



Annual Education Programme

January - December 2018





A message to all UNISON members

Welcome to the 2018 Programme from our UNISON College. With over 100 topics on offer the programme contains something for everyone. If you are someone who wants to have a second chance at education or would like to become more involved in the life of the union, the programme opens up a range of opportunities including:

- our inspirational women's courses including Pathways into UNISON,
- our extensive introduction to trade union skills and training workshops,
- study with the Open University,
- signposting to English, Maths and ICT and
- workshops on personal and career development on topics such as dementia, autism, palliative care, mindfulness, suicide awareness, interview skills, wound care or resilience.

For members who are already involved in the union, it does not matter if you are a new steward setting out on a journey which will involve you deeper in the life of the union or an experienced trade unionist who wants to develop your more specialist skills and knowledge. We offer courses on

- challenging discrimination and securing equality and rights,
- representing members,
- bargaining with employers,
- organising workers and securing union recognition,
- developing UNISON led partnerships with employers
- building campaigns,
- health and safety,
- employment law and
- developmental courses on topics such as suicide awareness, resilience and mental health first aid for reps.

Many of the courses are accredited through the South Eastern Regional College. Throughout the year further courses and workshops will be added to the programme to meet the needs of members and elected trade unionists alike.

85% of UNISON members are women. Our women only programmes are designed to encourage more women members to take on the role of workplace representative and to stand for and with our members.

Our partnership with the Open University, especially the K101 Introduction to Health & Social Care has been life changing for many members. Each year we see members make the move from a range of support services posts in Health Trusts into nurse training or other degree programmes. To support learning more generally, we offer a range of education grants with specific funds for care assistants, school based staff and Open University study.

UNISON College is about supporting you in your workplace, in your family life, in your community life and enabling you to support and inspire others. All of our workshops are free - one of the many benefits of being a UNISON member. Sign up for your place in the 2018 programme. We look forward to working with you with you throughout the year.

Patricia McKeown

Patricia McKeown
Regional Secretary

Jamie Keating &
Gabrielle Carton

Denis Keating & Gabrielle Carton
Joint Regional Convenors



How To Apply

To apply for a course or workshop, you can complete and return the form at the back of this programme. You can also now apply online at

www.unison-ni.org.uk/education-and-training

All courses are free to members. A small number of workshops are open to non members. This is stated in the course description.

Belfast courses take place at UNISON Galway House, 165 York St., Belfast BT15 1AL (opposite Yorkgate/Cityside shopping centre). Refreshments are provided and there is limited parking onsite. Please note if you park at Cityside and then walk across, you may have your car ticketed and receive a fine as parking is for customers only.

Derry courses take place in UNISON North West, The Old Church, 1 Clarendon St, Londonderry BT48 7EF. Refreshments are provided but there is no office parking.

We appreciate that due to staffing shortages, illness or family issues, people may not be able to attend a booked course. However, due to the numbers of people booking and not turning up without prior notice, we have incurred significant additional costs and people on waiting lists missed out on a place. We just ask that you please let us know as soon as possible by phone or email.



Like our facebook page to keep up to date -

www.facebook.com/unisonnieducation

Education Team

Fidelma Carolan – Regional Organiser (Education & Lifelong Learning)

Tracey Bryson – Admin Support (Mon – Wed)

Norma Neal – Admin Support (Wed – Fri)

Tel: **028 9027 0190** Email: EducationNI@unison.co.uk

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Caring for Older People
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Money Management – Supporting Communities with Welfare Reform
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COURSE CALENDAR

JANUARY

DATE	TIME	COURSE	LOCATION
Thurs 11, 25 Jan & 1 Feb	10am - 4pm	Understanding Power & Challenging Sectarianism	UNISON Belfast
Mon 15 Jan	10am - 4pm	Resilience for Trade Union Reps	Ballymena
Mon 22, 29 Jan & 12 Feb	10am - 4pm	Negotiation Skills	UNISON Belfast

FEBRUARY

DATE	TIME	COURSE	LOCATION
Thurs Feb 8 - 26 March (10 weeks)	6pm - 9pm	Health & Safety Modules 1 & 2	UNISON Belfast
Thurs 8, 15 & 22 Feb	10am - 4pm	Mental Health Awareness in the Workplace (ICTU)	ICTU Belfast
Mon 12 Feb	6pm - 8pm	NISCC - Understanding T&Cs & NISCC Code	UNISON Belfast
Wed 14 - Fri 16 Feb	10am - 4pm	Organising Steward Module 1	UNISON Belfast
Monday 19 Feb	10am - 12.30pm	Dementia - An Introduction	UNISON Belfast
Mon 19 - Wed 21 Feb	10am - 4pm	Health & Safety Module 1	UNISON Belfast
Tues 20, 27 Feb & 6 March	10am - 4pm	Understanding Power & Challenging Sectarianism	UNISON Belfast
Thurs 22 Feb	10am - 4pm	Mindfulness - An Introduction	UNISON Belfast
Thurs 22 Feb	6pm - 8pm	Promoting Good Stoma Care	UNISON Belfast
Fri 23 Feb	1.30pm - 4pm	NMC Profess. Account. & Record Keeping	UNISON Belfast
Fri 23 Feb	10am - 12.30pm	Writing Statements for NMC/NCPC/NISCC	UNISON Belfast
Fri 23 Feb	10am - 4pm	Communicating from the Inside Out	UNISON Belfast

DATE	TIME	COURSE	LOCATION
Fri 23 & Sat 24 Feb	12.30pm Fri - 3.30pm Sat.	Pathways into UNISON Residential	Newcastle
Fri 23 Feb	10am - 4pm	Building Confidence for Women	City Hotel, Armagh
Fri 23 Feb, 2 & 9 March	10am - 4pm	Trade Unions and Globalisation (ICTU)	ICTU Belfast
Mon 26 Feb	2pm - 4.30pm	Revalidation and Reflective Practice for Nurses & Midwives	UNISON Belfast
Mon 26 Feb	10am - 4pm	Partnership Training	UNISON Belfast
Tues 27 Feb	10am - 12.30pm	Delirium	UNISON Belfast
Wed 28 Feb	6pm - 9pm	Self Harm and Young People	UNISON Belfast

MARCH

DATE	TIME	COURSE	LOCATION
Mon 5 March	10am - 4pm	Stress - Supporting Yourself & Others	Royal Hotel, Cookstown
Mon 5 March - 21 May (10 weeks)	10am - 4pm	Women and Leadership (ICTU)	ICTU Belfast
Thurs 8 & Fri 9 March	10am - 4pm	Introduction to Grievance, Discipline & Sickness Absence	UNISON Belfast
Fri 9, 16 & 23 March	10am - 4pm	Organising Steward Module 2	UNISON Belfast
Mon 12 March	10am - 4pm	Bullying - How to Deal with It	Millbrook, Ballynahinch
Tues 13 March	10am - 4pm	Money Management	UNISON Belfast
Tues 13, 20 & 27 March	10am - 4pm	Dealing with Redundancies (ICTU)	ICTU Belfast
Thurs 15 March	2pm - 4pm	NISCC - Understanding T&Cs & NISCC Code	UNISON Belfast
Thurs 15 March	2pm - 5pm	Medication - Importance of Accuracy	UNISON Belfast
Thurs 15 March	6pm - 9pm	Anaphylaxis	UNISON Belfast
Thurs 15 March	6pm - 9pm	Mindfulness - Acceptance and Commitment Therapy Training	UNISON Belfast
Tues 20 March	10am - 12.30pm	Campaigning for Equality	UNISON Belfast
Thurs 22 March	10am - 12pm & 2 - 4pm	Interview Skills for OU Pre-Reg. Nursing	UNISON Belfast
Thurs 22 March	4pm - 5.30pm	Interview Skills for School Based Members	UNISON Belfast

MARCH CONTINUED

DATE	TIME	COURSE	LOCATION
Mon 26 - Wed 28 March	10am - 4pm	Health & Safety Module 2	UNISON Belfast
Mon 26 March	10am - 12pm	Interview Skills for OU Pre-Reg. Nursing	Newtownards
Mon 26 March	2pm - 4pm	Interview Skills for OU Pre-Reg. Nursing	Downpatrick
Mon 26 March	4pm - 5.30pm	Interview Skills for School Based Members	Downpatrick

APRIL

DATE	TIME	COURSE	LOCATION
Thurs 5 April	10am - 12.30pm	Wound Care - An Introduction	UNISON Derry
Fri 6 April	10am - 12.30pm	Data Protection Compliance	UNISON Belfast
Fri 6 April	10am - 3pm	Planning for Retirement	City Hotel, Armagh
Mon 9 April	10am - 4pm	Foundations of Personal Resilience	UNISON Belfast
Tues 10 April	10am - 4pm	Using Equality Laws To Win	UNISON Belfast
Wed 11 April	10am - 12pm	Interview Skills for OU Pre-Reg. Nursing	Derry
Wed 11 April	2pm - 4pm	Interview Skills for OU Pre-Reg. Nursing	Omagh
Wed 11 April	4pm - 5.30pm	Interview Skills for School Based Members	Omagh
Thurs 12 April	6pm - 8pm	Menopause Awareness	UNISON Belfast
Thurs 12 April	6pm - 9pm	Understanding Islam	UNISON Belfast
Fri 13 April	10am - 3pm	Social Media Training for Branch Committees	UNISON Belfast
Fri 13 April	10am - 12pm	Interview Skills for OU Pre-Reg. Nursing	Craigavon
Fri 13 April	2pm - 4pm	Interview Skills for OU Pre-Reg. Nursing	Newry
Fri 13 April	4pm - 5.30pm	Interview Skills for School Based Members	Newry
Fri 13 April - 4 May	10am - 4pm	Sustainable Workplaces & Climate Change (ICTU)	ICTU Belfast

DATE	TIME	COURSE	LOCATION
Mon 16 April	10am - 4pm	Spiritual Dimensions of Care	NI Hospice
Tues 17 April	10am - 4pm	Communication Strategies for Creating Clarity in Workplace	UNISON Belfast
Tues 17 April	10am - 12.30pm	NISCC Employer Event	UNISON Belfast
Wed 18 April	10am - 4pm	Interview Skills for Health & Social Care	UNISON Belfast
Wed 18 April	6pm - 8pm	Losing a Baby: What do parents want and need?	UNISON Belfast
Thur 19 April	2pm - 4pm	Continence Awareness	UNISON Derry
Fri 20 April	10am - 4pm	Building Confidence for Women	Ballymena
Fri 20 April	10am - 4pm	Wound Care Assessment Diagnosis & Mgmt. Leg Ulcers	UNISON Belfast
Fri 20 April	10am - 12pm	Interview Skills for OU Pre-Reg. Nursing	Antrim
Fri 20 April	2pm - 4pm	Interview Skills for OU Pre-Reg. Nursing	Coleraine
Fri 20 April	4 - 5.30pm	Interview Skills for School Based Members	Coleraine
Mon 23 -Wed 25 April	10am - 4pm	Health & Safety Module 1	UNISON Derry
Mon 23 April	11am - 12.30pm	RQIA - Employers Event	UNISON Belfast
Thurs 26 & Fri 27 April	10am - 4pm	Media Training	UNISON Belfast
Fri 27 April	10am - 12.30pm	Suicide & Self Harm – The Challenge for Front Line Staff	UNISON Belfast
Mon 30 April, 14 & 21 May	10am - 4pm	Learning & Organising (ICTU)	ICTU Belfast
Mon 30 April, 14 & 21 May	10am - 4pm	Trade Union Organising (ICTU)	ICTU Belfast

MAY

DATE	TIME	COURSE	LOCATION
Tues 1 May	10am - 4pm	Bullying - How to Deal with It	UNISON Derry
Tues 1 May - 3 July (10 weeks)	10am - 4pm	Certificate in Employment Law (ICTU)	ICTU Belfast
Wed 2 - Fri 4 May	10am - 4pm	Organising Steward Module 1	UNISON Belfast

MAY CONTINUED

DATE	TIME	COURSE	LOCATION
Thurs 3 May	10am - 12.30pm	Understanding the Assembly	Stormont
Thurs 3 May	10am - 4.00pm	Agitating for Political Change/ Assembly	Stormont
Thurs 3 May	10am - 4pm	Dementia - Understanding Stress and Distress	UNISON Belfast
Fri 4 May	10am - 4pm	Finance & The Organised Branch	UNISON Belfast
Tues 8 & 15 May	10am - 4pm	Mental Health First Aid for Trade Union Reps	UNISON Belfast
Tues 8 May	10am - 4pm	Autism - Mental Health & Anxiety	UNISON Belfast
Tues 8 May	10am - 4pm	Autism - Behaviour Support	UNISON Derry
Thurs 10 May	10am - 12.30pm	Palliative Care - An Introduction	UNISON Belfast
Thurs 10 May	1.30pm - 4.30pm	Dealing with Bereavement & Loss	UNISON Belfast
Thurs 10 & Fri 11 May	10am - 4pm	Introduction to Grievance, Discipline & Sickness Absence	UNISON Belfast
Fri 11 May	10am - 3pm	The Effective Branch Chairperson	UNISON Belfast
Fri 11 May	10am - 3pm	Branch Health & Safety Officer Training	UNISON Belfast
Mon 14 May	10am - 4pm	Repres. Members at Bullying & Harassment	UNISON Derry
Wed 16 May	10am - 12.30pm	Supporting Transgender Young People	UNISON Belfast
Thur 17 May	10am - 12.30pm	Mental Health in Your Workplace Seminar	UNISON Belfast
Fri 18 May	10am - 3pm	Stress - Supporting Yourself & Others	UNISON Belfast
Sat 19 & Sun 20 May	11am Sat - 2pm Sun	Women's Health & History Residential	Newcastle
Mon 21 May	10am - 4pm	Employment Law - Equality	UNISON Belfast
Mon 21 - Wed 23 May	10am - 4pm	Health & Safety Module 2	UNISON Derry
Tues 22 May	10am - 4pm	Branch Treasurers OLBA	UNISON Belfast
Wed 23 & 30 May	6pm - 9pm	Autism - Fundamentals	UNISON Belfast
Thurs 24 May	10am - 12.30pm	Palliative Care - The Importance of Nutrition	UNISON Belfast

