

Annual Education Programme

January - December 2017





A Message to all UNISON Members

UNISON has a long tradition of enabling members to access a range of learning opportunities both as workplace representatives and for personal or professional development. We are delighted to announce that this year we have combined our learning under the brand of UNISON College. The topics cover issues of social justice and equality, as well as clinical practice, leadership and communication. Within our activist base, our programme supports the development of bargainers, competent representatives and advocates for workers' rights. We are passionate that all learning is valuable whether you take it back into your workplace, your community and your family. Our programme is delivered by external tutors and specialists as well as experienced UNISON staff.

A new partnership with the Irish Congress of Trade Unions and South Eastern Regional College enables us to offer accredited training for our stewards. We need to learn new skills and to develop some traditional ones – recruiting, organising, bargaining and treating each other with respect and solidarity. Importantly, we need to work, learn and organise together in the UNISON team, if we are to achieve our ultimate goal – a more just and fair society for all our members and their families.

Our key objectives in this programme remain:-

- Members supported in being active in their Trade Union
- Strong workplace organisation bargaining on behalf of all members who know what's going on
- Members playing a strong part in their communities
- Members developing skills and knowledge to support their role and job progression

We invite you to take advantage of our varied learning offer, get involved and encourage others.

Gabrielle Carton & Denis Keatings (Regional Convenors)



CONTENTS

Section 1 : Organising To Win

- Organising Steward
- Health & Safety
- Organising & Recruitment Workshops
- Organising Around Job Evaluation in the Health Service
- Building For the Future – Partnership Training

Section 2 : Representation and Challenging Discrimination

- Sickness Absence
- Case Representation – Dealing with Grievances and Disciplinarys
- Representing Members at Bullying & Harassment Hearings
- Representing Members Relating to Social Media Breaches
- Mental Health First Aid for Activists
- Employment Anti-Discrimination Law

Section 3 : Campaigning

- Agitating for Political Change
- Developing a Campaign for Change

Section 4 : Bargaining and Promoting Equality

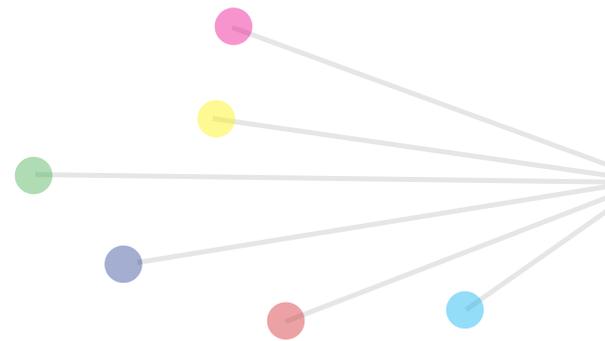
- Negotiation Skills
- Using Equality Laws to Challenge and Win
- Understanding Power and Challenging Sectarianism
- Seminar for Self Organised Groups
- Supporting Members Impacted By Domestic Abuse

Section 5 : Strengthening Branch Structures

- The Effective Chairperson
- Branch Health & Safety Officer Training
- Finance & The Organised Branch
- Branch Treasurer OLBA Training
- Branch Union Learning Rep Training
- Promoting Education in Your Branch
- Branch Welfare Officer Training
- Payplan for Welfare Officers
- Social Media Training for Branch Committees
- Writing Effective Press Releases
- Media Training

Section 6 : Supporting Our Activists

- Mental Health First Aid for Activists
- Resilience for Activists
- Suicide Awareness for Activists



Section 7 : Member Learning

Women's Development Courses

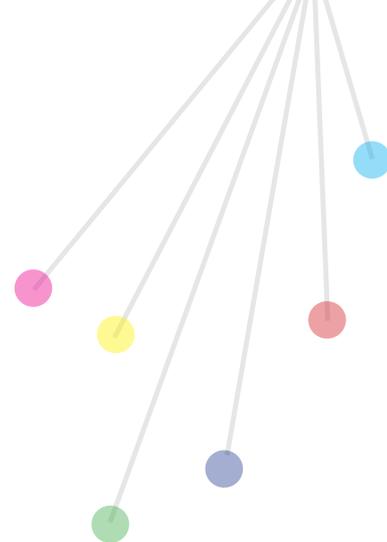
Building Confidence for Women
Pathways
Women's Health & History
Women's Lives

