in the North West. We work with the Workers Educational Association (WEA), the Open University (OU) and local Trade Union Education providers (TUED) to deliver a wide range of short courses. Our aim is to provide high quality free training for your personal and professional development.

In the guide, you will find courses held in Manchester and Liverpool. We also work to arrange courses in other centres in the North West including Preston and the Cumbria area, as well as branch and workplace based workshops. Please get in touch if you would like to explore the possibility of arranging a course in your local area.

You can also view our programme online at **http://www.unisonnw.org/course\_catalogue**. On the website you can express an interest in a course and receive an application form by email. Or you can email us at **northwestlearningandorganising@unison.co.uk**

Or, you can apply by post by sending us the application form at the back of this guide. Please send forms to Learning and Organising, UNISON Regional Centre, Arena Point, 1 Hunts Bank, M3 1UN. Please ensure your form is signed by your Branch Secretary or Branch Education Officer.

**Costs**

There is no charge to members and there is no branch registration fee for any of the courses advertised in this guide. Members should refer to branches for financial assistance to support travel expenses. A free meal and tea, coffee and water is generally provided – please note any special dietary requirements on your application form.

**Equal Opportunities**

No member should be put off applying for a course because of individual circumstances. UNISON believes that venues should be accessible – please tell us if you have specific needs by noting on your form or contact us directly.

For further information around membership learning and development please contact Tom Jenkins, Regional Learning and Development Organiser, t.jenkins@unison.co.uk, 07817 121 628.

## Intro to Microsoft PowerPoint

**Target audience:**

This course is ideal if you’ve never worked with presentation software before. It will show you how to use the tools within Microsoft PowerPoint 2010 to create an exciting and professional presentation.

You’ll learn how to create a presentation from scratch – from choosing a slide layout to using Slide Master to keeping your presentation consistent and in line with your own organisations corporate policies.
Clear, step-by-step instructions, practice tasks and demonstrations throughout the course ensure that you fully understand how to use all the different features and functions of PowerPoint.

**Aim:**Introduction to Microsoft PowerPoint 2010

**Outcomes**, on completion of this course you will be able to:

* Choose a slide layout and insert a new slide
* Change fonts and font sizes
* Use bullets and numbered lists
* Insert graphics, colour and Autoshapes
* Change the order of slides and run a slide show
* Use Slide Master
* Print your presentation
* Save your presentation onto a removable storage device

##### 20 April 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [MS Powerpoint - Manchester April 2017](http://www.unisonnw.org/ms_powerpoint_manchester_april_2017)

## Intro to Microsoft Excel

**Target audience:**

This basic course shows you how to create and edit spreadsheets and how to use a workbook to analyse a wide range of numerical data. The course is designed for beginners, so there’s no jargon to confuse you - just simple, step-by-step instructions and demonstrations to help you feel comfortable using Excel 2010.

You will learn how to create a new spreadsheet, entering text and numbers and saving the data you input. You will use formulas to add, subtract, multiply and divide numbers, learn how to analyse the information in your spreadsheet and how to print off different pieces of information or view it on the screen.

A series of handy printouts and practice exercises throughout the course will ensure you have understood all the learning.

**Aim:**Introduction to Microsoft Excel  2010.

**Outcomes**, on completion of this course you will be able to:

* Open, navigate and close Microsoft Excel
* Create, layout and save a simple spreadsheet
* Enter and format numbers and text in a spreadsheet
* Copy, insert and delete data
* Create basic formulas
* Apply relative and absolute cell addressing
* Create basic charts
* Print a spreadsheet

##### 25 May 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [MS Excel - Manchester May 2017](http://www.unisonnw.org/ms_excel_manchester_may_2017)

## Intro to Microsoft Word

**Target audience:**Designed for beginners, so there’s no jargon to confuse you - just simple, step-by-step instructions and demonstrations to help you feel comfortable around computers, no matter how nervous you are.

The course begins by exploring the first things you need to know when using Microsoft Word 2010 - how to create and save a simple document, how to make changes, how to print out you work, how to check spelling and grammar and how to keep your documents in line with your organisations corporate policies.

You will quickly master the basics, and then we will explore some of the more advanced features of Word. You will be shown how to change margins, how to use different font styles and sizes, how to copy and move text and how to insert tables.

