

Please help us to promote the following residential courses at Rednal. Applications should be made to the Equality and Training Team by e-mail to equalityandtraining@mail.nasuwt.org.uk by telephone 0121 453 6150 or fax 0121 457 6209.

NEW COURSE FOR MEMBERS AND REPRESENTATIVES OF THE NASUWT	
<p>Date TBA</p>	<p><u>Tackling Workplace Bullying</u></p> <p>Surveys show that teachers are often subject to bullying in the workplace. This practical course focuses on identifying bullying behaviour and developing personal strategies to deal with bullying. It also considers the legal framework and bullying from an organisational perspective, including how to raise the issue collectively within schools.</p> <p>The first day of the course examines how bullying works, recognising the tactics employed by bullies and helps participants consider ways of dealing with bullying from an individual perspective. The second day deals with the legislative framework that can be used to tackle bullying, how Representatives can negotiate a workplace bullying policy in their schools, colleges or local authorities and how Representatives can help colleagues being bullied. Participants can opt to attend the first day only if they wish and it is hoped that this day will be useful for individual members who feel that they are being bullied.</p>

TRADE UNION COURSES FOR SCHOOL REPRESENTATIVES	
<p><u>AF001HO08</u> 29/30 April</p> <p><u>AF002HO08</u> 30 June/01 July</p>	<p><u>Representatives (Stage 1)</u></p> <p>This well-resourced, two-day course equips NASUWT Representatives with the knowledge, skills and confidence needed to carry out the role of the trade union representative in a school setting. This is a perfect opportunity to meet other colleagues working in similar circumstances and to discuss common problems with a skilled tutor.</p> <p>We would particularly like to invite Representatives who may have attended training in the past but who would like to take advantage of the newly accredited course. This enables course participants to obtain Open College Network Credits. This course is offered on a residential basis at Hillscourt Education Centre and on a non-residential basis at all Regional Centres.</p> <p>This is an ESSENTIAL foundation course for every NASUWT Representative. New, untrained Representatives should contact their own region for details of future courses.</p>

<p><u>AH001HO08</u> 10/11 July</p>	<p><u>Representatives (Stage 1): For Independent School Representatives</u></p> <p>This two-day course is especially for NASUWT Representatives working in independent schools. It equips NASUWT Independent School Representatives with the knowledge and skills needed to carry out the role of trade union representative in an independent school setting. This is a perfect opportunity to meet with other colleagues working in similar circumstances and to discuss common problems with a skilled tutor.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre.</p> <p>This is an essential foundation course for every NASUWT Independent School Representative.</p>
<p><u>AG001HO08</u> 20 February 2008 19 May 2008</p> <p><u>AG002HO08</u> 16 June 2008 10 October 2008</p> <p><u>AG001RWM08</u> 07 March 2008 09 June 2008</p>	<p><u>Representatives (Stage 2)</u></p> <p>This is an innovative course for experienced NASUWT Representatives in all kinds of schools who have completed Working Together (Stage 1).</p> <p>Experienced trade union tutors will help NASUWT Representatives to acquire a deeper understanding of issues facing teachers and the negotiating and casework handling skills needed to tackle real issues in the workplace.</p> <p>The course extends over two days (a term apart). It is offered on a residential basis at Hillscourt Education Centre and a non-residential basis at most Regional Centres.</p>
<p><u>DG001HO08</u> 18 February</p> <p><u>DG002HO08</u> 18 June</p>	<p><u>Behaviour Management</u></p> <p>This new course will be beneficial for all practitioners seeking to develop or enhance their methods of managing pupil behaviour.</p> <p>The course examines the roles of effective school policies and classroom management. It equips members with a range of practical skills to deal with problematic behaviour within the classroom with sessions looking at motivating pupils, the appropriate use of language, understanding anger and dealing with violence.</p>

<p><u>LA002HO08</u> 12/13 May</p>	<p><u>Representatives (Stage 3): Casework</u></p> <p>Dealing with members' problems is never easy. This course introduces handling the more complex problems that come the way of Local Association caseworkers. The course teaches how to deal with problems in a systematic manner, how to interview members, how to research documents and how to assemble a 'case'. There is plenty of opportunity to discuss issues with experienced tutors.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre and is also offered on a non-residential basis at some Regional Centres.</p> <p>Those who have completed Working Together (Stage 2) or who are actively engaged in handling members' casework at Local Association or Federation level are eligible to apply for a place on these courses.</p>
<p><u>LB001HO08</u> 10/11 April</p> <p><u>LB002HO08</u> 10/11 June</p>	<p><u>Representatives (Stage 3): Negotiation</u></p> <p>Negotiation is central to the role of any trade union representative at any level. This activity-based course teaches the theory and practice of negotiation in a structured and entertaining way. Research into successful negotiating strategies conducted by the Harvard Negotiation Project is drawn upon to inform the discussions and activities.</p> <p>Learning the techniques practised in this course will maximise your chances of securing the 'best deal' in any negotiation.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre and a non-residential basis at some Regional Centres.</p> <p>Those who have completed Working Together (Stage 2) or who are actively engaged in negotiation at Local Association or Federation level are eligible to apply for a place on these courses.</p>
<p>Date TBA</p>	<p><u>Representatives (Stage 4): Training Officers Briefing</u></p> <p>This is an annual event for NASUWT Training Officers. The briefing will bring Training Officers up to date with changes that impact upon training for NASUWT Representatives and allow discussion of the NASUWT training strategy. It is essential that all active Training Officers attend this event.</p>