Supporting Yourself & Others

ASIST - Suicide Intervention Training
Bereavement - Dealing with Bereavement of Clients/Residents
Bereavement Awareness for Managers & Supervisors
Bullying - How To Deal with it as Someone Who Experiences IT & as a Manager
English Improvement & IELTS Exam Preparation Class
Everyone Can Be A Leader
Foundations of Personal Resilience
Interview Skills for Health & Social Care
Interview Skills for Open Uni Pre-Reg Nursing Prog
Interview Skills for School Based Staff
Living Will/Advance Care Planning for LGBT People & Partners
Making History
Managing Challenging Conversations
Managing Your Time - Getting Stuff Done
Mental Health First Aid
Mindfulness - Acceptance & Commitment Therapy
Mindfulness - Advancing Practice
Mindfulness - An Introduction
Mindfulness for Pain Management
Planning for Retirement
Presentation and Public Speaking Skills
Refugees at Home and Abroad
Stress - Supporting Yourself
Supporting Staff Through Difficult Times
Supporting Transgender Young People in School & Youth Organisations
Understanding Global Inequality and Social Justice
Understanding Islam
Understanding Power
Understanding The Assembly

Supporting You In Your Job

Anaphylaxis
Autism - Fundamentals
Autism - Mental Health & Anxiety Management
Autism - Positive Behaviour Support
Autism & Post Primary Young People
Caring for a Person on Oxygen Therapy
Caring for a Person with Gastrostomy Tube
Caring for the Older Person



Section 7 : Continued

Clinical Effectiveness for Nurses

Dementia - An Introduction

Dementia - Communicating Compassionately & Effectively

Dementia - Creating Enabling Environments

Dementia - Reminiscence and Life Story Work

Dementia - Supporting Those with a Learning Disability

Dementia - Understanding & Assessing Pain

Dementia - Understanding Delirium

Effective Communication - Creating Clarity in Workplace

Effective Communication in Health Care Settings

Everyone Can Be A Leader

Facial injuries - Psychological impact of facial injury and surgery

Infection - Managing An Infection Outbreak

Infection Control in Theatre Settings

Infection Prevention - What can professionals do?

Learning Disability and Challenging Behaviour

Marie Stopes lecture

Medication Administration - The Importance of Accuracy

NISCC - Home Care / Social Care Workers - Protecting You & Your

Registration

NMC Professional Accountability and Record Keeping

Palliative Care - Symptom Management

Palliative Care - An Introduction

Palliative Care - Pain Assessment & Management

Palliative Care - Talking About Death

Palliative Care & Nutrition

Patient Safety - The Role of the Human Factor

Promoting Good Stoma Care

Revalidation

Role of the Nurse in a Recovery Ward

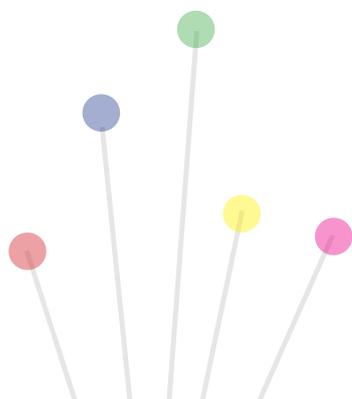
Sepsis

Valuing the Contribution of the Theatre Support Worker

Wound Care - Assessment and Management

Wound Care - Assessment, Diagnosis and Management of Leg Ulcers

Wound Care - Pressure Ulcer Prevention and Management



THE COURSES

JANUARY COURSES

NISCC Training Session – UNISON Branches	2 ^{pm} – 4 ^{pm} Wed. 11 Jan.	UNISON Belfast
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Wed. 18 Jan.	UNISON Belfast
Revalidation	6 ^{pm} – 9 ^{pm} Wed. 18 Jan.	UNISON Belfast
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 9 ^{pm} Thurs. 19 Jan.	Conference Room 3, Drumalane House, Newry
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 23 Jan.	Dunsilly Hotel, Antrim
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	7.30 ^{pm} – 9 ^{pm} Tues. 24 Jan.	Adair Arms Hotel, Ballymena
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 26 Jan.	Lecture Hall, Health Centre, Robinson Site, Ballymoney
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 26 Jan.	Training Room 1, Downshire Hospital, Downpatrick
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	1.30 ^{pm} – 3 ^{pm} Fri. 27 Jan.	Westlands Residential Home, Cookstown
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 30 Jan.	Multi-Discip. Room, Health Centre, Portadown
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 30 Jan.	Oakfield Community Centre, Carrickfergus
Building for the Future: UNISON/Mgmt Partnership Training (Pathways women)	10 ^{am} – 4 ^{pm} Mon. 30 Jan.	UNISON Belfast
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Tues. 31 Jan.	UNISON Derry

