



# **Education Programme**

## **2015**

GMB Northern provides the best education and training services for  
Workplace Representatives, Branches and Full-Time Officials

**GMB@WORK**

# **Contents**

Introduction to GMB Northern Education.....Page 3

Internal Training Programme.....Page 4

Internal Course Content.....Page 5

Application Form.....Page 7

# **GMB NORTHERN REGION EDUCATION DEPARTMENT**

GMB Northern Region Education Department provides to all our workplace Representatives, Branch Activists and Full-Time Officials, a comprehensive training programme ranging from Initial Support Training for new Representatives to advanced training and refreshers for the more experienced. All courses are designed around the GMB@Work Policy. Covering Recruitment and Organisation, Representation, Disciplinary and Grievance, Health and Safety, Employment Law, Equality and Diversity and all other issues related to the workplace.

The purpose of the Education Department is to fully equip our GMB Representatives with the tools to tackle, with confidence any problems that arise in the workplace and to skilfully represent our Members on the Bargaining Agenda.

## **The core programme consists of:**

- **Initial Support Training (IST)** - this is a one-to-one with the new Rep and their Full-Time-Officer.
- **2 Day GMB@Work course**
- **8 Day Induction course**

**All new Reps are required to complete this programme.**

## **Other Regional Courses include:**

- **5 Day Health & Safety course.**

Courses are currently held in Newcastle, Sunderland, and West Cumbria. The Education Department can write and develop other courses to be delivered either at the above venues, or in-house should there be a demand.

For details contact the education department at Regional Office on **0191 2333947** or email **[meg.dodd@gmb.org.uk](mailto:meg.dodd@gmb.org.uk)**

## GMB Northern Region Internal Training Programme 2015

INITIAL SUPPORT TRAINING, 10 DAY INDUCTION INCLUDING GMB@WORK, 5 DAY HEALTH & SAFETY COURSE.

Code	Course	Length	Date
<b>Newcastle</b>			
	Reps Induction - Part 1	5 Days	9 <sup>th</sup> – 13 <sup>th</sup> February 27 <sup>th</sup> April – 1 <sup>st</sup> May
	Reps Induction - Part 2	5 Days	20 <sup>th</sup> – 24 <sup>th</sup> April 1 <sup>st</sup> – 5 <sup>th</sup> June
	Reps Health & Safety	5 Days	11 <sup>th</sup> – 15 <sup>th</sup> May
<b>Sunderland</b>			
	Reps Induction - Part 1	5 Days	23 <sup>rd</sup> – 27 <sup>th</sup> February
	Reps Induction - Part 2	5 Days	23 <sup>rd</sup> – 22 <sup>nd</sup> March
<b>Middlesbrough</b>			
	Reps Induction - Part 1	5 Days	TBC
	Reps Induction - Part 2	5 Days	TBC
	Reps Health & Safety	5 Days	TBC
<b>West Cumbria</b>			
	Reps Induction - Part 1	5 Days	23 <sup>rd</sup> – 27 <sup>th</sup> February
	Reps Induction - Part 2	5 Days	27 <sup>th</sup> April – 1 <sup>st</sup> May
	Reps Health & Safety	5 Days	20 <sup>th</sup> – 24 April

**Additional courses will be run should there be a demand.**

## **INTERNAL COURSE CONTENT**

### **Course Title: Initial Support Training 3 Hours**

The Initial Support Training (IST) is the first stage in a new GMB Workplace Organiser's (Reps) training. The session is carried out within 4 weeks of appointment by the Regional Organiser and lasts approximately 3 hours.

The IST is vital for all new Reps, the session will give an introduction to GMB, a full understanding of the GMB Representative role, GMB Regional Structure, Branch details, Health & Safety Representatives role, compulsory and optional advanced Education and Training opportunities.

Upon completion of the IST, all new Reps will be given a GMB Workplace Organisers Toolkit, a number of relative advice documents and be ready to start their training.

### **Course Title: 10 Day Induction Course for Workplace Organisers**

#### **GMB@Work 2 Days:**

The GMB@Work 2 day course is the first in a succession of courses to give GMB Workplace Organisers the basic skills and techniques needed to be successful in their new roles.

The course focuses on giving new GMB Reps straight forward practical advice and techniques to be proactive in the workplace, these include;

- Mapping the workplace
- Organising and delivering Campaigns
- Communicating with GMB members and company Management

GMB policy is to be proactive rather than reactive. The skills given in this course are fundamental to being a successful proactive and organised GMB Representative.

#### **Workplace Representatives Follow-on 8 Days:**

The 8 day Follow-on Representatives training course will provide you with training to carry out your role as a GMB Representative within the workplace.

You will consider and examine;

- Understanding your workplace agreements
- Disciplinary Procedures
- Grievance Procedures
- Consensus working – working in teams
- Basic Employment Rights
- Research using the internet

The course will equip you with the necessary knowledge, training and confidence to negotiate with management by using case studies to improve your understanding of resolving workplace issues.

**IMPORTANT:** You should bring with you copies of workplace Disciplinary & Grievance policies and Union Agreements if you have any. Bring a notebook and pen.

## **Course Title: Health & Safety 5 Days**

All GMB Representatives should be aware of the need for good Health & Safety representation in the workplace.

This 5 day course will provide you with the training necessary to carry out the functions of Health & Safety Representative.

The course covers;

- Safety Representatives and Safety Committee Rights
- Inspections and Risk Assessment
- Identifying and Tackling Hazards
- Applying the Law

All representatives are required to be trained in order to officially take up the role of Health & Safety Representative within the workplace.

**IMPORTANT:** You should bring with you copies of workplace Health & Safety policies if you have any. Bring a notebook and pen.

# Application Form



## Course Details

Course Title			
Date/s		Venue	

## Your Details

Name			
Address			
Telephone		Email	
Membership No		GMB Posts Held	
Do you have any special needs or Dietary requirements?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details			

## Your Employer

Employers Name			
Employers Address			
Manager			
Has your Employer agreed paid release for this course?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Please return this form to:

**GMB Northern Region, Education Department, 1 Mosley Street, Newcastle  
Upon Tyne, NE1 1YE**

**You will be notified if you have been allocated a place on the course, your employer will also receive a request for paid release letter.**