DATE	TIME	COURSE	LOCATION
Thurs 24 May, 7 & 14 June	10am - 4pm	Branch Union Learning Reps	UNISON Belfast
Tues 29 May, 5 & 12 June	10am - 4pm	Disability Champions (ICTU)	ICTU Belfast
Thurs 31 May, 7 & 14 June	10am - 4pm	Organising Steward Module 2	UNISON Belfast

JUNE

DATE	TIME	COURSE	LOCATION
Thurs 7 June	1.30pm - 4.30pm	Sepsis	UNISON Belfast
Thurs 7 June	2pm - 4.30pm	Dementia - An Introduction	UNISON Derry
Thurs 7 June	2pm - 4pm	Wound Care - Press Ulcer Awareness	Enniskillen
Thurs 7 June	11am-1pm	Contenance Awareness	Enniskillen
Fri 8 June	10am - 4pm	Rep. Members Relating to Social Media Breaches	UNISON Belfast
Fri 8 & Sat 9 June	12.30pm Fri - 3.30pm Sat.	Pathways into UNISON Residential	Newcastle
Wed 13 June	2pm - 5pm	Caring for a Person on Oxygen Therapy	UNISON Belfast
Wed 13 June	6pm - 9pm	Caring for a person with Gastrostomy Tube	UNISON Belfast
Wed 13 June	6pm - 8pm	Keeping Children Safe Online	UNISON Belfast
Fri 15 June	10am - 4pm	Building Confidence for Women	Royal Hotel, Cookstown
Mon 18 June	10am - 4pm	Stress - Supporting Yourself & Others	Belmont Hotel, Banbridge
Tues 19 June	10am - 12.30pm	Talking About Death	UNISON Belfast
Tues 19 June	1.30pm - 4.30pm	Dignity at the Heart of Health & Social Care	UNISON Belfast
Wed 20 June	10am - 12.30pm	Dementia - Understanding Pain	UNISON Belfast
Thurs 21 June	2pm - 4pm	Wound Care - Press Ulcer Awareness	UNISON Derry
Wed 27 June	6pm - 9pm	Palestine - A Local View	UNISON Belfast

JULY

DATE	TIME	COURSE	LOCATION
Mon 23 - Wed 25 July	10am - 4pm	Health & Safety Module 1	UNISON Belfast
Mon 2 - Wed 4 July	10am - 4pm	Negotiation Skills	UNISON Derry

AUGUST

DATE	TIME	COURSE	LOCATION
Mon 13 - Wed 15 Aug	10am - 4pm	Health & Safety Module 2	UNISON Belfast
Fri 17 Aug	10am - 3pm	Promoting Education in Your Branch	UNISON Belfast

SEPTEMBER

DATE	TIME	COURSE	LOCATION
Mon 3 Sept	10am - 4pm	Wound Care Pressure Ulcer Prevention & Management	UNISON Belfast
Tues 4 Sept	10am - 4pm	Mindfulness - an Introduction	UNISON Belfast
Wed 5 Sept	10am - 4pm	Employment Law - General	UNISON Belfast
Fri 7 Sept	10am - 3pm	Equal Pay	UNISON Belfast
Fri 7 & Sat 8 Sept	12.30pm Fri - 3.30pm Sat.	Pathways into UNISON	Newcastle
Mon 10 Sept	10am - 4pm	Building for the Future Partnership Training	UNISON Belfast
Wed 12 Sept	6pm - 8pm	Male Infertility	UNISON Belfast
Wed 12 - Fri 14 Sept	10am - 4pm	Organising Steward Module 1	UNISON Derry
Thurs 13 Sept	2pm - 4.30pm	Acute Head Injury: Recognition & Early Management	UNISON Belfast
Mon 17 Sept	10am - 4pm	Suicide Awareness	UNISON Belfast
Tue 18 Sept	11am-1pm	Continenence Awareness	Lisburn
Thurs 20 Sept	10am - 4pm	Caring for the Older Person	UNISON Belfast
Mon 24 Sept	10am - 4pm	Resilience for Trade Union Reps	UNISON Belfast

DATE	TIME	COURSE	LOCATION
Mon 24 Sept, 1, 8, 15 Oct	6pm - 9pm	Dementia for Carers	UNISON Belfast
Thurs 27 & Fri 28 Sept	10am - 4pm	Introduction to Grievance, Discipline & Sickness Absence	UNISON Belfast

OCTOBER

DATE	TIME	COURSE	LOCATION
Mon 1 Oct	10am - 4pm	Managing Challenging Conversations	UNISON Belfast
Mon 1 Oct	6pm - 9pm	Mindfulness for Pain Management	UNISON Belfast
Mon 1 Oct	6pm - 8pm	Promoting Good Stoma Care	UNISON Belfast
Tues 2 Oct	10am - 12.30pm	Supporting Members Impacted by Domestic Abuse	UNISON Belfast
Mon 1 - Wed 3 Oct	10am - 4pm	Health & Safety Module 1	UNISON Belfast
Wed 3 Oct	6pm - 8pm	Wound Care - Pressure Ulcer Awareness	Enniskillen
Wed 3 Oct	11am - 1pm	Continence Awareness	Newry
Fri 5 Oct	10am - 4pm	Finance & The Organised Branch	UNISON Belfast
Fri 5 Oct	10am - 3pm	Autism - Relationships & Sexuality	UNISON Belfast
Fri 5 Oct	10am - 4pm	Building Confidence for Women	UNISON Derry
Mon 8 Oct	10am - 4pm	Repres. Members at Bullying & Harassment	UNISON Belfast
Mon 8 Oct	10am - 12.30pm	Palliative Care Symptom Management	UNISON Belfast
Mon 8 Oct	1.30pm - 4pm	Palliative Care - Pain Assessment & Management	UNISON Belfast
Mon 8 Oct	6pm - 9pm	NISCC - Understanding T&Cs & NISCC Code	UNISON Belfast
Mon 8, 15, 22 Oct	10am - 4pm	Negotiation Skills	UNISON Derry
Tues 9 Oct	10am - 12.30pm	Managing your Time - Getting Stuff Done	UNISON Belfast
Tues 9 Oct	10am - 4pm	Interview Skills for Health & Social Care	UNISON Belfast
Wed 10 - Fri 12 Oct	10am - 4pm	Organising Steward Module 2	UNISON Derry
Thurs 11 Oct	10am - 4pm	Managing an Infection Outbreak in a Nursing Home	UNISON Belfast

OCTOBER CONTINUED

DATE	TIME	COURSE	LOCATION
Thurs 11 Oct	10am - 4pm	Employment Law - Equality	UNISON Belfast
Fri 12 Oct	10am - 3pm	Planning for Retirement	UNISON Belfast
Tues 16 Oct	10am - 12.30pm	Understanding the Assembly	Stormont
Tues 16 Oct	10am - 4pm	Agitating for Political Change/ Assembly	Stormont
Wed 17 - Fri 19 Oct	10am - 4pm	Organising Steward Module 1	UNISON Belfast
Fri 19 Oct	10am - 4pm	Stress - Supporting Yourself & Others	Strabane
Tue 30, Nov 13 & 29	10am - 4pm	Negotiation Skills	Unison Belfast
Wed 31 Oct	10am - 4pm	Clinical Effectiveness for Nurses	UNISON Belfast

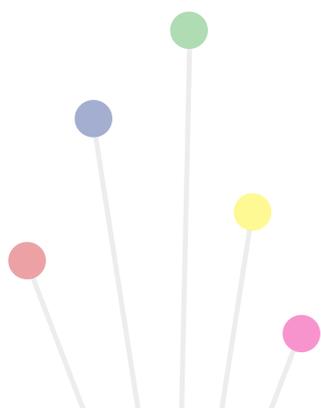
NOVEMBER

DATE	TIME	COURSE	LOCATION
Thurs 1 Nov	10am - 12.30pm	Palliative Care Emergencies	UNISON Belfast
Thurs 1 Nov	10am - 4pm	Communicating from the inside out	UNISON Belfast
Mon 5 - Wed 7 Nov	10am - 4pm	Health & Safety Module 2	UNISON Belfast
Mon 5 Nov	10am - 4pm	Wound Care Assessment & Management	UNISON Belfast
Tues 6 Nov	10am - 4pm	Presentation & Public Speaking Skills	UNISON Belfast
Tues 6 Nov	10am - 4pm	Dementia - Understanding Stress and Distress	UNISON Derry
Thurs 8 Nov	10am - 12.30pm	Writing Statements for NMC/ NCPC/NISCC	UNISON Belfast
Thurs 8 Nov	10am - 12.30pm	Dignity at the Heart of Health & Social Care	UNISON Belfast
Thurs 8 Nov	1.30pm - 4.30pm	NMC Profess. Account. & Record Keeping	UNISON Belfast
Mon 12 Nov	10am - 4pm	Bullying - How to Deal with It	UNISON Belfast
Tues 13 Nov	10am - 4pm	Suicide Awareness for Trade Union Reps	UNISON Belfast

DATE	TIME	COURSE	LOCATION
Thurs 15 Nov	10am - 4pm	Foundations of Personal Resilience	UNISON Belfast
Fri 16 Nov	10am - 3pm	Autism - Sensory Processing	UNISON Belfast
Fri 16, 23 & 30 Nov	10am - 4pm	Organising Steward Module 2	UNISON Belfast
Mon 19 Nov	10am - 4pm	Using Creativity Therapeutically with Children & Young People	UNISON Belfast
Tues 20 & 27 Nov	10am - 4pm	Mindfulness - Advancing Your Practice	UNISON Belfast
Tues 20 Nov	10am - 12.30pm	Dementia - Understanding Pain	UNISON Belfast
Wed 21 Nov	2pm - 4pm	NISCC - Understanding T&Cs & NISCC Code	UNISON Belfast
Thurs 22 Nov	10am - 12.30pm	Palliative Care - Total Pain	UNISON Belfast
Thurs 22, 29 Nov & 6 Dec	10am - 4pm	Understanding Power & Challenging Sectarianism	UNISON Belfast
Sat 24 & Sun 25 Nov	11am Sat - 2pm Sun.	Women's Health & History Residential	Causeway Coast Hotel
Wed 28 & Thurs 29 Nov	10am - 4pm	Mental Health First Aid	UNISON Belfast
Thurs 29 & Fri 30 Nov	10am - 4pm	Introduction to Grievance, Discipline & Sickness Absence	UNISON Derry
Fri 30 Nov	10am - 4pm	Building Confidence for Women	UNISON Belfast

DECEMBER

DATE	TIME	COURSE	LOCATION
Fri 7 Dec	10am - 3pm	Autism - Anxiety Management	UNISON Belfast
Mon 10 Dec	10am - 4pm	Stress - Supporting Yourself & Others	UNISON Belfast
36 weeks	10am - 4pm	Diploma in Health and Safety (ICTU)	ICTU Belfast



Section 1 : ORGANISING TO WIN

Organising Steward

UNISON stewards are the most important link between members in the workplace, their employer and the wider union. This six day course is for new stewards to give you the knowledge and skills to support members locally and take on issues in your workplace. New stewards get paid time to attend (where a facility agreement exists with the employer).

Tutor is Siobhan Craig and it is accredited by SERC.

Dates:

Wed 14th – Fri 16th Feb plus, 9th, 16th & 23rd March (3 Fridays) – Belfast

Wed 2nd – Fri 4th May plus, 31st May, 7th & 14th June (3 Thursdays) – Belfast

Wed 12th – Fri 14th Sept plus, Wed 10th – Fri 12th Oct – Derry

Wed 17th – Fri 19th Oct plus, 16th, 23rd & 30th Nov (3 Fridays) – Belfast

Health & Safety

Being a Health & Safety Rep entitles you to paid time off for union duties. All stewards are asked to complete Health & Safety training to enable you to support members in the workplace and to secure time off to do so. This is particularly important for those in the private/voluntary sector. This is a six day course which covers the legislation, risk assessments, workplace inspections, various areas of health & safety such as physical environment, equipment, lone working and work related stress.

The tutor is Barbara Martin and it is accredited by SERC.