FEBRUARY COURSES

NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 2 Feb.	The Lodge Hotel, Coleraine
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 2 Feb.	UNISON Belfast
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 6 Feb.	Mawhinney Hall, Newtownards
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Tues. 7 Feb.	Greenfields Residential Home, Strabane
Revalidation	6 ^{pm} – 9 ^{pm} Tues. 7 Feb.	Ballynahinch
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 9 Feb.	Teaching Room, Behind Bangor Health Centre, Bangor
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 9 Feb.	Boardroom – Moyle Hospital, Larne
Dementia – An Introduction	10 ^{am} – 4 ^{pm} Thurs. 9 Feb.	UNISON Belfast
Revalidation	10.30 ^{am} – 12.30 ^{pm} Fri. 10 Feb.	UNISON Altnagelvin
Revalidation	2 ^{pm} – 4.30 ^{pm} Fri. 10 Feb.	Omagh
Pathways into UNISON residential	12.30 ^{pm} (Fri.) – 3.30 ^{pm} (Sat.) Fri. 10 & Sat. 11 Feb.	Slieve Donard Hotel, Newcastle
Revalidation	10.30 ^{am} – 12.30 ^{pm} Fri. 10 Feb.	UNISON Derry
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 13 Feb.	Doctors Library, Tyrone County Hospital, Omagh

NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 13 Feb.	Conference Room, Main Building, St Luke’s Hospital, Armagh
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 13 Feb.	Training Room, Dalriada Hospital, Ballycastle
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Tues. 14 Feb.	The Meeting Room - Mid Ulster Hospital Magherafelt
Organising Steward 1	10 ^{am} – 4 ^{pm} Wed. 15 – Fri. 17 Feb.	UNISON Belfast
Palliative Care – Talking About Death	9.30 ^{am} – 4 ^{pm} Wed. 15 Feb.	UNISON Belfast
Bereavement – Dealing with Bereavement of Clients/Residents	1.30 ^{pm} – 4 ^{pm} Wed. 15 Feb.	UNISON Belfast
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 16 Feb.	Dungannon
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 16 Feb.	Banbridge
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Thurs. 16 Feb.	Limavady
Social Media Training for Branch Committees	10 ^{am} – 3.30 ^{pm} Fri. 17 Feb.	UNISON Belfast
Health & Safety 1	Mon. 20 – Wed. 22 Feb.	UNISON Belfast
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Tues. 21 Feb.	Lisburn
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Tues. 21 Feb.	Altnagelvin - Derry
Infection Prevention Control	2 ^{pm} – 5 ^{pm} Wed. 22 Feb.	UNISON Belfast
Managing an Infection Outbreak	6 ^{pm} – 9 ^{pm} Wed. 22 Feb.	UNISON Belfast
Mindfulness – Acceptance & Commitment Therapy	6 ^{pm} – 9 ^{pm} Wed. 22 Feb.	UNISON Belfast
Supporting Staff through Difficult Times	10 ^{am} – 4 ^{pm} Thurs. 23 Feb.	UNISON Belfast
Sickness Absence	10 ^{am} – 4 ^{pm} Fri. 24 Feb.	UNISON Belfast
Wound Care – Assessment & Mgmt	10 ^{am} – 4 ^{pm} Mon. 27 Feb.	UNISON Belfast