**Aim:**Introduction to Microsoft Word  2010

**Outcomes**, on completion of this course you will be able to:

* Open, navigate and close Microsoft Word
* Create, layout and save a simple document
* Open, amend and check an existing document
* Align, justify and delete text
* Change margins and line spacing
* Apply fonts, font styles and sizes
* Print a document
* Copy, insert and move text
* Insert and edit tables.
* Apply your new skills in line with your organisations corporate policies

##### 23 March 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [MS Word: Manchester 2017](http://www.unisonnw.org/ms_word_manchester_2017)

## Making the Most of the Internet

We are delighted to offer to all our members a one day taster programme designed to develop more confidence in using the internet. Whether you are just getting started with computers, or have some knowledge already, the aim is to support you with some new information and guide you through any areas of difficulty.

Before the course, we ask you to complete a short survey to identify your current skills so that we can adjust the programme to suit. We cover a range of areas, examples include:

* accessing and finding your way through web pages
* using search engines
* printing pages from the web
* dealing with 'pop ups'
* understanding viruses and cookies
* saving photos from cameras
* using email and attachments
* staying safe online and parental controls

The course is delivered by a fully qualified tutor from the Workers' Educational Association. See below for dates and times. This course is also offered in branches where there is significant demand.

##### 01 February 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Making the Most of the Internet: Manchester](http://www.unisonnw.org/making_the_most_of_the_internet_manchester)

##### 18 May 2017 at 10:00 AM

Mersey learn, Mann Island, Liverpool, L3 1BP

#### [Making the Most of the Internet: Liverpool](http://www.unisonnw.org/making_the_most_of_the_internet_liverpool)

## Literacy Skills - Putting it on paper 2017

This course is aimed at members who are interested in developing their confidence with spoken English and written skills in everyday settings. The tutor will start off by finding out what you are good at and where you may need help. There will then be a chance to look at the reading and writing you have to do at work, and see how you can improve this.

The course will cover:

* Filling in forms, and writing short reports
* Spelling, punctuation and grammar
* Using a dictionary and thesaurus to improve word power

The course is accredited, so you will be working towards achieving a recognised qualification at the level that suits you - from entry levels up to level 1 - equivalent to GCSE. The evening sessions last for 9 weeks, one evening per week for 9 weeks from 6 - 8.30pm. There is also a taster evening before the course starts where you can find out more and see if the course is right for you.

##### 12 April 2017 at 06:00 PM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Literacy Skills - Putting in on Paper: Manchester 2017 Taster Evening](http://www.unisonnw.org/literacy_skills_putting_in_on_paper_manchester_2017_taster)

To find out if the course is for you, you could attend our taster evening before enrolling on the course

##### 26 April 2017 at 06:00 PM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Literacy skills - Manchester course dates 2017](http://www.unisonnw.org/literacy_skills_manchester_course_dates_2017)

One evening per week for 9 weeks

##### 06 September 2017 at 06:00 PM

WEA, Cotton Exchange, Liverpool

#### [Literacy Skills Taster evening Liverpool 2017](http://www.unisonnw.org/literacy_skills_taster_evening_liverpool_2017)

* 21 September 2017 at 6pm, WEA Cotton Exchange

*Literacy Skills - Liverpool Course dates*

## Numeracy Skills - Everyday maths

This course is aimed at members who are interested in developing their confidence using numbers in everyday settings. The tutor will start by finding out what you are good at and what you may need help with. There will be then be the chance to look at work related tasks and see how the course can support you.

The course will cover:

* Addition, subtraction, multiplication and division
* Simple fractions, working with decimals and money and performing simple percentages
* Using calculators, the metric system and working time

The course is accredited, so you will be working towards achieving a recognised qualification at the level that suits you, from entry levels up to level 1.