Dates:

(10 Thursdays – 6pm – 9pm):

8th Feb, 15th Feb, 22nd Feb, 1 March, 8th March, 15th March, 22nd March, 29th March, 12th April, 19th April

Mon 19th – Wed 21st Feb plus, Mon 26th – Wed 28th March – Belfast

Mon 23rd – Wed 25th April plus, Mon 21st – Wed 23rd May – Derry

Mon 23rd – Wed 25th July plus, Mon 13th – Wed 15th Aug – Belfast

Mon 1st – Wed 3rd Oct plus, Mon 5th – Wed 7th Nov – Belfast

Building for the Future – Partnership Training

Unions and management traditionally work within an industrial relations framework across a range of issues. A partnership approach does not replace formal negotiations but for some initiatives can offer a different way of working towards agreed solutions. In the past UNISON has very successfully utilised the approach with the West Belfast Employability Initiative and to improve experience of staff and residents in care homes. This course offers activists the knowledge and principles of working in partnership in order to take forward projects in your local workplace. We welcome participation from any activist but is essential for anyone who wishes to undertake a project to effect positive change in their workplace. The day will explore the:

- ethos of working in partnership
- setting your goals
- enthusing others
- measuring success

The tutor is Pamela Dooley, Management/Union Advisor

Dates:

10am – 4pm Mon 2th Feb – Belfast; Mon 10th Sept – Belfast

Learning and Organising – ICTU Course

This three day course is designed for union reps and Union Learning Reps to enhance knowledge and understanding of the link between learning and organising. It aims to develop a coherent approach to integrating organising into learning activities.

The course will also:

- analyse the characteristics that underpin successful and robust learning and organising initiatives.
- examine the way in which learning can be used to raise the union profile at the workplace.
- identify how to use the learning agenda to make unions more attractive to non-members and rejuvenate existing members.
- examine the role reps can play in strengthening workplace organisation and the recruitment of new members.
- formulate an action plan to develop and strengthen workplace learning projects to maximise opportunities for union growth and renewal.

Dates:

10am – 4pm Mon 30th April, 14th & 21nd May – ICTU Belfast

Trade Union Organising – ICTU Course

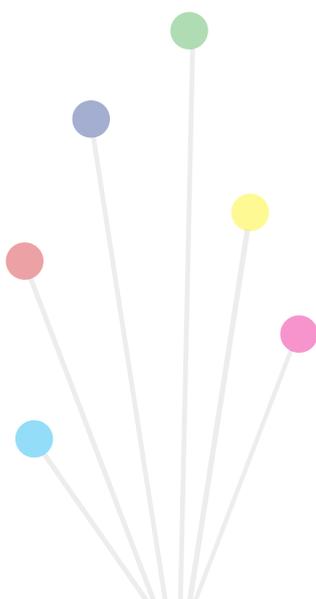
This 3 day introductory course is aimed at providing officials and reps with the key skills and knowledge required to build effective organising campaigns.

The course will cover:

- Understanding core organising practices and their implications for the way that unions operate.
- Examining union organising practices.
- Planning for organising.
- Campaigning.

Dates:

10am – 4pm Mon 30th April, 14th & 21nd May – ICTU Belfast



Section 2 : REPRESENTATION AND CHALLENGING DISCRIMINATION

Dealing with Grievances and Disciplinary with a focus on Sickness Absence

This two day course is a follow on to the Organising Stewards course and looks particularly at the how to support members involved in grievance and disciplinary processes. Day One will covers the policy elements of grievance and disciplinary procedures, how to ensure you have all the facts and can make the best case for your member. Day Two will deal particularly with Sickness Absence meetings including understanding processes around ill health retirement, defending members from unfair pressure to return to work and supporting those who do come back to work. It will also explore supporting a member at a stressful time, tactics and pitfalls as well as sources of help. If participants have already completed the Case Representation course, they can attend Day Two on Sickness Absence. The tutor is Fidelma Carolan, Regional Organiser (Day One) and Ray Rafferty, RVH Branch (Day Two)

Dates:

10am – 4pm Thurs 8th & Fri 9th March, Thurs 10th & Fri 11th May – Belfast; Thurs 27th & Fri 28th Sept – Belfast;
Thurs 29th & Fri 30th Nov - Derry

Mental Health Awareness in the Workplace – ICTU Course

Many people experience mental health problems at some point in their lives, and most reps and members will know somebody with a common mental health problem. There will be members in every union, every branch and every workplace affected by mental health problems. Due to the increase in the prevalence of mental ill health it has become an important trade union priority to provide officials and reps with the knowledge and skills to handle mental health issues in the working environment. This course is designed to assist with meeting this priority.

The three day course will assist you to:

- Develop an understanding of mental health and common mental health problems.
- Be aware of diversity issues impacting on members with mental health problems.
- Identify good practice around workplace policies on mental health.
- Explore the role of union reps in supporting and representing members with mental health problems.
- Be able to identify agencies offering support and information on mental health issues.

Dates:

10am – 4pm Thurs 8th, 15th & 22nd Feb – ICTU Belfast

Representing Members at Bullying & Harassment Hearings

Bullying and harassment cases continue to increase in workplaces. Experiencing or being accused of bullying is very stressful for a member and supporting them can be an emotionally challenging. This one day workshop will equip stewards to:

- Learn the difference between bullying and harassment.
- Understand the legislation and policies.
- Learn a method to process these difficult cases.
- Identify the traits common in bully and victim.
- Identify the pitfalls and challenges in reaching a solution.
- To effectively be involved in investigations.

The tutor is Barbara Martin

Dates:

10am – 4pm Mon 14th May – Derry;
Mon 8th Oct – Belfast

Representing Members Relating to Social Media Breaches

Social media is part of our everyday lives and sometimes there is a crossover between home and work. In some situations, members can breach the workplace policy which can result in disciplinary proceedings or a threat to their registration of a professional body such as NISCC, NMC or HCPC. This course will use case studies to help participants understand how breaches occur, provide information on the relevant legislation and consider ways to defend against disciplinary action.

The tutor is Brian McAnoy

Date:

10am – 4pm Fri 8th June – Belfast

Supporting Members Impacted by Domestic Abuse

In 2015/16 the PSNI dealt with over 28,000 incidents where domestic abuse was a factor. The 24 hour domestic abuse helpline received over 27,000 calls. This workshop will introduce participants to how domestic abuse can impact on members in their work and what policies and processes are there to support them. It will be delivered by Women's Aid and UNISON.

Date:

10am – 12.30pm Tues 2nd Oct – Belfast

Mental Health in Your Workplace Seminar (Open to all)

Mental health is the number one health and safety concern for Trade Unions and UNISON members across all sizes of workplaces in Northern Ireland. Many employers are also experiencing increasing levels of mental health issues within their workforce. This seminar is organised by UNISON Disability Committee and aimed at employers and trade union activists. Key themes will include – the law and mental health, reasonable adjustment, the employee perspective and good practice in the workplace. It will feature input from the Equality Commission, Belfast Trust HR and UNISON's Disability Committee.

Date:

10am – 12.30pm Thurs 17th May UNISON Belfast

Money Management – Supporting Communities with Welfare Reform

This fully interactive course will look at the potential financial impact of Welfare Reform and how to support those affected within the community. It covers the topic of budgeting, borrowing, spending, managing money within households, financial inclusion, digital inclusion, using online tools to manage money, and signposting to support services available. It will provide participants with useful tool and information to support money management. It is aimed at Branch Welfare Officers, advice and advocacy workers but open to any member.

It will be delivered by Advice NI.

Date:

10am – 4pm Tues 13th March - Belfast

Dealing with Redundancies (ICTU)

This three day course is designed to equip representatives with the knowledge and skills to tackle redundancies in the workplace. It will give reps a better understanding of the redundancy process and enable them to organise effectively around this issue.

- Develop a good understanding of the law surrounding redundancy. The course will include:
- Gain in confidence, skills and knowledge to fight redundancies and lessen the impact on members.
- Play a full and effective part in redundancy consultation processes.
- Organise effective campaigns around redundancies.
- Represent members going through redundancy.
- Support, advise and guide members through the redundancy process

Date:

10am – 4pm 3x Tues 13th, 20th & 27th March

Supporting Members to Write NMC/HCPC/NISCC Statements

Few people will avoid having to make at least one statement in their careers. Whether a witness statement, a clinical incident report, as part of a referral to a regulating body or reflective account, drafting an accurate and useful statement is something where activists can provide invaluable assistance. This sessions will identify what kind of statements might be useful in varying circumstances, what are the key components, common mistakes and when and where to access expert advice. This workshop will also enable trade union reps to understand the purpose of statements as part of a referral to a regulating body or critical incident, what should be included, how it should be structured and how the statement relates to the hearing process. Dr Jane Wright who has a background in Nurse Education and currently advises and represents professionals who come to the attention of their professional regulatory.

Date:

10am – 12.30pm Fri 23rd Feb; Thurs 8th Nov

Employment Anti-Discrimination Law

Legislation is in place to protect members across a range of grounds. This one day workshop will provide information on the various laws which protect people on the grounds of disability, gender, religion, sexual orientation and age. Using cases it will enable participants to better understand when discrimination occurs directly and indirectly. This includes understanding how groups of members can be discriminated against by employers e.g. equal pay and what you can do. The tutor is Thompsons Solicitors.

Date:

10am – 4pm Mon 21st May – Belfast;
Thurs 11th Oct - Belfast

Introduction to General Employment Law

This is a one day workshop which will introduce participants to an overview of statutory employment rights including Contracts of employment (including part-time, fixed-term contracts); Guide to individual employment rights; Discipline, dismissals and grievances; Unfair dismissal; Redundancy and reorganisations. Using examples from case law, the session will ensure that reps develop an understanding of how best to ensure that members rights are upheld. The tutor is Thompsons Solicitor.

Date:

10am – 4pm Wed 5th Sept – Belfast

Certificate in Employment Law – ICTU Course

This ten day course, aims to deepen the understanding of concepts raised in the Organising Stewards course and providing guidance on the practical application and development of rep's skills.

The course includes:

- Employment Law for Trade Union Representatives.
- Negotiating Employment Rights at Work.
- Trade Union Approach to Employment Rights.

Date:

10x Tues 1st May – 3rd July – ICTU Belfast



Diploma in Health and Safety – ICTU Course

This course is designed for experienced Health and Safety Reps (having completed H&S Stage 1 & 2 courses) who wish to further develop their knowledge, skills and expertise. It supports the development and practice of health and safety and enables safety reps to move to higher levels of study and activism.

The aims of the diploma are:

- to help learners develop their knowledge of health and safety.
- to help learners build health and safety organisation in the workplace.
- to help learners to tackle health, safety and welfare and environmental issues in the workplace.
- to deepen and extend the capacities of learners, enabling them to access union health and safety posts or higher education opportunities.
- to develop personal/study skills, the ability to work collectively and improve the confidence of learners to study at a higher level.

Although there are no entry requirements for the course, other than a commitment to trade unionism, the course does require some significant written work by way of assignments and a project. The tutor will provide any support necessary to assist the completion of the assignments and the project. Participants will be expected to commit to 36 weeks.

No dates have been set – to express interest please email tony.gallagher@ictuni.org



Section 3 : CAMPAIGNING

Agitating for Political Change / Understanding The Assembly

Decisions are made by our politicians in various elected institutions that affect our public services. Often those decisions are about saving money which threatens services with closures, reductions or re-organisation. This one day workshop enabled participants to gain a better understanding of lobbying techniques and how the decision making processes happen so you know when to intervene. This day is in two parts. In the morning, the session will be focus on how the Assembly works - its committees and structures. It will explore topics such as voting, petition of concern, the stages a Bill goes through before becoming law. It will include a tour of the Assembly building. In the afternoon participants will explore the techniques of effective lobbying and campaigning. The morning session and tour is open to any member. The morning will be delivered by Louise Close, Assembly Education Team and the afternoon by PPR.

Dates:

10am – 4pm Thurs 3rd May – Parliament Buildings Stormont; Tues 16th Oct – Parliament Buildings Stormont

Campaigning for Equality

This half day event is run in partnership with our Self Organised Groups. It will highlight how a number of social change initiatives and advocates have engaged with the public and media to achieve change. This will include Love Equality, Alliance for Choice, Housing4All and Rosaleen Donaghy Traveller and Disability Rights Activist will speak. It is an opportunity for branch activists to learn both about equality issues and developing effective campaigns. We particularly welcome attendance from our self-organised groups – Women’s, Disability, LGBT, Young Members, Black & Migrant Workers and Retired members. It will be opened by Patricia McKeown, Regional Secretary.

Date:

10am – 12.30pm Tues 20th March

Disability Champions – ICTU Course

This course is designed to train and support workplace union reps or health and safety reps to become ‘Disability Champions’ where they work. Disability Champions work with their employers to build a truly enabling workplace where disabled workers and job seekers can realise their full potential. Disability Champions are key contacts for disabled people at work. This three day course is designed to introduce the role of the Disability Champion and provide the knowledge and skills to support the role in the workplace. Covering aspects such as the disability discrimination act.

Dates:

10am – 4pm Tues 29th May, 5th and 12th June – ICTU Belfast

Introduction to Equal Pay

The first time equal pay was raised as an issue for women was during the industrial revolution in the 1830’s! Over 140 years later the Equal Pay Act (1970) came into force and yet still in 2014 there is a gender pay gap of 19.6%. This course is aimed at activists who are interested in knowing more about identifying pay inequalities in pay and grading structures and advising members of their rights.