MARCH COURSES

Stress – Supporting Yourself	10 ^{am} – 4 ^{pm} Thurs. 2 March	Canal Court Hotel, Newry
Effective Communication in Health Care Settings	10 ^{am} – 12.30 ^{pm} Fri. 3 March	UNISON Belfast
Facial Injuries – Psychological Impact of Facial Injury & Surgery	2 ^{pm} – 3.30 ^{pm} Fri. 3 March	Open University, Victoria St Belfast
Dementia – An Introduction	10 ^{am} – 4 ^{pm} Tues. 7 March	UNISON Derry
Mindfulness – An Introduction	10 ^{am} – 4 ^{pm} Tues. 7 March	UNISON Belfast
Dev. Case Rep. Skills	10 ^{am} – 4 ^{pm} Thurs. 9 & Fri. 10 March	UNISON Belfast
Interview Skills for Open Uni Nursing Prog	11 ^{am} – 12.30 ^{pm} Mon. 13 March	Antrim
Interview Skills for Open Uni Nursing Prog	1.30 ^{pm} – 3 ^{pm} Mon. 13 March	Coleraine
Interview Skills for School Based Staff	3.30 ^{pm} – 5.30 ^{pm} Mon. 13 March	Coleraine
Role of a Nurse in a Recovery Ward	9.30 ^{am} – 12.30 ^{pm} Tues. 14 March	UNISON Belfast
Infection Control in Peri-operative Environments	2 ^{pm} – 4 ^{pm} Tues. 14 March	UNISON Belfast
Interview Skills for Open Uni Nursing Prog	11 ^{am} – 12.30 ^{pm} & 1.30 ^{pm} – 3.00 ^{pm} Thurs. 16 March	UNISON Belfast
Interview Skills for School based Staff	3.30 ^{pm} – 5.30 ^{pm} Thurs. 16 March	UNISON Belfast
Bullying at Work	10 ^{am} – 4 ^{pm} Mon. 20 March	Canal Court, Newry
Organising Steward 2	10 ^{am} – 4 ^{pm} 16, 23 & 30 March (3 Fridays)	UNISON Belfast
Organising around Job Evaluation in the NHS	10 ^{am} – 4 ^{pm} Mon. 20 March	UNISON Belfast
NISCC - Home Care/Social Worker Carers – Protecting You & Your Registration	2 ^{pm} – 4 ^{pm} Mon. 20 March	UNISON Belfast
Introduction to Palliative Care	10 ^{am} – 4 ^{pm} Tues. 21 March	UNISON Belfast

Mental Health First Aid for Activists	9.30 ^{am} – 4.30 ^{pm} Tues. 21 & Tues. 28 March	UNISON Belfast
NISCC Home Care/Social Worker Carers – Protecting You & Your Registration	6 ^{pm} – 8 ^{pm} Wed. 22 March	UNISON Belfast
Promoting Good Stoma Care	6 ^{pm} – 8 ^{pm} Wed. 22 March	UNISON Belfast
Autism – Fundamentals	6 ^{pm} – 9 ^{pm} 22 & 29 March (2 Wed's)	UNISON Belfast
Dementia & Learning Disability	10 ^{am} – 4 ^{pm} Thurs. 23 March	UNISON Belfast
Interview Skills for Open Uni Nursing Prog	1.30 ^{pm} – 3 ^{pm} Thurs. 23 March	Newtownards
Interview Skills for School Based Staff	3.30 ^{pm} – 5.30 ^{pm} Thurs. 23 March	Newtownards
Building Confidence for Women	10 ^{am} – 4 ^{pm} Sat. 25 March	Canal Court Hotel, Newry
Interview Skills for Open Uni Nursing Prog	11 ^{am} – 12.30 ^{pm} Thurs. 30 March	Derry
Interview Skills for Open Uni Nursing Prog	1.30 ^{pm} – 3 ^{pm} Thurs. 30 March	Omagh
Interview Skills for School Based Staff	3.30 ^{pm} – 5.30 ^{pm} Thurs. 30 March	Omagh
Health & Safety 2	10 ^{am} – 4 ^{pm} Mon. 27 – Wed. 29 March	UNISON Belfast