##### 13 April 2017 at 06:00 PM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Numeracy Skills - taster evening Manchester 2017](http://www.unisonnw.org/numeracy_skills_taster_evening_manchester_2017)

##### 27 April 2017 at 06:00 PM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Numeracy Skills - course dates Manchester 2017](http://www.unisonnw.org/numeracy_skills_course_dates_manchester_2017)

One evening a week for 9 weeks

##### 07 September 2017 at 06:00 PM

WEA, Cotton Exchange, Liverpool

#### [Numeracy Skills - taster evening Liverpool 2017](http://www.unisonnw.org/numeracy_skills_taster_evening_liverpool_2017)

##### 21 September 2017 at 06:00 PM

WEA, Cotton Exchange, Liverpool

#### [numeracy Skills - course dates Liverpool 2017](http://www.unisonnw.org/numeracy_skills_course_dates_liverpool_2017)

One evening a week for 9 weeks

## Your Skills Your future



This one day course will help you

* find out what you’re really good at and help you to be clear about your current skills and how they could transfer to other occupations
* maximise your potential
* think about any gaps you may have in your portfolio and how to get them filled

##### 17 March 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Your Skills Your Future: Manchester 2017](http://www.unisonnw.org/your_skills_your_future_manchester_2017)

##### 26 September 2017 at 10:00 AM

Liverpool exact venue TBC

#### [Your Skills Your Future: Liverpool 2017](http://www.unisonnw.org/your_skills_your_future_liverpool_2017)

## Power to be you

The workshop, which is open to both men and women, aims to:

* Improve self-esteem
* Share ideas and tips for addressing confidence and assertiveness issues
* Raise awareness of UNISON education and development opportunities
* Help participants to speak publicly with confidence

It offers a great opportunity for members to become more confident and assertive in their daily lives.

##### 21 February 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Power to be You: Manchester](http://www.unisonnw.org/power_to_be_you_manchester)

##### 04 October 2017 at 10:00 AM

Liverpool exact venue TBC

#### [Power to be You: Liverpool](http://www.unisonnw.org/power_to_be_you_liverpool)

## Reaching Your Goals

This new course looks at 3 areas:

* Goal setting
* The job application process
* Tips for succeeding at interview

The workshop is suitable for both young people newly entering the job market, and more experienced colleagues who are seeking a change in role.

##### 19 October 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Reaching your Goals - Manchester 2017](http://www.unisonnw.org/reaching_your_goals_manchester_2017)

## Return to Learn

Return to Learn is a course designed for adults who may have been away from learning for some time. Members from all walks of life and work backgrounds have benefited from Return to Learn.

You’ll find it not only helps you in your job but also outside work with things like taking part in group activities, helping the kids with homework, getting yourself heard and finding new opportunities. Many members go on to take qualifications in English and Maths and lots have found it a helpful route into further and higher education.

The course is run in a welcoming and supportive environment so it’s not like going back to school! There are no exams to take. At the end you will receive a certificate from UNISON and the Workers Educational Association (WEA) who run the course for us.

You will work through four units which have lots of short activities and assignments including problem solving, using a computer, discussions, team working, exploring points of view, everyday maths, improving note taking and writing, thinking about your future and much more. Any UNISON member can join a Return to Learn course.

You will join a group of colleagues who will meet once every week for 12 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 a free residential weekend school.

Return to Learn is free to any UNISON member. UNISON pays the cost of all materials and out of pocket expenses. UNISON can also help with childcare or dependant care costs.

**Story from a member**

**Pete Gibson: “I’ve never looked back”**

Former miner Pete Gibson was working in the laundry at Doncaster Royal Infirmary when the work was contracted out and everyone had to apply for a job with the new provider. “Before they closed the laundry down I had started **Return to Learn**: the people interviewing me were impressed that I’d got off my backside to do some learning,” he recalls. “The others all got jobs around the hospital but not one of them got one of the standard I got.” Now working as a clerical coding officer at the hospital, he credits his new career to **Return to Learn**. “I think it’s fantastic – best thing since sliced bread. It’s free education. I’ve never looked back. People should give it a try.”

Please get in touch if you are interested in doing Return to Learn.

## Womens lives

If you are someone who wants to get back into education but have been put off in the past because it all seemed too difficult then Womens Lives is ideal. It is particularly suitable for women who have been out of education for a long time and have had few educational opportunities in the past.

**Womens Lives** is not at all like courses you might remember from school or college. It has been designed to make it easier for women like you to get back into education. The aim of the course is to build your confidence as well as help you to develop your study skills, so the emphasis is on co-operation and mutual support. Unlike school, you aren’t in competition with other students but learning together. It is exciting and fun as well as being challenging.