Dates:

10am – 3pm Fri 7th Sept – Belfast



Sustainable Workplaces, Climate Change and the Impact on the World of Work – ICTU Course

This three day course looks at how workplaces can respond to the challenging issues brought about by climate change. It will consider the importance of the unions and the employers working to create not only carbon neutral workplaces, but a carbon neutral community. Covering the evolution of environmentalism the course will explore questions such as:

- What is sustainability?
- What are the contradictions of ever increasing growth?
- How can we maintain living standards that are based on rapidly depleting natural resources?
- Using discussion and group work participants are encouraged to examine and discuss issues surrounding the environment and the challenges ahead. Outside speakers from organisations such as Friends of the Earth and the business community will also contribute to the themes of the course.

Dates:

10am – 4pm 3 x Fri between 13th April – 4th May
– ICTU Belfast

Trade Unions and Globalisation – ICTU Course

This three day course is targeted at officials, reps and activists who will benefit from a deeper understanding of the links between economic and trade union history to assist in the development of responses to the issues facing trade unions today. The course will look at the Keynesian approach to the ‘Great Depression’ with the ‘New Deal’ and the creation of the ‘Welfare State’, and rise of neo-liberalism and ‘globalisation’ in response and their impact on unions and the workplace. The course will also cover:

- Impact of globalisation on trade unions and the workplace.
- Trade union responses to globalisation.
- Trade union approaches to organising.
- Practical approaches to change.

Dates:

10am – 4pm Fri 23rd Feb, 2nd & 9th March –
ICTU Belfast



Section 4 : BARGAINING AND PROMOTING EQUALITY

Negotiation Skills

This is a three course aimed at all stewards who sit on JNCs, any employer working group, organisational restructuring committees. Negotiating is a skill and there are a range of tools and techniques which will make you a better negotiator for members and for UNISON. All branches should seek to build a negotiating team so that we are more effective for our members. This is a mandated course by the Regional Committee. This course will help participants to:

- Understand negotiating styles and body language.
- Learn negotiating tactics.
- Understand the other side's position.
- Influence the argument.
- Develop where your bottom line is.
- Work with other trade union negotiators.

The tutor is Barbara Martin and it is accredited by SERC.

Dates:

10am – 4pm Mon 22nd, 29th Jan & 12th Feb, Mon 2nd - 4th July – Belfast; Tue 9th, 16th, 23rd Oct – Derry; Tues Oct 30th, Nov 13th, 29th - Belfast



Using Equality Laws to Challenge and Win

The course will highlight an effective but little used tool that can be used to challenge public sector employers, and service providers, for changes in policy and practice which disadvantage workers and service users across any of the equality categories listed in the 'Section 75' statutory equality duty: religion, political opinion (including community background), ethnicity, gender, disability, sexual orientation, dependents, marital status, age). This course will be particularly of use to those employed within the public sector but also those working in sectors where public policy impacts on the workplace, e.g. the nursing home and housing sectors. The tutor is Emma Patterson-Bennett, Human Rights Consortium.

Date:

10am – 4pm Tues 10th April

Understanding Power and Challenging Sectarianism

This three day course has been mandated by Regional Committee for all stewards. Sectarianism, racism, homo/transphobia occur in our workplaces. Generally it is very obvious when it results in a grievance or disciplinary but sometimes our own biases mean that we don't always recognise it at institutional level or within the wider culture. This is a new course which will enable workplace reps to explore bias, develop strategies to promote workplace inclusion and tackle sectarianism in particular. It will be delivered by Kat Healy.

Dates:

10am – 4pm

Thursday 11th, 25th & 1st Feb (Mater Branch pilot)
Tuesday 20th & 27th Feb & 6th March – Belfast
Thursday 22nd, 29th Nov & 6th Dec – Belfast

Section 5 : WOMEN'S DEVELOPMENT

Building Confidence for Women

Women are the backbone of our trade union, standing up for colleagues in local workplaces as reps and managing complex busy lives. However, often women don't feel they have confidence to stand up for themselves focusing on everyone else's needs but don't take the time or have the confidence work on our own needs. Too often we say yes when we really want to say no, don't ask for what we really want and shy away from opportunities when they arise. The good news is that self-confidence can be learned and we can build a set of skills that will encourage you to respond differently. Come along to this one day course and find out how you can take the first steps to changing your life. It will be delivered by Deirdre Gunn.

Dates:

10am – 4pm Fri 23rd Feb - Armagh; Fri 20th April - Ballymena; Fri 15th June – Cookstown; Fri 5th Oct – Derry; Fri 30th Nov - Belfast

Pathways into UNISON

UNISON relies on hundreds of local reps in workplaces across Northern Ireland. These are people who want to play a role in standing up for colleagues and the service they work for. 85% of UNISON members are women, many of whom work part time or in more than one job. However as in society, that proportion of women are not reflected in the activist base or decision making structures within branches. For women members who are interested in stepping forward and becoming a workplace rep we run an overnight residential workshop to find out how the union works and how you can become more active.

Dates:

1pm (Fri) – 3pm (Sat) Fri 23rd & Sat 24th Feb; Fri 8th & Sat 9th June 2017; Fri 7th & Sat 8th Sept

Women's Health & History

This is overnight residential course is an informal enjoyable weekend which enables women to explore our common history. It will recall health services before the NHS and look at how things have changed over the past 100 years. It will explore when your grandmother spoke about the local handy women and what happened when your family could not afford the doctor. Participants will get a chance to learn about key issues in women's lives including getting the vote, changes in work practices and the impact of the Troubles on our health. It will reflect on the idea that though some of today's issues for women may be different they are no less challenging. Accommodation, food and travel expenses are paid.

Dates:

11am (Sat) – 2pm (Sun) Sat 19th & Sun 20th May, Burrendale Newcastle; Sat 24th & Sun 25th Nov, Causeway Coast Hotel

Women and Leadership – ICTU Course

This ten day course is open to all women activists who are interested in exploring issues around women's participation in decision making bodies and public life. By the end of the training it is anticipated that participants will have increased knowledge and skills in the following areas : leadership styles and approaches, the concept of power, barriers to equality, role models & mentoring, lobbying & campaigning, networking, accessing public bodies and communication skills.

Participants will be given the opportunity to develop an Action Plan outlining how they intend to apply what they have learnt during the training. There will also be opportunities to listen to and interact with women who are or have been in leadership roles in the trade union movement and public life.

Dates:

10am – 4pm 10 x Mon between 5th March – 21st May – ICTU Belfast

Section 6 : SUPPORTING OUR TRADE UNION REPS

Resilience for Trade Union Reps

This one day workshop aims to enhance your confidence, courage, enjoyment and commitment to be true to yourself and take positive action in the workplace by: providing a practical skills step by step tool kit for you to use in and beyond this workshop to identify and support your unique strengths and action, to stop any erosion now, restore your foundations and grow through tough challenges. It will offer you the latest evidence/research on resilience in pictures and words including the science of the brain and voluntary and involuntary nervous system. Giving you examples from real life locally and from other cultures internationally to explore and learn from in small and large group activities and reflection, it invites you to explore and learn together from live situations you face in a safe, challenging and enjoyable way. It will be delivered by Rosie Burrows BACP, SEP, PhD Resilience and Trauma Specialist.

Dates:

10am – 4pm Mon 15th Jan – Ballymena;
Mon 24th Sept – Belfast

Suicide Awareness for Trade Union Reps

This one workshop will explore the myths around suicide, will help participants identify when someone is at risk and to communicate in a sensitive way. It will also deal with the need for self care when you are supporting someone at risk of suicide. The tutor is PIPS Charity Belfast.

Date:

10am – 4pm Tues 13th Nov – Belfast

Mental Health First Aid for Trade Union Reps

UNISON recognises that reps are increasingly supporting members who are struggling with mental health as a result of a workplace issue or which can cause difficulty for them in the workplace. This can be emotionally challenging for any activist. This two day course supports participants to provide help to a person developing a mental health problem or who is in a mental health crisis but also be aware of your own emotional response. It will explore

- what is meant by mental health / mental ill health;
- dealing with crisis situations such as suicidal behaviour, self-harm, panic attacks and acute psychotic behaviour;
- recognising the signs and symptoms of common mental health problems including depression, anxiety disorders, psychosis and substance use disorders;
- Where and how to get help;
- Self-help strategies.

The tutor is Aware NI

Date:

10am – 4pm Tues 8th & 15th April – Belfast



Section 7 : BUILDING YOUR BRANCH

Branch Chairperson Officer Training

The Branch Chairperson plays a key role in leading the branch committee to move the branch forward. It is not just about chairing meetings, it is about strategy, branch assessment and monitoring and developing a strong working relationship with the Branch Secretary. This one day workshop will look at the role as set out in the UNISON Code of Good Branch Practice but explores the skills and competencies to be a leader in the branch. The tutors are Denis Keating, Regional Convenor and Fidelma Carolan, Regional Organiser.

Date:

10am – 3pm Fri 11th May – Belfast

Branch Health & Safety Officer Training

Health and Safety representatives play a key role in workplaces and the number has increased substantially following a resolution by Regional Council to ensure that all stewards are trained. This one day workshop is for Branch Health & Safety Officers to ensure that you are equipped to support them and develop a H&S strategy within your branch. It will explore the role of the H&S Officer, how you fit in with branch structures, how to work with your H&S reps to hold employers to account for safety.

The tutor is Joe Lynch, lay tutor.

Date:

10am – 3pm Fri 11th May – Belfast

Branch Treasurer OLBA Training

This is a one day workshop for all new Branch Treasurers. OLBA is UNISON's web-based accounting package, use of which by branches is required by the rule book. OLBA will help you to keep track of your branch's finances; it will allow you, at the click of a button, to print accounts (and other reports) for your committee meetings and for the branch AGM; and it will allow you to monitor your branch's income and expenditure against the branch budget. The tutor is Barry Lyons, Finance Dept, UNISON HQ.

Date:

10am – 4pm Tues 22nd May - Belfast

Branch Union Learning Rep Training

This is a three day course for all Branch Education Officers and for members who would like to help promote learning within their workplaces. UNISON has a great learning offer for members to support them personally and professionally. You don't have to be a steward to become a Union Learning Rep. The course will look at learning styles, barriers to learning, dyslexia, learning as an organising and recruitment tool and developing learning partnerships with employers. It is accredited by SERC.

Dates:

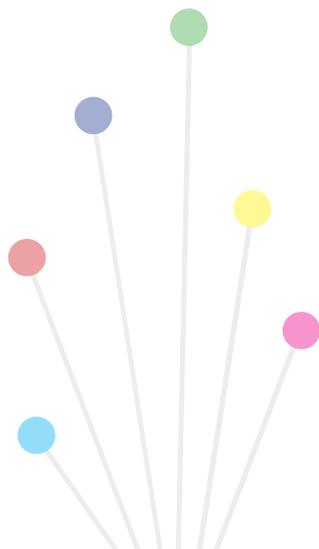
10am – 4pm Thurs 24th May, 7th & 14th June

Data Protection Compliance

EU's General Data Protection Regulation (GDPR) will apply from 25 May 2018, when it supersedes EU member state implementations of the 1995 Data Protection Directive (DPD). This workshop will introduce branch committees to their collective and individual legal responsibilities in relation to the new regulations. It is essential that each branch sends at least one person. It will be delivered by Libby Bates, UNISON HQ.

Date:

10am – 12.30pm Fri 6th April



Finance & the Organised Branch

This course is essential for all branch committee members as there is collective responsibility for ensuring branch finances are managed transparently and within rule. This day will cover a range of topics – including Knowledge of branch finance processes; Budget Planning; Finance Updates; Ensuring your Branch is compliant with UNISON procedures and rules. It will also include the move towards changing funding models from UNISON HQ. The tutor is Pamela Dooley.

Dates:

10am – 3pm Fri 4th May – Belfast;
Fri 5th Oct - Belfast

Media Training

This is a one day workshop (repeated on two days) for activists who currently do or wish to do radio and television interviews. There are only five places available on each day. Participants will get the opportunity to be filmed in a mock interview situation and critique their video. It will explore how to respond to questions from reporters about controversial issues as well as how to craft your message so it is not distorted by the media. The tutor is UNISON National Press Office.

Dates:

10am – 4pm Thurs 26th May – Belfast;
Fri 27th May – Belfast

Promoting Education in Your Branch

Education and lifelong learning is an important benefit which we offer members and is a key recruitment and organising tool for UNISON. There is a substantial investment by branches into the programme and we want to ensure that we are maximising the opportunity for members. This one day workshop is for Branch Education Officers and Union Learning Reps and is a follow up to the ULR training. The tutor is Fidelma Carolan, Regional Organise.

Date:

10am – 3pm Fri 17th August – Belfast

Social Media Training for Branch Committees

This course looks at the rise of Social Media, raising awareness of the dos and don'ts of using social media and how to protect yourself online. Branches are increasingly using social media to communicate with members and promote what we do. However, this can leave branches and individuals open to litigation. It is essential that all those who use social media on behalf of the branch or identify themselves as UNISON activists on personal social media accounts complete this course. It will enable you to fully understand the law and how to protect yourself, your branch and UNISON's reputation. This course will cover the legal framework governing data protection, liability, libel laws using case studies and group discussion. The tutor is Brian McAnoy.