APRIL COURSES

Interview Skills for Open Uni Nursing Prog	11 ^{am} – 12.30 ^{pm} Mon. 3 April	Craigavon
Interview Skills for Open Uni Nursing Prog	1.30 ^{pm} – 3 ^{pm} Mon. 3 April	Newry
Interview Skills for School Based Staff	3.30 ^{pm} – 5.30 ^{pm} Mon. 3 April	Newry
Patient Safety – The Role of the Human Factor	10 ^{am} – 12.30 ^{pm} Tues. 4 April	UNISON Belfast
Acute Head Injury: Recognition & Early Management	2 ^{pm} – 5 ^{pm} Tues. 4 April	UNISON Belfast
Caring for a Person on Oxygen Therapy	2 ^{pm} – 5 ^{pm} Wed. 5 April	UNISON Belfast
Caring for a Person with Gastrostomy Tube	6 ^{pm} – 9 ^{pm} Wed. 5 April	UNISON Belfast
Interview Skills for Health & Social Care	10 ^{am} – 4 ^{pm} Thurs. 6 April	UNISON Belfast
Planning for Retirement	10 ^{am} – 3 ^{pm} Fri. 7 April	UNISON Derry
Dementia – Communicating Compassionately & Effectively	9.30 ^{am} – 12.30 ^{pm} Mon. 10 April	UNISON Belfast
Dementia – Creating Enabling Environments	1.30 ^{pm} – 4.30 ^{pm} Mon. 10 April	UNISON Belfast
Understanding Power	10 ^{am} – 4 ^{pm} Tues. 11 April	UNISON Belfast
Interview Skills for Open Uni Nursing Prog	11 ^{am} – 12.30 ^{pm} Tues. 11 April	Downpatrick
Interview Skills for Open Uni Nursing Prog	1.30 ^{pm} – 3 ^{pm} Wed. 12 April	UNISON Belfast
Building for the Future: UNISON/Mgmt Partnership Training (In conjunction with Branch Secs Forum)	10 ^{am} – 4 ^{pm} Thurs. 13 April	UNISON Belfast
Writing Effective Press Releases	10 ^{am} – 4 ^{pm} Thurs. 13 April	UNISON Belfast
Media Training	10 ^{am} – 4 ^{pm} Thurs. 20 & Fri. 21 April	UNISON Belfast
Branch Health & Safety Officers	10 ^{am} – 4 ^{pm} Fri. 21 April	UNISON Belfast
Using Equality Laws to Challenge & Win	10 ^{am} – 4 ^{pm} Mon. 24 April	UNISON Belfast
ASIST Suicide – Intervention Training	10 ^{am} – 4 ^{pm} Mon. & Tues. – 24 & 25 April	UNISON Belfast
Health & Safety 1	10 ^{am} – 4 ^{pm} Mon. 24 – Wed. 26 April	UNISON Derry
Dementia – Reminiscence & Life Story Book	10 ^{am} – 4 ^{pm} Wed. 26 April	UNISON Belfast
Refugees at Home & Abroad	6 ^{pm} – 9 ^{pm} Wed. 26 April	UNISON Belfast
Branch Welfare Officers	2 ^{pm} – 4 ^{pm} Thurs. 26 Jan.	UNISON Belfast

MAY COURSES

Autism – Mental Health & Anxiety	10 ^{am} – 3 ^{pm} Fri. 5 May	UNISON Derry
Branch Chairs Course	10 ^{am} – 4 ^{pm} Fri. 5 May	UNISON Belfast
Finance & The Organised Branch	10 ^{am} – 4 ^{pm} Fri. 5 May	UNISON Belfast
Bullying at Work	10 ^{am} – 4 ^{pm} Mon. 8 May	UNISON Belfast
Sepsis	6 ^{pm} – 9 ^{pm} Tue. 9 May	UNISON Belfast
Mindfulness - Pain Management	6 ^{pm} – 9 ^{pm} Tue. 9 May	UNISON Belfast
Dementia – Understanding Delirium	9.30 ^{am} – 12.30 ^{pm} Thurs. 11 May	UNISON Derry
Dementia – Understanding & Assessing Pain	1.30 ^{pm} – 4.30 ^{pm} Thurs. 11 May	UNISON Derry
Developing a Campaign for Change	2 ^{pm} – 4 ^{pm} Fri. 12 May	UNISON Belfast
Building Confidence for Women	10 ^{am} – 4 ^{pm} Sat. 13 May	UNISON Belfast
Representing Members at Bullying & Harassment Hearings	10 ^{am} – 4 ^{pm} Mon. 15 May	UNISON Derry
Advance Care Planning for LGBT People & Partners	6 ^{pm} – 8 ^{pm} Wed. 17 May	UNISON Belfast
Supporting Transgender Young People in Schools & Youth Organisations	9.30 ^{am} – 12.30 ^{pm} Thurs. 18 May	UNISON Belfast
Stress – Supporting Yourself	10 ^{am} – 4 ^{pm} Fri. 19 May	UNISON Belfast
Understanding Power and Challenging Sectarianism	10 ^{am} – 4 ^{pm} 19 & 26 May & 2 June (3 Fridays)	UNISON Belfast
Women’s Health & History Residential	Sat. 20 & Sun. 21 May	Canal Court Hotel, Newry
Building for the Future: UNISON/Mgmt Partnership Training	Mon. 22 May	UNISON Belfast
Palliative Care – Pain Assessment & Mgmt.	9.30 ^{am} – 12.30 ^{pm} Mon. 22 May	UNISON Belfast
Palliative Care – Symptom Mgmt.	1.30 ^{pm} – 4.30 ^{pm} Mon. 22 May	UNISON Belfast
Health & Safety 2	10 ^{am} – 4 ^{pm} Mon. 22 – Wed. 24 May	UNISON Derry
Branch Treasurer OLBA Training	10 ^{am} – 4 ^{pm} Tues. 23 May	UNISON Belfast
Agitating for Political Change	10 ^{am} – 12.30 ^{pm} Tues. 23 May	UNISON Belfast
Understanding the Assembly	1.30 ^{pm} – 4 ^{pm} Tues. 23 May	UNISON Belfast
Organising Steward 1	10 ^{am} – 4 ^{pm} Wed. 24 – Fri. 26 May	UNISON Belfast
Union Learning Reps	10 ^{am} – 4 ^{pm} 25 May, 8 & 15 June	UNISON Belfast