<p>Date TBA</p>	<p><u>Representatives (Stage 4): Casework</u></p> <p>This is a course for the very experienced NASUWT caseworker. By mixture of simulation, presentation and discussion, participants will deal with a very complex and serious issue on behalf of a fictional member. In the process, caseworkers will examine the nature of difficult decisions that have to be made, how to use procedures effectively and how to access the Union's legal services in appropriate cases.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre and on a non-residential basis at some Regional Centres.</p> <p>Normally, applicants will have completed Casework (Stage 3) and have significant experience of handling members' cases.</p>
<p>Date TBA</p>	<p><u>Advocacy</u></p> <p>Preparing a case can be the first stage in helping a member. In many circumstances, the case has to be presented and argued before a third party such as a governing body.</p> <p>This course will teach, in a very practical way, how to present a case orally, how to argue the case and how to question witnesses.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre.</p> <p>Normally, applicants will be expected to have completed the Casework (Stage 3) course.</p>

TRADE UNION COURSES FOR HEALTH AND SAFETY REPRESENTATIVES

<p><u>BG001HO08</u> 09 April 03 July</p> <p><u>BG001RWM08</u> 13 March 2008 27 June 2008</p>	<p><u>Health and Safety Representatives (Stage 1)</u></p> <p>The NASUWT Health and Safety Representative in school is an essential part of the NASUWT team working to improve the working lives of teachers. This course, which is delivered in a variety of formats, provides the NASUWT Health and Safety Representative with the knowledge and skills needed to tackle the physical and mental health hazards faced by members.</p> <p>In addition, participants will gain an understanding of the legal duties of employers, managers and employees in respect of health and safety. The course is in two parts of one day each, separated by several months.</p> <p>This course is offered at most Regional Centres.</p> <p>Those who are about to become NASUWT Health and Safety Representatives are eligible to apply for places on this course.</p>
<p><u>AC001HO08</u> 03/04 March</p> <p><u>AC001RWM08</u> 12/13 June</p>	<p><u>Health and Safety Representatives (Stage 2)</u></p> <p>NASUWT Health and Safety Representatives are at the forefront of the fight to ensure the physical and mental health, safety and welfare of teachers.</p> <p>The Health and Safety (Stage 2) course builds on the knowledge and skills acquired at Stage 1 and enables trained Representatives to extend their knowledge of health and safety law and practice in the company of skilled tutors.</p> <p>The course focuses in particular upon the processes of risk assessment and allows a detailed examination of health and safety problems in schools.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre and on a non-residential basis at many Regional Centres.</p> <p>Every eligible Health and Safety Representative should attend this course.</p>

<p><u>BY001HO08</u> 28 April/03 June</p> <p><u>BY001RWM08</u> 21 February 28 April</p>	<p><u>Health and Safety (Stage 3): Organising</u></p> <p>This is a new course for Representatives involved in health and safety. Focused on successfully organising within the workplace and developing The NASUWT's effectiveness, the course covers the following topics:</p> <p>Organising around health and safety; Identifying and developing Safety Representatives; Working constructively with the employer; Safety Committees; Extending Safety Representatives' rights; Promoting equality within health and safety and action planning.</p> <p>The target audience for this course are Local Association Health and Safety Officers, Health and Safety Training Officers, Health and Safety Co-ordinators and the course is open to anyone who has completed Health and Safety (Stage 2) training.</p>
<p><u>AE001HO08</u> 19/20 June</p>	<p><u>Health and Safety Representatives (Stage 3): Seminar</u></p> <p>This is an advanced course offered only at Hillscourt Education Centre.</p> <p>The purpose of this series of one-day seminars is to give 'in-depth' consideration to health and safety issues of importance to teachers. Each seminar will be devoted to one or two issues.</p> <p>Each seminar is open to those who have completed the Health and Safety (Stage 2) course.</p>

TRADE UNION COURSES FOR LEARNING REPRESENTATIVES

<p align="center">TRADE UNION COURSES FOR LEARNING REPRESENTATIVES</p>	
<p><u>BR001HO08</u> 17/18 March</p>	<p><u>Learning Representatives (Stage 1)</u></p> <p>This well-resourced, two-day course equips Learning Representatives with the knowledge, skills and confidence needed to carry out their role. This is a perfect opportunity to meet with other colleagues working in similar circumstances and to discuss common problems with a skilled tutor. The course will cover: the role of the Learning Representative; facilities for Learning Representatives; identifying learning needs in the workplace; why NASUWT members will want advice and guidance; interviewing members; giving advice; and making an action plan.</p> <p>This course is offered on a residential basis at Hillscourt Education Centre or on a non-residential basis at most Regional Centres.</p>