Dates:

10am – 3pm Fri 13th April – Belfast



Section 8 : SUPPORTING YOURSELF AND OTHERS

Bullying – How To Deal With It As Someone Who Experiences It or As A Manager

Bullying in a work environment can cause tremendous emotional distress as well as severely impact on people’s capacity to carry out their role. Employers have a duty of care to employees and there are a number of remedies you can pursue if you believe you are being bullied. For managers it is important to ensure that staff are enabled to work in a supportive environment which maximises their ability to contribute. Sometimes there is a blurred line between performance management and a belief by the staff member that they are being bullied. This course will explore the employer’s duty of care, what constitutes bullying, what remedies are available to someone who is experiencing it and how managers can respond pro-actively. It will be delivered by Barbara Martin, ICTU tutor.

Dates:

10am – 4pm Thurs 20th Sept UNISON Belfast;
Mon 12th March Ballynahinch; Tues 1st May -
Derry; Mon 12th Nov UNISON Belfast

Effective Communication: Strategies for Creating Clarity in the Workplace

This workshop aims to enable members to look at how communication can support engagement with colleagues on a range of issues. Effective and respectful communication can facilitate a positive working environment while communication breakdown can be a source of conflict and stress. This workshop is particularly useful for those who supervise or manage others but is also relevant to those working in any kind of teams e.g. in health, in a school, in a voluntary organisation. It will help participants to understand better how communication works, why it breaks down, the pitfalls of poor communication, how to improve your own communication skills and the assertiveness model for effective communication. It will be delivered by Deirdre Gunn.

Date:

10am – 4pm Tues 17th April UNISON Belfast

English Improvement & IELTS Exam Preparation Class

UNISON offers a weekly class on a Wednesday to those for whom English is not their first language to help support their engagement in workplaces. The general English class (2.30 – 4.30pm) is for those wishing to improve their English speaking and writing. The IELTS exam preparation class (5 – 7pm) is for those who require a level 7 in IELTS typically for NMC or GMC registration. You need to score at least 5 at the assessment to attend. This class is also open to asylum seekers and refugees as part of UNISON’s commitment to supporting inclusion. The class is delivered by Susan Good. Contact Nathalie Donnelly directly to register N.Donnelly@unison.co.uk

Essential Skills English, Maths and Computers

Many people missed out on getting an O Level or GCSE first time round. The five Colleges of Further Education offer free Essential Skills courses which provide qualifications which are comparable to GCSE C grade. Some people undertake them to get a qualification, others so they can help children or grandchildren with homework. The course runs once a week for 15-20 weeks starting in January and September. Contact the College directly to register. The Maths/Numeracy course at Level 2 meets one of the criteria for entry onto the Open University Nursing programme. Some of the Health Trusts are offering classes, contact your local Learning & Development team.



Communicating from the Inside Out

This highly practical, interactive and engaging one day course will provide an insight into communication styles, behaviour and personality traits and develop an understanding of how and why people behave and communicate the way they do. You will learn how to connect with others on a one to one or group basis using a range of techniques around language, physiology and voice. This workshop can support you to engage more effectively with those you work with and those you support in your personal or professional life. The tutor is Gerry Kelly, trainer of NLP.

Dates:

10am – 4pm Fri 23rd Feb; Thurs 1st Nov

UNISON Belfast

Dementia for Carers

This is a four week evening series of workshops for members who are supporting someone in their family or a friend with dementia. It aims to give people a better understanding of dementia, what your loved one is experiencing and how best to support them. It will also cover topics such as legal and finance issues, personal care and wellbeing, communication, coping with stress and what services are available. The programme will be delivered by the Alzheimers Society.

Dates:

6 – 8.30pm Mon 24th Sept, 1st, 8th & 15th Oct

UNISON Belfast

Foundations of Resilience: The Keys to reaching your Potential, at Work and Personally

This one day workshop aims to enhance your confidence, courage, enjoyment and commitment to be true to yourself and take positive action in the workplace by: providing a practical skills step by step tool kit for you to use in and beyond this workshop to identify and support your unique strengths and action, to stop any erosion now, restore your foundations and grow through tough challenges. It will offer you the latest evidence / research on resilience in pictures and words including the science of the brain and voluntary and involuntary nervous system. Giving you examples from real life locally and from other cultures internationally to explore and learn from in small and large group activities and reflection, it invites you to explore and learn together from live situations you face in a safe, challenging and enjoyable way. It will be delivered by Rosie Burrows BACP, SEP, PhD Resilience and Trauma Specialist.

Dates:

10am – 4pm Mon 9th April; Thurs 15th Nov

UNISON Belfast

Interview Skills for Health & Social Care

The Health & Social Care service uses both a competency based and values based interview process. This one day workshop will enable you to understand and convey your skill set within this framework. It will allow you to recognise the skills and knowledge you have, support you to reflect them in an application form and put them across using strong examples in the interview setting. It will cover common pitfalls of applicants and tips for improving your confidence at interviews. While the focus will be on the Health & Social Care service, the workshop will have wider application. It will be delivered by Kevin Clarke, HR in Belfast Trust.

Dates:

10am – 4pm Wed 18th April; Tues 9th Oct

UNISON Belfast



Interview Skills for the Open University Pre-Reg Nursing Programme

Over the past number of years UNISON has been supporting members to access the Open University pre-reg nursing initiative through the provision of the K101 health and social care module and our workshop programme. This workshop will help candidates prepare for the OU pre-reg nursing interview which is very competitive. It will help applicants identify relevant skills and convey them in an interview setting. It will be delivered by Fidelma Carolan, UNISON.

Dates:

Belfast Trust Area – Thurs 22nd March
10am – 12pm & 2 – 4pm UNISON Belfast
SE Trust Area – Mon 26th March 10am – 12pm
Newtownards ; 2 – 4pm Downpatrick
Western Trust Area – Wed 11th April
10am – 12pm UNISON Derry; 2 - 4pm Omagh
Southern Trust Area – Fri 13th April
10am – 12pm Craigavon; 2 – 4pm Newry
Northern Trust Area – Fri 20th April
10am – 12pm Antrim; 2 – 4pm Coleraine

Interview Skills for School Based Staff

Increasingly schools and the Education Authority are using a competency based interview process. This short session will introduce you to writing your application form and translating your experience into positive examples of your skills at interview. It will be delivered by Fidelma Carolan, UNISON.

Dates:

4 – 5.30pm Thurs 22nd March UNISON Belfast;
Mon 26th March Downpatrick; Wed 11th April
Omagh; Fri 13th April 4th – 5.30pm Newry;
Fri 20th April 4 – 5.30pm Coleraine



Keeping Children Safe Online

The session explores safeguarding in the context of young people's lives and their use of social media. It provides an enhanced awareness of offender behaviour, tactics and use of new technology and assists professionals, parents and carers to formulate Prevention and Intervention Strategies to keep children and young people safer.' It will be delivered by Bill Woodside, INEQA.

Date:

6 – 8pm Wed 13th June in UNISON Belfast

Losing a Baby: What do parents want and need? (Open to all)

This event is being run in partnership with SANDS NI, The Stillbirth and Neonatal Death Charity. In Northern Ireland over 3 babies a week are stillborn or die in the first four weeks of life. This experience is traumatic for families and challenging for health professionals. Drawing on her PhD research and work with mothers and fathers who have lost babies to stillbirth and neonatal death, Dr Sam Murphy from the Open University will outline how it can feel to lose a baby before or around the time of birth. She will explore how women and men experience the event and suggest ways in which they can be supported through such a tragic and traumatic event. This is being offered in partnership with UNISON Women's Committee and there will be a voluntary collection for SANDS NI on the night.

Date:

6 – 8pm Wed 18th April UNISON Belfast



Male Infertility - Time to Talk About It

Let's talk about Men. Well more accurately men and their fertility. Since the world began we have focussed on women. They have had all the attention and have also taken the blame when a baby didn't appear. Now it's time to focus on men - men and infertility, men and their part in miscarriage, men's reproductive health as an indication of later onset disease . We have learned a lot in the past 20 years but that's just the tip of the iceberg. This workshop is open to members working in health, counselling or those who are interested in a personal capacity. It will be delivered by Prof Sheen Lewis, QUB & Managing Director of Lewis Fertility Testing.

Date:

6 – 8pm Wed 12th Sept UNISON Belfast

Managing Difficult Conversations

Interaction with other people is a normal day to day activity but how can you most effectively manage more complex scenarios? Shauna Hughes, CEO at EyeChange Consultancy, will share her expertise, equipping delegates to feel more confident about how to conduct and manage difficult conversations. Best practice workplace advice will be explored using, in part, real life scenarios. As a master NLP practitioner, Shauna will explore the use of language and you will learn how to spot when a conversation is heading towards confrontation and how to diffuse the situation using language. Body language cues will also be discussed. It will be delivered by Shauna Hughes, CEO Eye Change Consultancy.

Date:

10am – 4pm Mon 1st Oct UNISON Belfast

Managing Your Time: Getting Stuff Done

We have all been to workshops which promised to show us ways of working faster and more productively. But as we know all too well, these don't really work, or at least not for long. This workshop will instead focus on the underlying principles behind good work habits and how these can enable you to prioritise your work and get things done. Drawing on the ideas of Franklin-Covey and David Allen, this workshop will also identify a number of practical actions that you can take which will support these principles and make you feel like you are in control of your work again. It will be delivered by Helen Evans, Open University.

Date:

10am – 12.30pm Tues 9th Oct UNISON Belfast

Menopause Awareness

When you hear the term menopause do you think hot sweats, night flushes, tiredness, lack of libido, anxiety, insomnia, weight gain, dry skin...? In this evening session Dr Joanne McManus will give participants an overview of menopause and provide accurate, up to date, evidence based information to enable women to make informed choices. She will discuss perimenopausal, menopausal and post-menopausal phases as well as the hormonal changes. Joanne is a Consultant Gynaecologist and specialist in Reproductive Medicine in the Royal Hospitals Belfast. This is being offered in partnership with UNISON Women's Committee and link into wider discussions around the impact of the menopause on women at work.

Date:

6 – 8pm Thurs 12th April UNISON Belfast



Mental Health First Aid

This is a two day course which supports participants to provide help to a person developing a mental health problem or who is in a mental health crisis. It will explore what is meant by mental health/mental ill health; Dealing with crisis situations such as suicidal behaviour, self-harm, panic attacks and acute psychotic behaviour; Recognising the signs and symptoms of common mental health problems including depression, anxiety disorders, psychosis and substance use disorders; Where and how to get help; Self-help strategies. It is targeted at any member working or volunteering in a school, youth organisation, mental health services, hospital or residential setting, but all members are welcome. It will be delivered by Aware NI.

Dates:

10am – 4pm Wed 28th & Thurs 29th Nov UNISON Belfast

Mindfulness – An Introduction

The practice of mindfulness emphasises listening to, observing and acknowledging emotional experiences and enables people to develop a more finely tuned awareness of their inner experiences and to cultivate an improved regulation of their emotional responses. There is a growing research base indicating its efficacy to promote physical, psychological and emotional wellbeing. It has been used to treat a range of problems including the management of mood disorders, chronic pain, arthritis, sleep disturbance, stress, chronic fatigue and professional burnout. It will be delivered by Monique Harte & Greg Kelly, University of Ulster OT Department.

Dates:

10am – 4pm Thurs 22nd Feb; Tues 4th Sept UNISON Belfast

Mindfulness – Advancing Practice

This two day workshop explores the growing evidence base the use of Mindfulness-Based Stress Reduction (MBSR) and Mindfulness-Based Cognitive Therapy (MBCT) in relieving physical pain and emotional suffering. Participants will be supported to begin their own mindfulness practice and to develop their own knowledge and skills of mindfulness based approaches in health care. Participants will be facilitated to skill share and consider strategies for the application of mindfulness within their individual work place. Participants must have completed an introductory mindfulness course to book on this workshop, as it will assume a working knowledge of mindfulness. It will be delivered by Monique Harte and Greg Kelly, University of Ulster OT Department.

Dates:

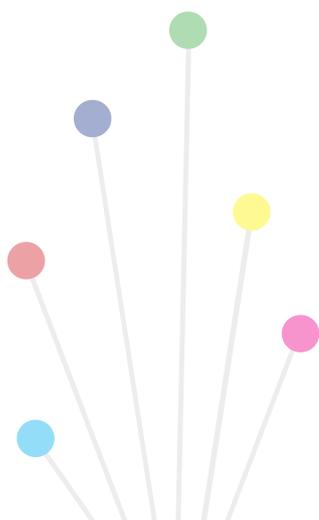
10am – 4pm Tues 20th & 27th Nov UNISON Belfast

Mindfulness - Acceptance & Commitment Therapy (ACT)

Acceptance and Commitment Therapy Training (ACT) helps you to accept what is out of your control and make a commitment to taking positive action to restore your health and vitality. This approach has been used effectively in treating depression, anxiety, chronic pain, substance use, eating disorder and a range of other conditions. It aims to help you combat the suffering caused by avoidance and develop the psychological flexibility to be open to what matters to you. The workshop will provide you with an introduction to ACT and to practice three mindfulness based skills: Defusion – letting go of unhelpful thoughts and beliefs. Acceptance – making room for painful feelings and becoming free from the struggle they cause. Contact – with the present moment experience to develop an attitude of openness. Whilst life will continue to present difficult challenges, we hope this session will equip you for them to have less impact and influence over you. It will be delivered by Monique Harte, University of Ulster OT Department.