JUNE COURSES

Learning Disabilities & Behaviours that Change	10 ^{am} – 4 ^{pm} Thurs. 1 June	UNISON Belfast
Understanding Islam	6 ^{pm} – 8 ^{pm} Thurs. 1 June	UNISON Belfast
Pathways into UNISON	12.30 ^{pm} (Fri.) – 3.30 ^{pm} (Sat.) Fri. 2 & Sat. 3 June	Slieve Donard Hotel, Newcastle
Developing Personal Resilience for Activists	10 ^{am} – 4 ^{pm} Mon. 5 June	UNISON Belfast
Negotiation Skills	10 ^{am} – 4 ^{pm} 5, 12 & 19 June (3 Mondays)	UNISON Belfast
Bereavement Awareness for Managers & Supervisors	10 ^{am} – 4 ^{pm} Tues. 6 June	UNISON Belfast
Payplan Information Session for Welfare Officers	10 ^{am} – 1 ^{pm} Thurs. 8 June	UNISON Belfast
Representing Members Relating To Social Media Breaches	10 ^{am} – 4 ^{pm} Fri. 9 June	UNISON Belfast
Organising Steward 2	10 ^{am} – 4 ^{pm} 9, 16 & 23 June (3 Fridays)	UNISON Belfast
Everyone can be a Leader	10 ^{am} – 4 ^{pm} Tues. 13 June	UNISON Belfast
Marie Stopes Lecture	6 ^{pm} – 8 ^{pm} Thurs. 15 June	UNISON Belfast
Building Confidence for Women	10 ^{am} – 4 ^{pm} Fri. 16 June	UNISON Derry
Foundations of Personal Resilience	10 ^{am} – 4 ^{pm} Mon. 19 June	UNISON Belfast
Wound Care – Pressure Ulcer Prevention & Mgmt	10 ^{am} – 4 ^{pm} Tues. 20 June	UNISON Belfast
Stress – Supporting Yourself	10 ^{am} – 4 ^{pm} Mon. 26 June	UNISON Derry

JULY COURSES

Organising & Recruitment	10 ^{am} – 4 ^{pm} Tues. 4 July	UNISON Belfast
Health & Safety 1	10 ^{am} – 4 ^{pm} Mon. 17 – Wed. 19 July	UNISON Belfast

AUGUST COURSES

Health & Safety 2	10am – 4pm Mon. 7 – Wed. 9 Aug.	UNISON Belfast
Promoting Education in your Branch	10 ^{am} – 4 ^{pm} Thurs. 17 Aug.	UNISON Belfast
Autism – Positive Behaviour Support	10 ^{am} – 3 ^{pm} Tues. 29 Aug.	UNISON Derry
Clinical Effectiveness for Nurses	10 ^{am} – 4 ^{pm} Thurs. 31 Aug.	UNISON Belfast
Mental Health First Aid	9.30 ^{am} – 4.30 ^{pm} Wed. 30 & Thurs. 31 Aug.	UNISON Belfast
Mental Health First Aid	6 ^{pm} – 9 ^{pm} Wed. 30 & Thurs. 31 Aug.	UNISON Derry