<p><u>BV001HO08</u> 24/25 June</p> <p><u>BV001RWM08</u> 03/04 June</p>	<p><u>Learning Representatives (Stage 2)</u></p> <p>This is an innovative course for the more experienced NASUWT Learning Representatives who have completed Learning Representatives (Stage 1).</p> <p>Experienced trade union tutors will help NASUWT Learning Representatives to acquire a deeper understanding of issues they face when dealing with members.</p> <p>The course teaches: understanding current initiatives; equality of access to learning; identifying own union policy and practice on learning; Union Learning Agreements (ULAs); the organising model; and organising around learning.</p>
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TRADE UNION COURSES FOR LOCAL OFFICERS

<p><u>LE001HO08</u> 05/06 March</p> <p><u>LE002HO08</u> 12/13 June</p>	<p><u>Organising: In the Local Association</u></p> <p>This is a new course. It is essential for all existing secretaries, assistant secretaries and other members of the local team. The course examines the servicing and organising models of trade unions, highlighting the differences in approach and promoting the organising model within The NASUWT.</p> <p>Using the active learning approach, course participants will examine what secretaries do, the key features of an organising model, how to adopt it for The NASUWT, how to promote building a strong and active union in the workplace, how to organise in teams, the barriers to trade union organisation, and how these can be overcome.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre and on a non-residential basis at some Regional Centres.</p> <p>Eligibility: All serving Local Association Secretaries and those ‘shadowing’ the role should apply for a place on this course. Ideally, a small group of local activists, including the Secretary, should attend the course together.</p>
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<p><u>AS001HO08</u> 05/06 March</p> <p><u>AS002HO08</u> 12/13 June</p>	<p><u>Treasurer</u></p> <p>Taking over the duties of Treasurer of a Local Association or Federation can sound daunting. This course will teach you how to keep accounts, how to use the NASUWT imprest system and how to prepare activity-based budgets. Treasurers can play an important part in the effective planning and functioning of Local Associations and Federations. This course shows you how.</p> <p>The course is offered on a residential basis at Hillscourt Education Centre only.</p> <p>Eligibility: Local Association Treasurers or those ‘shadowing’ the role should apply for places.</p>
<p>Date TBA</p>	<p><u>Equality Officer</u></p> <p>The Equality Officer is a new position within the branch structure of The NASUWT. The person occupying this position is an essential part of the local organising team and will bring to it an overview of the wide range of equality issues which are central to the NASUWT purpose.</p> <p>The course will equip Equality Officers with the key skills to identify the range of problems which members face and which often do not get identified as equality issues. The course will highlight the legislative background but will have its main focus organising in workplaces around equality issues.</p>
<p>06 March 2008 09 July 2008 26 November 2008</p> <p>Please contact Conferences and Events Team for further information/bookings</p>	<p><u>Equality Officer Briefing</u></p> <p>These briefings are single-day events focusing on issues of particular concern to Equality Officers, highlighting recent legislative changes and issues identified by local activists.</p>
<p><u>AP001HO08</u> 28 February</p>	<p><u>Benevolence Casework (Stage 1): For Benevolence Visitors</u></p> <p>The course is designed to equip members handling benevolence casework for the first time or who are very new to the job with the relevant knowledge and skills. Local Association members handling benevolence casework and Benevolence Federation workers are eligible to apply. This year the course is offered on a residential basis only at Hillscourt Education Centre.</p>

TRADE UNION COURSES FOR MEMBERS

Courses for Women, Black and Minority Ethnic, Disabled, LGBT and Young Activists

Included in this year's programme are courses specifically for young members, women members, disabled members, and black and minority ethnic members. These courses are designed to give a flavour of what it is like to be an NASUWT local activist (for example, an NASUWT Representative or Local Association Secretary); to identify the barriers which exist for young teachers, women, and black and minority ethnic members and to construct action plans for Union members and the Association itself to remove barriers.

The NASUWT is seeking to improve the participation of under-represented groups in the running of the Union and in becoming workplace representatives and branch activists.

<p><u>BL001HO08</u> 27 June</p>	<p><u>New Activists course for Black and Minority Ethnic Members</u></p>
<p><u>LM001HO08</u> 09/10 May</p> <p><u>BF002HO08</u> <u>11 March</u> <u>(Out and Safe)</u></p> <p><u>BC001HO08</u> 23 April</p> <p><u>BC001RWM08</u> 04 March</p>	<p><u>New Activists course for Lesbian, Gay, Bisexual and Transsexual Members</u></p> <p>“Coming out” at school - what are the issues facing teachers? What are teachers’ legal protections? What might be the support implications? What are the ramifications of unchallenged homophobia and what measures can a school put in place to create a safer and equal workplace for lesbian, gay, bisexual or transgender teachers?</p>