Date:

6 – 9pm Thurs 15th March UNISON Belfast



Mindfulness for Pain Management

Physical pain is unavoidable, but meditation practice can ease the mental suffering that often accompanies it. Mindfulness teaches people with chronic pain to be curious about the intensity of their pain, it also teaches individuals to let go of goals and expectations. When you expect something will ease your pain, and it doesn't or not as much as you'd like, your mind goes into alarm- or solution-mode. It's not about achieving a certain goal – like minimising pain – but learning to relate to your pain differently. This workshop will explore some of the theory and techniques around using mindfulness to help manage pain. It will be delivered by Monique Harte, University of Ulster OT Department.

Date:

6 – 9pm Mon 1st Oct UNISON Belfast

Palestine – A Local View

This evening is a unique opportunity to hear from two local UNISON activists who have recently returned from a trip to Palestine. Margaret McKee from the Royal Victoria Hospital and Kevin Hillick from our Down Education branch will share their account of meeting people who are living in the West Bank, the challenges they are facing in their daily lives and a shared experience of conflict. This is being run in partnership with UNISON Global Solidarity Committee.

Date:

6 – 8pm Wed 27th June UNISON Belfast

Planning for Retirement

This one day workshop offers those who are intending to retire the chance in the near future or through ill health to find out about a range of information such as financial planning, benefits advice, volunteering and educational opportunities. It will include input from a selection of Lighthouse Financial Services, Benefits Advisor, University of the 3rd Age, Commissioner for Older People, Volunteer Now, Age NI, Abbey Insurance and Thompsons Solicitors. Members are welcome to bring their partners.

Dates:

10am – 3.30pm Fri 6th April, City Hotel Armagh;
Fri 12th Oct UNISON Belfast

Presentation and Public Speaking Skills

This workshop is designed for people who would like to develop confidence and/or skills in speaking in public situations. It is entirely skills focused and participants will have the opportunity to make a brief presentation (putting what you have learned into practice) and receive feedback in a constructive and safe environment. It is delivered by Helen Evan, Open University.

Date:

10am – 4pm Tues 6th Nov UNISON Belfast

Stress – Supporting Yourself

This one day workshop helps participants identify the triggers for stress and what you can do to recognise and address them. It looks at stress as a health and safety issue in the workplace and how you can have conversations with managers or colleagues about your feelings. It explores effective strategies for minimising the effect of stress and some relaxation techniques. It will be delivered by Deirdre Gunn.

Dates:

10am – 4pm Mon 5th March Cookstown;
Fri 18th May UNISON Belfast; Mon 18th June
Banbridge; Fri 19th Oct Strabane; Mon 10th Dec
UNISON Belfast

Suicide & Self Harm – The Challenge for Front Line Staff

(Open to all)

One of the most challenging issues for paramedic and emergency department staff is dealing with suicide and self harm. In this workshop Open University researchers Kerry Jones and Sharon Mallon will present findings from their research in this area exploring the complex feelings triggered, the experience of patients and the need for self care. This event is targeted at paramedics, emergency department staff, managers and HR professionals with a responsibility for duty of care.

Date:

10am – 12.30pm Fri 27th April – UNISON Belfast

Suicide Awareness & Prevention

This is a one day workshop which aims to give participants an understanding of the issues around suicide, why people consider it, risk factors, why someone may not ask for help, how to communicate safely with someone at risk; and support networks. This is open to any member who has an interest from a professional or personal perspective. It is delivered by PIPS, Belfast.

Date:

9.30am – 4pm Mon 17th Sept UNISON Belfast

Understanding Islam

(Open to all)

Members of the Muslim community make up 0.2% of the Northern Ireland population but experience a disproportionate amount of prejudice. Many newcomers from that community work in health and social care professions. Media portrayal of the Islamic faith is often set only in the context of global unrest. This workshop describes how Islam is both a religion and a peaceful way of life, to allow people from a diverse society to understand the meaning of Islam and Muslims and to dispel common myths and misconceptions. It will be delivered by Brenda Skillen, NI Muslim Family Association. This is being run in partnership with our Black & Migrant Workers group and is open to all.

Date:

6 – 8pm Thurs 12th April UNISON Belfast

Understanding The Assembly

Despite the current political stalemate, we are offering this opportunity to find out about our official seat of regional government. The Assembly is where decisions are taken on issues such as health, education, welfare reductions and transport, which affect all of our lives. This workshop provides participants with an understanding of the workings of the Assembly, its committees and structures. It will explore topics such as voting, petition of concern, the stages a Bill goes through before becoming law. Developing a better knowledge of this will enable people to engage in the democratic process and understand how to lobby to affect positive change. It will include a tour of Parliament Buildings and be delivered by the Assembly Education Team.

Dates:

10am – 12.30pm Thurs 3rd May; Tues 16th Oct in Parliament Buildings, Stormont



0808 808 8000



Section 9 : SUPPORTING YOU IN YOUR JOB ROLE

You are also welcome to attend if these are relevant to you personally or as a volunteer

Acute Head Injury: Recognition and Early Management

This workshop will cover the pathology of the most common head injuries admitted to hospital wards. Key aspects of acute and emergency management will be discussed. The second half of the workshop will focus on how to accurately perform and record neurological observations. Under national guidelines neurological observation should only be performed by registered health care practitioners, however unregistered staff are welcome to attend. It may also be of interest to those working in home care or day care who are looking after clients with head injuries. It will be delivered by Colin Williamson, Head Injury Liaison Nurse.

Date:

2 – 4.30pm Thurs 13th Sept UNISON Belfast

Anaphylaxis

Anaphylaxis is the most severe form of allergic reaction. It is life threatening and requires immediate first aid and emergency medical assistance. Topics covered will include definition of anaphylaxis; Identifying triggers; recognition and treatment of severe allergic reaction; life threatening issues associated with anaphylaxis; when to call for help; treatment and essential communication. This course is suitable for healthcare professionals who are involved in administering medications as well as those in a high risk environment where such medication is available. It will be delivered by Shirley Johnston, nurse educator and Open University Practice Tutor.

Date:

6 – 9pm Thurs 15th March UNISON Belfast

Autism - Fundamentals

This workshop will be run over two evenings and offers a basic knowledge and understanding of the main features associated with Autism Spectrum Disorder (ASD). Participants will acquire a fundamental understanding of the main features associated with ASD, using and understanding language, the importance of routine, appreciation of sensory issues and adaptations which may be of help. It is of particular relevance to members in schools and youth settings but may be of interest to parents and volunteers. It will be delivered by Autism NI.

Date:

6 – 9pm Wed 23rd & 30th May UNISON Belfast

Autism - Mental Health & Anxiety Mgt for Children & Young People

Anxiety is one of the biggest challenges facing young people with autism, their families and their school. Many young people can experience anxiety in all areas of their lives, school, family, and social life, and it may compound the difficulties they experience when communicating, interacting socially, and controlling their emotions. Managing Anxiety explains a range of different types of strategies that can help manage anxiety in school and home, and takes into consideration the different roles people play in a child's or young person's life: parent, sibling and teacher. This training session will provide participants with information on common mental health challenges that people with autism can experience. There will be a particular emphasis on the experience of anxiety, this will include depression, anxiety disorders and cognitive strategies to help manage anxiety. It will be delivered by Fiona McCaffrey, Middletown Centre for Autism.

Dates:

10am – 3pm Tues 8th May; Fri 7th Dec UNISON Belfast

Autism - Positive Behaviour Support for Children & Young People

Children and young people with autism can experience high levels of anxiety and stress and this often results in distressed behaviours. Responding effectively to behaviour remains a concern for professionals working within education. Early intervention and planning is important to ensure that children have an array of proactive strategies to defuse rather than escalate a difficult situation. This workshop will explore how core features can influence behaviour and the benefits of Behaviour Support Plans. It will be delivered by Frances O'Neill/Majella Nugent, Middletown Centre for Autism.

Date:

10am – 3pm Tues 8th May UNISON Derry

Autism - Relationships and Sexuality Education for Young People

This session will examine the impact of adolescence on young people with autism. Participants will be shown how to incorporate behavioural interventions with visual strategies to help teenagers with autism cope with some of the typical issues of adolescence. The training will provide practical strategies that educational professionals may use to support teenagers with autism. It will also focus on the delivery of sex and relationships education for students with autism. It will be delivered by Majella Nugent, Middletown Centre for Autism.

Date:

10am – 3pm Fri 5th Oct UNISON Belfast

Autism – Sensory Processing

This training session will examine the sensory processing difficulties frequently associated with ASD and will demonstrate how these deficits impact upon learning, play, social interactions and behaviour in the school environment. The training will be divided into the following areas: Sensory processing difficulties associated with ASD; the impact of sensory processing on learning, play, social interactions and behaviour; Strategies to address sensory processing issues in the school environment and other contexts. The training session will consist of a combination of presentations, practical activities and case study discussions and will be delivered by Jill McCanney, Middletown Centre for Autism.

Dates:

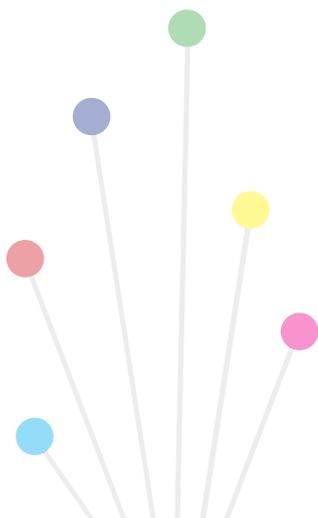
10am – 3pm Fri 16th Nov UNISON Belfast

Bereavement – Dealing with Grief and Loss

Many of our members, particularly in home care, daycare, residential settings and special needs schools, develop a relationship with clients and pupils. The aim of this half day session is to provide participants with an awareness of grief and its impact on ourselves and others; an understanding of the theories of loss grief and bereavement; an increased awareness of how they could apply theories of loss grief and bereavement to practice when working with those facing loss, grief and bereavement; an awareness of the range of human responses to loss grief and bereavement and an overview of strategies they could employ to support those living with loss grief and bereavement. It may also be useful for managers to support staff who have experienced bereavement. It will be delivered by Loretta Gribben, Public Health Agency.

Date:

Date: 1.30 – 4.30pm Thurs 10th May UNISON Belfast



Caring for Older People

The care of older people is a complex and skilled. Carers in both hospital and community settings need to be knowledgeable, flexible and positive in their interventions. It is essential to underpin this holistic approach with an insight into the relationships between the client's individual needs and the attitudes and resources that currently exist within Northern Ireland. The workshop objectives are based on the idea that care of older people needs to be holistic with more insight into the concept of the ageing as defined within the 21st Century. This course is suitable for any healthcare professional who is involved in meeting the full range of needs of older people in a variety of care settings. It will be delivered by Shirley Johnston, nurse educator and Open University Practice Tutor.

Date:

Date: 10am – 4pm Thurs 20th Sept
UNISON Belfast

Care of the Patient on Oxygen Therapy

Oxygen therapy can save lives. On-going assessment and evaluation must be continually carried out to ensure treatment is safe and effective. This workshop will outline when oxygen therapy might be used, the delivery methods applicable to varying patient groups, identify appropriate saturation ranges, and identify the practical care required for the patient on Oxygen therapy. It will be delivered by Shirley Johnston, nurse educator and Open University Practice Tutor.

Date:

2 – 5pm Wed 13th June UNISON Belfast



Care of the Patient with a Gastrostomy Tube

The placement of a gastrostomy tube is considered to be a safe and effective intervention in the management of nutrition and hydration conditions. Health care providers play an active role in caring for and managing patients with a gastrostomy. This workshop will explore the basic nursing care required, and how to prevent and manage common complications. It will be delivered by Shirley Johnston, nurse educator and Open University Practice Tutor.

Dates:

6pm – 9pm Wed 13th June UNISON Belfast

Clinical Effectiveness for Nurses & Midwives

This workshop will invite participants to explore how to keep personal practice safe through the lens of clinical effectiveness. It will cover what clinical effectiveness is and what it means to nurses in a very busy clinical environment versus what it means to the manager/organisation. Participants will discuss the enablers and barriers to clinical effectiveness, why it's important, identify the structures and processes available to nurses for safe practice and how clinical effectiveness impacts on our patients. It will be delivered by Shirley Johnston nurse educator and Open University Practice Tutor.

Date:

10am – 4pm Wed 31st Oct UNISON Belfast

Contenance Awareness

This workshop is aimed at home care workers, health care assistants and care assistants and will present an introduction to continence, what causes incontinence, how it impacts on people differently, good skin care and the types of aids and products are available. It will be delivered by Janice Matthews, Tena Nurse Advisor.