SEPTEMBER COURSES

Revalidation	10.30 ^{am} – 12.30 ^{pm} Mon. 4 Sept.	Craigavon
Revalidation	2 ^{pm} – 4.30 ^{pm} Mon. 4 Sept.	Newry
Effective Communication – Creating Clarity in the Workplace	10 ^{am} – 4 ^{pm} Tues. 5 Sept	UNISON Belfast
Revalidation	10.30 ^{am} – 12.30 ^{pm} Wed. 6 Sept.	Antrim
Revalidation	2 ^{pm} – 4.30 ^{pm} Wed. 6 Sept.	Coleraine
Valuing the Contribution of the Theatre Support Worker	9.30 ^{am} – 12.30 ^{pm} Tues. 7 Sept.	UNISON Belfast
Infection Control in Theatre Setting	1.30 ^{pm} – 3.30 ^{pm} Thurs. 7 Sept.	UNISON Belfast
Pathways into UNISON	12.30 ^{pm} (Fri) – 3.30 ^{pm} (Sat) Fri. 8 & Sat. 9 Sept.	Slieve Donard Hotel, Newcastle
Dementia – an Introduction	10 ^{am} – 4 ^{pm} Mon. 11 Sept.	UNISON Belfast
Dementia – Communicating Compassionately & Effectively	9.30 ^{am} – 12.30 ^{pm} Tues. 12 Sept.	UNISON Derry
Dementia – Creating Enabling Environments	1.30 ^{pm} – 4.30 ^{pm} Tues. 12 Sept.	UNISON Derry
Mindfulness – An Introduction	10 ^{am} – 4 ^{pm} Thurs. 14 Sept.	UNISON Belfast
NMC Professional Accountability & Record Keeping	10 ^{am} – 4 ^{pm} Thurs. 14 Sept.	UNISON Belfast
Supporting Staff Impacted by Domestic Abuse	9.30 ^{am} – 12.30 ^{pm} Mon. 18 Sept.	UNISON Belfast
Finance & the Organised Branch	10 ^{am} – 4 ^{pm} Mon. 18 Sept.	UNISON Belfast
Suicide Awareness for Activists	10 ^{am} – 4 ^{pm} Tues. 19 Sept.	UNISON Belfast
Managing Challenging Conversations	10 ^{am} – 4 ^{pm} Thurs. 21 Sept.	UNISON Belfast
Understanding Power and Challenging Sectarianism	10 ^{am} – 4 ^{pm} 21, 28 Sept & 12 Oct. (3 Thursdays)	UNISON Belfast
Making History	10 ^{am} – 4 ^{pm} Sat. 23 Sept.	UNISON Belfast
Building for the Future: UNISON/Mgmt Partnership Training	Mon. 25 Sept.	UNISON Belfast
Sickness Absence	10 ^{am} – 4 ^{pm} Mon. 25 Sept.	UNISON Belfast
Understanding Global Inequality & Social Justice	6 ^{pm} – 9 ^{pm} Wed. 27 Sept.	UNISON Belfast
Revalidation	10.30 ^{am} – 12.30 ^{pm} & 1.30 ^{pm} – 3.30 ^{pm} Thurs. 28 Sept.	UNISON Belfast
Dev. Case Rep. Skills	10 ^{am} – 4 ^{pm} Thurs. 28 & Fri. 29 Sept.	UNISON Belfast
Palliative Care & Nutrition	10 ^{am} – 12.30 ^{pm} Fri. 29 Sept.	UNISON Belfast