**What’s in the course?**

Women’s Lives deals with issues of interest to all women and helps develop existing skills and give you new ones. It focuses on women’s experiences at work and in their personal lives.

**Organised for you**

You join a regular study group which meets every week at a time that suits you. There is also a residential weekend offered during the course.

**Full support**

All the tutors on the course are women and your tutor will run the study group and help and advise you and give you feedback.

There are no fees to pay and UNISON pays for all the expenses including accommodation and meals for the residential weekend. All travel costs will be paid and there is help with childcare or dependant care costs.

#### **If you are interested in doing Women’s Lives, please get in touch with the regional office.**

Deaf awareness and signing training

If you work with people you need to be able to recognise those who are deaf or hard of hearing – this half day work shop helps you gain the skills required – there is a follow up workshop too on how to sign both delivered by experts in the field.

Deaf awareness covers:

* information around deaf people not all being the same
* how to get the attention of a deaf person
* lip-reading
* technical aids
* BSL interpreters
* services and technology used for personal and company use

Sign Language training includes

* finger spelling
* meeting people
* roles

##### 28 February 2017 at 09:30 AM – 4.30 PM

Merseylearn Liverpool

##### 05 June 2017 at 09:30 AM – 4.30 PM

UNISON Regional Centre, Arena Point, Manchester

## Dementia Awareness

This one day workshop will provide the following outcomes:

* a general understanding of the experiences of people living with dementia and their family and carers.
* to consider the different types of dementia and the causes
* examine some of the strategies that may assist the individual and their carer in the management of the condition.
* the person–centred approach and the importance of effective communication in recognising, supporting and empowering the individual.



##### 17 February 2017 at 09:30 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Dementia Awareness: Manchester](http://www.unisonnw.org/dementia_awareness_manchester)

##### 11 September 2017 at 09:30 AM

Liverpool, exact venue TBC

#### [Dementia Awareness: Liverpool](http://www.unisonnw.org/dementia_awareness_liverpool)

AUTISM AWARENESS

Learning Outcomes include:

* Development of autism understanding
* Characteristics of autism
* Areas of difficulty
* Typical behaviours
* Strategies for teaching people with autism

At present, we are working towards arranging dates for Liverpool and Manchester for 2017, please contact us to express your interest and add to the waiting list.

## Mental Health awareness

Course outcomes include:

* Understanding a range of mental health problems people face
* Gain an insight into the experience of people living with mental distress
* Explore strategies for promoting good mental health
* Be able to take a revised level of awareness back to the workplace

##### 07 April 2017 at 09:30 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Mental Health Awareness: Manchester 2017](http://www.unisonnw.org/mental_health_awareness_manchester_2017)

##### 17 October 2017 at 09:30 AM

Liverpool exact venue TBC

#### [Mental Health Awareness: Liverpool 2017](http://www.unisonnw.org/mental_health_awareness_liverpool_2017)

## Preparing for Retirement

If you are within two years of retiring, this course is suitable for you.

 The programme will include:

* Managing Change – moving from work to retirement
* Occupational Pensions in Local Government
* Independent Financial Advice – what is the typical process you can expect from companies
* Legal Matters – will and trusts
* Statutory Pensions and state benefits

The programme will **not** include:

* A sales pitch of any kind for financial products. Our provider, True Bearing, work on the basis that members may wish to follow up after the workshop with further one-one advice in which case charges will apply. All of the advice on the day is free, with no obligation or encouragement for further paid services.

##### 14 September 2017 at 09:30 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Preparing for retirement 2017](http://www.unisonnw.org/preparing_for_retirement_2017)

## Managing Workplace Stress - Staying Strong

This workshop is open to all our members and is designed to:

* explore the ways stress can affect people
* help members identify stress
* identify how stress affects the body
* help understand the importance of identifying the sources
* explore possible rest and relaxation strategies
* explore how working with UNISON can help reduce workplace stress

##### 10 February 2017 at 10:00 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Managing Workplace Stress: Manchester](http://www.unisonnw.org/managing_workplace_stress_manchester)

##### 08 September 2017 at 10:00 AM

Liverpool, exact venue TBC

#### [Managing Workplace Stress: Liverpool](http://www.unisonnw.org/managing_workplace_stress_liverpool)

## Dyslexia AWARENESS

The course is aimed at UNISON Learning Reps who will gain strategies to make their workplaces more dyslexia friendly.