Dates:

2 – 4pm Thurs 19th April Derry; 11am – 1pm
Thurs 7th June Enniskillen; 2pm – 4pm Tues 18th
Sept Lisburn; 11am – 1pm Wed 3rd Oct Newry

Delirium

This half day introductory course is for all staff working in Health and Social Care including nurses, AHP, Health Care Assistants. Delirium is a deterioration in mental functioning, which is triggered by an acute illness of the body or the brain, intoxication or drug abuse. Delirium creates problems for health care professionals because it is complex to diagnose and care for. Good management of delirium requires knowledge of mental status assessment and awareness of the medical and environmental factors that may be involved. This course will look at what is and what is not delirium, impact of delirium, risk factors associated with delirium, prevention and assessment. It will be delivered by Nichola Cullen, Public Health Agency.

Date:

10am – 12.30pm Tues 27th Feb UNISON Belfast

Dementia – An Introduction

There are a growing number of people living with dementia and this is recognised as a major social, economic and health care challenge. In Northern Ireland it is estimated there are over 21,000 people living with dementia. Learning how to best respond to someone with dementia is essential for all health & social care staff and family carers. Understanding dementia should improve the quality of the health and social care interaction as well as care received by a person living with dementia. This course will highlight what is meant by the term dementia, understanding conditions that cause dementia, know why receiving a diagnosis is important, recognise that each individual is unique, as well as touching on issues such as communication, behaviour, stress and distress. The workshop supports the outcomes of the Dementia Learning & Development Framework. It will be delivered by Dr Una Lynch from Sonrisa Solutions Ltd., qualified nurse, midwife and health visitor for over thirty years who has worked in academia, policy and practice.

Dates:

10am – 12.30pm Mon 19th Feb UNISON Belfast;
2 – 4.30pm Thurs 7th June in UNISON Derry

Dementia – Understanding Stress and Distress

This training will help you to understand what we mean by stress and distress, identify the factors which can contribute to people with dementia feeling stressed or/and distressed and improve your skills in working with people who experience this. It will cover understanding behaviour as a means of communication of needs & identifying those needs; the impact of changes in the brain and the environment on behaviour; recognise the social and emotional needs of people with dementia; Identify the triggers for distressed behaviour; developing strategies and interventions for distressed clients. The workshop supports the outcomes of the Dementia Learning & Development Framework. It will be delivered by Dr Una Lynch from Sonrisa Solutions Ltd., qualified nurse, midwife and health visitor for over thirty years who has worked in academia, policy and practice.

Dates:

10am – 4pm Thurs 3th May UNISON Belfast;
Tues 6th Nov in UNISON Derry

Dementia – Understanding Pain

Recognising the signs and pain assessment for a person living with dementia behavioural changes can be one of the key indicators of potential pain, a person living with dementia who cannot self-express pain verbally may exhibit behaviours that could be interpreted as behavioural and psychological symptoms of dementia (BPSD) or may actually be a means of communication. This will explore pain in a person living with dementia, potential signs and assessment using a validated assessment tool; and how we can potentially reduce distress through effective assessment and management of pain. The workshop supports the outcomes of the Dementia Learning & Development Framework. It will be delivered by Shauna Rooney, Four Seasons Healthcare.

Date:

10am – 12.30pm Wed 20th June;
Tues 20th Nov UNISON Belfast

Dignity – Putting It at the Heart of Health & Social Care

“Treat people as individuals and uphold their dignity” (NMC & NISCC Code). Improve your practice by developing your ability to articulate how what you do contributes to and upholds the dignity of the people with whom you are working. Dignity is at the heart of effective health and social care. But what does dignity mean? How does dignity relate to human rights obligations? People can identify with the notion of dignity and can tell when their dignity has been violated. Dignity is however notoriously difficult to articulate. And when health systems fail – an inability to uphold to dignity is usually at the centre. If a practitioner can’t describe or explain what dignity means it is difficult if not impossible to ‘uphold dignity’. This training programme provides participants with a deep understanding of dignity. It begins with an historical overview of philosophical approaches to dignity. It examines the reasons why it is accepted that all people, including their dead bodies should be treated with dignity. The training is very participative and draws on real life scenarios and situations. It will be delivered by Dr Una Lynch.

Date:

1.30 – 4pm Tues 19th June; 10am – 12.30pm Thurs 8th Nov UNISON Belfast

Human Biology Exam Revision

This workshop is for Open University students on the Nursing Programme or who are members undertaking the Human Biology module in their own time. It will cover the key areas and support your revision and exam preparation. It will be delivered by OU staff tutors.

Date:

TBC UNISON Belfast

K101 – Introduction to Health & Social Care Open University Level 4

This is an 8 month course which UNISON offers in partnership with HSC Trusts (Oct – June). Participants get paid release (at line manager’s discretion) and access to a bespoke study skills programme with additional face to face tutorials. It awards 60 credits at Level 4. Previous participants have included health care assistants, home care, admin, cleaners, labs, catering and support workers. The module covers four areas – it paints a broad picture of care in the UK, ranging from the caring within families, to primary health care, acute care in hospitals and social care in the community; it explores the impact of care needs and care services on people’s sense of identity and self-worth; it considers the settings in which care takes place and is managed; it examines how care can go wrong and what individuals can do to try to prevent this. Assignments must be submitted online and access to a computer is required. It is a compulsory module on the Open University pre-reg nursing programme, BSc Health & Social Care, BSc Health Sciences and BSc Social Work. Recruitment for this course takes place in April/ May but you can express an interest prior to that to receive notification when applications become available. Email your details to EducationNI@unison.co.uk.

Managing an Infection Outbreak in a Nursing Home

The occurrence of outbreaks of infection in community settings varies greatly. In many outbreak situations or where there is increased potential for spread, it is necessary for further action to be taken. This workshop will explore the general principles used in managing effectively outbreaks in community nursing and residential homes. It will be delivered by Shirley Johnston nurse educator and Open University Practice Tutor.

Date:

10am – 4pm Thurs 11th Oct UNISON Belfast

Medications – The Importance of Accuracy in Administration

This workshop is for those who have responsibility for administering medication in acute, residential or home settings. It will explore the overarching policies and supporting legal documents which safeguard the patient and professional. Participants will have the opportunity to discuss case studies and learn from situations where there was poor medicine management. The workshop will highlight the five rights of medicine management and basic drug calculations. It will be delivered by Shirley Johnston, Nurse educator and Open University Associate Lecturer.

Date:

2 – 5pm Thurs 15th March UNISON Belfast

NISCC Registered Private Sector Members – Understanding Your Terms and Conditions, the NISCC Code and Implications for Practice

This is a workshop for those NISCC registered members in the private and independent sector. Many staff are on zero hours contracts, minimum wage and statutory benefits. This workshop will cover what your legal entitlements are in relation to pay, travel, shift patterns, holidays, sick leave. It will also outline the importance of your responsibilities to work within the NISCC Code of Conduct to keep your practice safe and protect those in your care. It will be delivered by Joe Lynch, UNISON Rep.

Dates:

6 – 8pm Mon 12th Feb; 2 – 4pm Thurs 15th March; 6 – 8pm Mon 8th Oct; 2 – 4pm Wed 21st Nov
UNISON Belfast

NISCC – ‘Delivering on Standards – A Shared Responsibility’ (Open to all)

This seminar is aimed at managers in statutory, private and third sector organisations who employ staff who are regulated by the Northern Ireland Social Care Council. It will cover issues such as thresholds for reporting, employer compliance with the raising concerns guidance, an overview of trends and patterns of reported incidents and support for maintaining standards of care. This event is run jointly by UNISON and NISCC and is open to all.

Date:

10am – 12.30pm Tues 17th April UNISON Belfast

Nursing & Midwifery Council (NMC) Professional Accountability and Record Keeping

Although accountability is often perceived as being something to do with blame it is better defined as being able to account for one's actions. However, a practitioner may also be responsible for the actions of another if care was delegated inappropriately. This study day will examine the ways in which health care staff may be asked to justify their decisions. It will include discussion on maintaining good electronic and hard copy records, understanding Data Protection, Freedom of Information and policy. The day will also orientate participants to NMC regulation and explain Fitness to Practice proceedings. It is targeted at nurses. Dr Jane Wright who has a background in Nurse Education and currently advises and represents professionals who come to the attention of their professional regulator.

Date:

1.30 – 4pm Fri 23rd Feb; Thurs 8th Nov UNISON Belfast

Palliative Care – An Introduction

This half day workshop is open to all members but will be of particular relevance to members working in homecare, care homes and hospital settings. It seeks to develop the knowledge, understanding and application of palliative care principles across a variety of care settings - community, care homes and hospital. By its nature palliative care encompasses physical, psychological, social and spiritual aspects of care to patients and their families. Linking these aspects to care delivery, the workshop will encourage those delivering care to reflect on current practice, and suggest ways in which future palliative care practice could be enhanced. It will be delivered by NI Hospice.

Date:

10am – 12.30pm Thurs 10th May UNISON Belfast

Palliative Care Emergencies

This half day session is targeted at nurse and student nurse members. The workshop focuses not only situations that are imminently life threatening, but also on those that could result in impaired quality of life for the remainder of the person's life. These can include issues such as malignant spinal cord compression, superior vena cava obstruction, hypercalcaemia, neutropaenic sepsis, haemorrhage, seizures and pathological fractures. At the end of the workshop participants will be able to recognise a palliative care emergency and identify the appropriate person centred care and treatment of the conditions. It will be delivered by the NI Hospice.

Date:

10am – 12.30pm Thurs 1st Nov UNISON Belfast

Palliative Care - Pain Assessment & Management

The aim of this half day session is to enable participants to develop their understanding and skills in assessment and management of pain in patients with advanced progressive life limiting illness. It is open to all staff who engage with patients in receipt of end of life care in acute, care home and home care settings. The session will be delivered by NI Hospice.

Date:

1.30pm – 4pm Mon 8th Oct UNISON Belfast

Palliative Care - Symptom Management

This half day session aims to provide participants with an understanding of holistic palliative care to clients and patients with a life limited progressive illness. It aims to equip health care professionals with the knowledge and understanding of symptom management in palliative and end of life care; and the provision of physical, psychological, spiritual and social support in order to provide person centred care and to achieve the best quality of life for patients / clients and their families. The session will be delivered by the NI Hospice.

Dates:

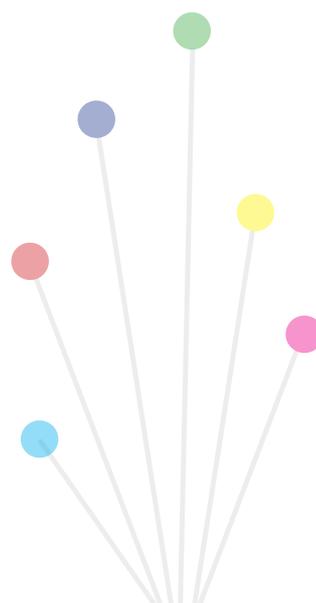
10am – 12.30pm Mon 8th Oct UNISON Belfast

Palliative Care - Talking about Death

"People who are dying do not take on the persona of someone else, but die as themselves" (Death and Dying, OU). Quality of communication can define the experience of death, yet it appears to present many challenges. Taboos, language, traditions and expectations are a few of the issues which may shape an individual's experience at the end of life. This session will explore how we communicate with people who are approaching the end of their life, and provide an opportunity to share our understanding and perspectives on this normal, but extraordinary, experience. It will be delivered by Aine MacNamara, Open University.

Date:

10am – 12.30pm Tues 19th June UNISON Belfast



Palliative Care – The Importance of Nutrition

Good nutrition is important in caring for patients with life-limiting illness, not only for meeting the body's physical requirements but also because of its associated social, cultural and psychological benefits. Appropriate nutrition and hydration is very important for those in receipt of palliative care. Needs can change as disease progresses and can impact on symptoms. This workshop will cover best practice in relation to nutrition and hydration and also explore how the relationship with food for those at end of life and their families changes. This is particularly relevant to catering staff working in hospital and residential settings, home care workers as well as care staff, nurses and AHPs. It will be delivered by Corrina Grimes, Dietician, Public Health Agency.

Dates:

10am – 12.30pm Thurs 24th May UNISON Belfast

Palliative Care – Total Pain

This workshop will explore the impact of psychological and physical pain on those who are at end of life. The session will give participants an understanding of the concept of Total Pain; an increased awareness of the need to adopt a systematic whole person approach to total pain assessment and management and using a case study - the application of the knowledge of total pain by MDT in managing patient symptoms. It will be delivered by Loretta Gribben, Public Health Agency.

Dates:

10am – 12.30pm Thurs 22nd Nov UNISON Belfast



Revalidation and Reflective Practice for Nurses & Midwives

The NMC now requires all registered nurses and midwives to undertake revalidation on a phased basis. This workshop will prepare you for revalidation, by explaining the procedure, the requirements and how you can ensure you comply. It will cover completing the relevant documentation, for example, reflective pieces of work as well as presenting your portfolio of evidence. It is only relevant to nurses and midwives. The workshops will be delivered by Dr Jane Wright, nurse educator.

Date:

2pm – 4.30pm Mon 26th Feb UNISON Belfast

RQIA - Understanding Registration, Inspection and Enforcement

(Open to all)

This session will give participants an overview of categories of care, an insight into how analysis of information and intelligence informs the RQIA inspection process. It will present an overview of enforcement and thresholds for intervention. It will be delivered by Kathy Fodey, Director of Regulation and Nursing RQIA and is open to all.

Date:

11am – 12.30pm on Monday 23rd April in UNISON Belfast

Self Harm and Young People

This evening workshop is open to members who wish to come in a personal or professional capacity. In 2014/15 there were 8,453 self-harm presentations to Emergency Departments (ED) in Northern Ireland and this does not reflect the total incidence of self harm. This session seeks to enable people to understand self harm and provide support for young people who are at risk. It will explore the What is self harm? Why do young people self harm? What can be done? It will be delivered by Rosemary Risk, Lecturer in Occupational Therapy, Ulster University.

Date:

6 – 9pm Wed 28th Feb UNISON Belfast

Sepsis – Recognising and Managing It

Sepsis is a common and potentially life-threatening condition triggered by an infection. If not treated quickly, sepsis can eventually lead to multiple organ failure and death. This workshop will focus on identifying early signs and symptoms and current management strategies for sepsis. It is targeted at nurses, AHPs and health care assistants but open to any member. It will be delivered by Aine MacNamara, staff tutor with the Open University.

Date:

1.30pm – 4.30pm Thurs 7th June UNISON Belfast

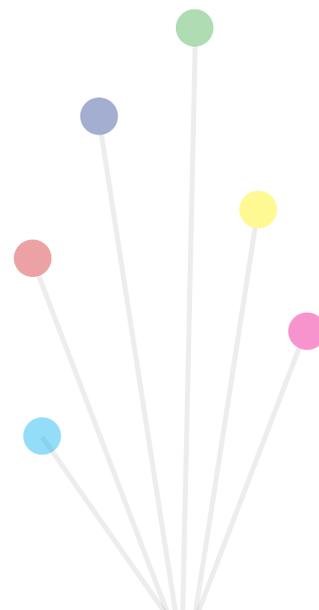
Spiritual Dimensions of Care

(Open to all)

This one day event is being run in partnership with the NI Hospice and is open to non members. The workshop is for any health care worker and other related personnel eg chaplains, volunteer hospital visitors. The programme aims to raise awareness about the concept of spiritual care, equip participants with an understanding of how to recognise and identify patient's spiritual needs. It will also help participants become more aware of resources available in healthcare settings in relation to religious faiths and Spiritual needs It will be delivered by Fiona Timmins, Associate Professor at the School of Nursing and Midwifery, Trinity College Dublin. She has more than 128 publications in peer-reviewed journals and has written/co authored 10 nursing textbooks.

Dates:

10am – 4pm Mon 16th April NI Hospice Education Centre



Stoma Care – Promoting Good Practice

An increasing number of people in residential, home and acute settings are managing stomas. This workshop aims to give those who work with patients/clients with stomas a firm base on which to develop practice required for managing the complex needs of these patients. The workshop will look at different types of stomas, understanding the needs for different appliances, reasons for stoma formation, good skin management as well as problem solving and the impact of diet and lifestyle. We welcome care staff, support workers, nurses, AHPs, home care and classroom assistants. It will be delivered by Maggie Ferguson, Stoma Nurse, Sangers.

Dates:

6 – 8pm Thurs 22nd Feb; Mon 1st Oct

UNISON Belfast

Supporting Transgender Young People in School & Youth Settings

(Open to all)

This half day workshop is being run in partnership with UNISON LGBT to celebrate LGBT Awareness Week and is open to non members. It is targeted at youth workers, educational welfare officers, social workers but open to all. Families with trans children can find many barriers to education. Anxiety and trepidation can affect the young person, the family and also the teaching and support staff tasked with supporting the individual. Guidance developed by SAIL, Genderjam and Youthnet promote good practice in smoothing the transition of young people attending schools or youth organisations. This workshop will give an overview of trans, duty of care obligations and discuss how environments can be more trans inclusive. It will be delivered by SAIL/Genderjam.

Date:

10am – 12.30pm Wed 16th May UNISON Belfast



Using Creativity Therapeutically with Children & Young People

This workshop offers an opportunity through experiential learning to explore the use of creative interventions for children who have experienced trauma including abuse. The day will consist of opportunities to use your creativity using different mediums, art, narrative, music, puppets, clay etc. in helping children communicate. The day will demand all participants to be actively involved and no one need worry about their artistic skills since it is the experience that matters. Time will be given to outline creative group therapy techniques for teenage girl survivors of sexual abuse. It will be delivered by Rosemary Risk, Lecturer in Occupational Therapy, Ulster University.

Date:

10am – 4pm Mon 19th Nov UNISON Belfast

Wound Care – An Introduction

This workshop is aimed at nurses and midwives. It will cover a range of topics around wound care including wound aetiology and healing, factors affecting wound healing, wound infection, wound pain, assessment and management principles. It will be delivered by Jennifer Mullan, Tissue Viability Nurse, Western Trust.

Date:

10am – 12.30pm Thursday 5th April in UNISON Derry

Wound Care – Assessment, Diagnosis and Management of Leg Ulcers

This one day workshop will cover a range of topics including epidemiology, impact and costs of leg ulcers, underlying aetiology of leg ulcers, principles of assessing a patient with a leg ulcer, compression therapy and bandaging. It is part of the Tissue Viability Leading Change Competency Based Learning Programme which has been developed with the Huddersfield University. It will be delivered by Tissue Viability Nurse, Urgo Medical.

Date:

10am – 4pm Fri 20th April UNISON Belfast

Wound Care – Pressure Ulcer Prevention and Management

This one day workshop will cover a range of topics including how pressure ulcers develop, identifying patients/clients at risk, assessing a patient's skin, formulating a management plan, categorising pressure damage, documenting, reporting and root cause analysis. It is part of the Tissue Viability Leading Change Competency Based Learning Programme which has been developed with the Huddersfield University. It will be delivered by Tissue Viability Nurse, Urgo Medical.

Date:

10am – 4pm Mon 3rd Sept UNISON Belfast

Wound Care - Pressure Ulcer Prevention For Home Care, Care Assistants & Nursing Auxiliaries

This workshop is aimed at home care workers, care assistants, student nurses, AHPs and nursing auxiliaries. Pressure Ulcers are preventable and care staff have a crucial role to play in protecting those in your care from considerable pain and in worse case scenarios amputation. This session will cover how pressure ulcers develop, identifying patients/clients at risk, assessing a patient's skin and how to prevent them. It will be delivered by Jennifer Mullan, Tissue Viability Nurse, Western Trust.

Date:

2 – 4pm Thurs 7th June Enniskillen;
Thurs 21st June UNISON Derry;
6 – 8pm Wed 3rd Oct Enniskillen

Wound Care – Assessment and Management

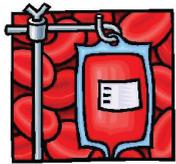
This is a one day workshop which will cover a range of topics around wound care including wound aetiology and healing, factors affecting wound healing, wound infection, wound pain, assessment and management principles. It is part of the Tissue Viability Leading Change Competency Based Learning Programme which has been developed with the Huddersfield University. It will be delivered by Tissue Viability Nurse Urgo Medical.

Date:

10am – 4pm Mon 5th Nov UNISON Belfast

GIVE BLOOD, SAVE LIVES

1000 UNITS
USED EACH WEEK

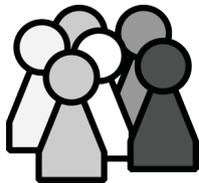


TRANSFUSED WITHIN
3 TO 4 DAYS

94%

OF ELIGIBLE
POPULATION
DON'T
DONATE

150
NEW DONORS



NEEDED
EACH
WEEK

500 patients in Northern Ireland need blood or blood products every week. This could be a child with leukaemia, a mother during childbirth, a person undergoing surgery, a person with cancer, or someone involved in an accident.

The complete blood donation process only takes about 45 minutes. We hold almost 800 sessions at 220 locations and the procedure is completely safe, as all equipment is sterile and only used once.

You can become a donor:

- If you are between 17 and 65 years of age.
- If you weigh at least 50kg (just under 8 stone).
- If you are in good health.

GIVE  **BLOOD**
Save Lives



Northern Ireland
Blood Transfusion Service

Text BLOOD to 60081 - Visit www.nibts.org - Call 08085 534 666

EDUCATIONAL GRANTS & LEARNING BURSARIES

UNISON wants to help members realise their potential.

We offer financial support to members taking part in various educational and learning opportunities, as well as learning discounts from a number of providers.

The number of grants is limited and they are awarded on a first come, first served, basis. You can download the relevant application form at

learning.unison.org.uk/financial-support

Open University Awards

Open University awards are available to UNISON members undertaking 30 and 60 point Open University courses up to and including undergraduate level at their own expense. Awards are made as follows:

- 60 point courses: £200
- 30 point courses: £100

You may also qualify for a full or partial grant from Student Finance NI if your household income is below approx £22,000. Open University courses are also now eligible for student loan applications.

Trade Union and Labour Movement or Women's Studies grants

Members studying these subjects can apply for the following:

- Certificate or Diploma grants of up to £300 towards fees for members on Trade Union and Labour Movement or Women's Studies courses
- Bachelor or Masters Degree study: substantial grants for union reps studying Trade Union and Labour Movement or Women's Studies degrees

Grants for School Support Staff

To help you get on at work and develop your career, UNISON is offering personal learning development grants for members who are school support staff. A limited number of awards of up to £300 each are being offered to help towards course fees.

Learning grants

These grants of up to £100 are intended to help members studying at levels up to and including undergraduate at their own expense on the following types of courses:

- Trade Union and Labour Studies (where an applicant has not received a bursary)
- non-vocational education up to and including undergraduate level (e.g. GCSE maths or English)
- vocational education relevant to public service work up to and including undergraduate level

Grants for Personal Care Assistants

To help you get on at work and develop your career, UNISON is offering personal learning development grants for:

- members who provide personal care in private or charity run/voluntary aided homes or individuals' own homes

A limited number of awards of up to £300 each are being offered to help towards course fees.

Learning discounts for UNISON members

Members can get fee discounts for distance learning from:

- [The Open University](#) – 10% discount on a range of modules
- [National Extension College](#) – 10% discount on all NEC courses, including GCSEs, A-levels, and vocational courses
- [CILEx Law School](#) – 5% discount on law courses (excluding legal practice course or postgraduate Diploma in Law)
- [The Open College of the Arts](#) – £50 off OCA tutored arts and craft courses for UNISON members and their families



Some Other **UNISON** Member Benefits

benefits.unison.org.uk

You will need to quote your membership number – which you can get from our Belfast office **028 90270190**

- Advice and representation on all workplace issues
- Legal services including employment, personal injury and non work related
- Free legal will – ring **0800 0857857** and they will send you a form
- 10% discount on some Open University modules **www.open.ac.uk**
- Discount with Abbey Insurance (car, home, holiday) **08000 665544**
- Discounts on travel, eyecare, insurance, mortgages
- A charitable welfare fund and debt advice line on
0800 389 3302 (Monday - Friday 8^{AM} - 8^{AM}, Saturday 9^{AM} - 3^{PM})
- Book and educational study grants
www.unison.org.uk/get-involved/learning-development/financial-support
- Independent financial advice from Lighthouse Financial Services
- Grants for members on low income for school uniforms (June) and winter fuel scheme (Jan)
- Monthly face to face immigration legal advice clinics
Contact **N.Donnelly@unison.co.uk** for an appointment
- Self organised groups – to get regular information and updates
 - Lesbian, gay, bi & trans members – contact Fidelma
F.Carolan@unison.co.uk
 - Black & migrant worker members – contact Nathalie
N.Donnelly@unison.co.uk

UNISON in Northern Ireland has 40,000 members across health and social care, education and the community/voluntary sector and 1.3 million members across the UK

Not yet in **UNISON** ring **028 9027 0190** for a form or join online
www.unison.org.uk/join

UNISON College Application Form

NAME	
HOME ADDRESS	
POST CODE	
EMAIL (S)	
MEMBERSHIP NUMBER OR NATIONAL INSURANCE NUMBER	MEMBERSHIP NUMBER :
	NATIONAL INSURANCE :
TELEPHONE NUMBER (S)	
WORKPLACE / EMPLOYER	
JOB ROLE	

Due to the numbers of people booking and not turning up without prior notice, we have incurred significant additional catering costs. Those who book and do not turn up for two courses may not be accommodated for future courses.

I am interested in booking a place on the following courses:

COURSE NAME	DATE

Please return to Education team, UNISON, Galway House, 165 York St, Belfast BT15 1AL, email to educationni@unison.co.uk or you submit an application form online to www.unison-ni.org.uk/education-and-training

All courses are free and refreshments are provided
For information on the course you can email
educationni@unison.co.uk or ring UNISON 028 90270190
and ask for the Education team.

UNISON Northern Ireland
Galway House
165 York Street
Belfast
BT15 1AL

028 9027 0190
www.unison-ni.org.uk



**“Jack’s life was saved
by someone we never
even met.”**

Organ donation. Speak up and save a life.
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