The content will include:

* General awareness raising- facts and myths about dyslexia
* Dyslexia indicators and screening
* Impact on individuals- literacy issues, short term memory etc and coping strategies
* Impact of the 2010 Equality Act for individuals and organisations- reasonable adjustments
* Tips on creating a dyslexia friendly working environment

The course will be delivered through explanation and guidance, discussion and interactive activities

Leaning Outcomes, participants will have:

* An increased understanding of dyslexia and its impact on individuals and organisations
* Awareness of reasonable adjustments expected of employers in the context of the 2010 Equality Act
* Explore support strategies for individuals with dyslexia and ways in which an organisation can become more dyslexia friendly

##### 10 March 2017 at 09:30 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Dyslexia Awareness: Manchester 2017](http://www.unisonnw.org/dyslexia_awareness_manchester_2017)

##### 27 October 2017 at 09:30 AM

Liverpool exact venue TBC

#### [dyslexia awareness: Liverpool 2017](http://www.unisonnw.org/dyslexia_awareness_liverpool_2017)

## Mentoring Apprentices

This training is aimed at UNISON members and activists who have an interest in mentoring and who are mentoring apprentices.

The purpose of the training is to:

* introduce the key skills of mentoring
* highlight the rights and responsibilities of an apprentice and apprenticeship schemes
* explore how a mentor and the union can support apprentices in current workplaces and for the future

##### 19 January 2017 at 09:30 AM

Mersey learn, Mann Island, Liverpool, L3 1BP

#### [Mentoring Apprentices: Liverpool](http://www.unisonnw.org/mentoring_apprentices_liverpool)

A 2 day programme on the 19th and 20th January

##### 02 May 2017 at 09:30 AM

UNISON Regional Centre, Arena Point, 1 Hunts Bank

#### [Mentoring Apprentices: Manchester](http://www.unisonnw.org/mentoring_apprentices_manchester)

A 3 day programme on 2/5/17, 8/5/17 and 15/5/17

## Workplace Digital Champions Workshop

**Target audience:**

Relevant to anyone supporting or training staff that may involve the use of ICT or E-learning. Relevant to Union Learning Reps or any staff introducing, demonstrating or explaining digital services to internal or external customers.

**Entry Requirements:**

Must be able to use a mouse and keyboard with confidence and have basic Internet navigation skills.

**Aims**

To introduce potential Workplace Digital Champions to techniques for supporting basic digital skills through Learn My Way and other selected resources. The Digital Champions can then support other staff and customers with digital awareness and access to digital services.

**Objectives,** at the end of this session, Workplace Digital Champions will have the ability to:

* Register and explore Learn My Way to support others with basic digital skills
* Identify issues that some staff and external customers may have using digital services
* Signpost staff to other learning opportunities
* Share good practice with other Digital Champions

We are currently working towards setting a date for training – please get in touch to express your interest.

APPLICATION FORM

Please return completed forms to:

**FREEPOST:**

**Learning and Organising**

**UNISON Regional centre**

**Arena Point**

**1 Hunts Bank**

**M3 1UN**

**Fax: 0161 661 6710**

**Email: northwestlearningandorganising@unison.co.uk**

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| Applicant Details |
| Name  |  | Contact Telephone No. |  |
| AddressPostcode |  | Unison Membership No. |  |
| Branch |  |
| E-Mail Address: |  | Position Held |  |
|  |
|  |  Course Details |
| Course Title: |  |
| Venue/Location |  |
| Course Dates: |  |
|  |  |
| Please tick your ethnicity below:* Black African
* Black Caribbean
* Black Other
* Bangladeshi
* Chinese
* Indian
* Pakistani
* Irish
* White
* Other (please state)
 | No member should be deterred from applying for a course because of individual needs. Please give details of your access and other needs here – use a separate sheet if you need to - |
| Branch Authorisation |
|  I have informed my branch that I have applied for the course and I am starting to make arrangements for time off to attendSignature of applicant…………………………………………………. Date…………………………. |
| The above named has branch approval to attendSignature from Branch………………………………………………….Date………………………….. |