OCTOBER COURSES

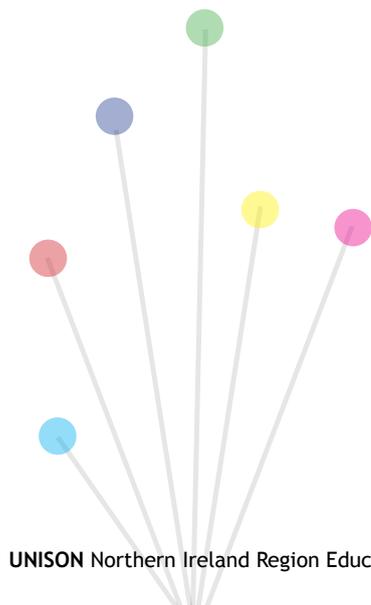
Health & Safety 1	10 ^{am} – 4 ^{pm} Mon. 2 – Wed. 4 Oct.	UNISON Belfast
Organising & Recruitment	10 ^{am} – 4 ^{pm} Mon. 2 Oct.	UNISON Belfast
Employment Anti-Discrimination Law	10 ^{am} – 4 ^{pm} Mon. 2 Oct.	UNISON Belfast
Wound Care – Assessment, Diagnosis & Mgmt of Leg Ulcers	10 ^{am} – 4 ^{pm} Thurs. 5 Oct.	UNISON Belfast
Dementia – Supporting those with Learning Disability	10 ^{am} – 4 ^{pm} Thurs. 5 Oct.	UNISON Belfast
Building Confidence for Women	10 ^{am} – 4 ^{pm} Fri. 6 Oct.	Silverbirch Omagh
Planning for Retirement	10 ^{am} – 3 ^{pm} Fri. 6 Oct.	UNISON Belfast
Developing a Campaign for Change	10 ^{am} – 4 ^{pm} Mon. 9 Oct.	UNISON Belfast
Rep. Members at Bullying & Harassment Hearings	10 ^{am} – 4 ^{pm} Mon. 9 Oct.	UNISON Belfast
Managing your Time – Getting Stuff Done	9.30 ^{am} – 12.30 ^{pm} Mon. 9 Oct.	UNISON Belfast
Palliative Care – Pain Assessment & Mgmt	9.30 ^{am} – 12.30 ^{pm} Wed. 11 Oct.	UNISON Belfast
Palliative Care – Symptom Mgmt	1.30 ^{pm} – 4.30 ^{pm} Wed. 11 Oct.	UNISON Belfast
Supporting Staff through Difficult Times	10 ^{am} – 4 ^{pm} Thurs. 12 Oct.	UNISON Belfast
Stress – Supporting Yourself	10 ^{am} – 4 ^{pm} Fri. 13 Oct.	Silverbirch, Omagh
Autism – Anxiety Mgmt	10 ^{am} – 3 ^{pm} Fri. 13 Oct.	UNISON Belfast
Revalidation	10.30 ^{am} – 12.30 ^{pm} & 1.30 ^{pm} – 3.30 ^{pm} Tues. 25 Oct.	Enniskillen
Bullying at Work	10 ^{am} – 4 ^{pm} Mon. 30 Oct.	Silverbirch, Omagh
Acute Head Injury: Recognition & Early Mgmt	10 ^{am} – 12.30 ^{pm} Tues. 31 Oct.	UNISON Belfast

NOVEMBER COURSES

Organising Steward 1	10 ^{am} – 4 ^{pm} 3, 10 & 17 Nov.	UNISON Belfast
Using Equality Laws to Challenge	10 ^{am} – 4 ^{pm} Fri. 3 Nov.	UNISON Belfast
Foundations of Personal Resilience	10 ^{am} – 4 ^{pm} Mon. 6 Nov.	UNISON Belfast
Presentation & Public Speaking Skills	10 ^{am} – 4 ^{pm} Tues. 7 Nov.	UNISON Belfast
Autism & Post Primary Young People	6 ^{pm} – 9 ^{pm} 8, 15, 22, 29 Nov. & 6 Dec. (5 Wed's)	UNISON Belfast
Autism – Positive Behaviour	10 ^{am} – 3 ^{pm} Fri. 10 Nov.	UNISON Derry
Dementia – Understanding Delirium	9.30 ^{am} – 12.30 ^{pm} Wed. 15 Nov.	UNISON Belfast
Dementia – Understanding & Assessing Pain	1.30 ^{pm} – 4.30 ^{pm} Wed. 15 Nov.	UNISON Belfast
Medication Administration – The Importance of Accuracy	2 ^{pm} – 5 ^{pm} Wed. 15 Nov.	UNISON Derry
Promoting Good Stoma Care	6 ^{pm} – 8 ^{pm} Wed. 15 Nov.	UNISON Belfast
Anaphylaxis	6 ^{pm} – 9 ^{pm} Wed. 15 Nov.	UNISON Belfast
Mindfulness – Advancing your Practice	10 ^{am} – 4 ^{pm} 21 & 28 Nov. (2 Tuesdays)	UNISON Belfast
Caring for the Older Person	10 ^{am} – 4 ^{pm} Thurs. 23 Nov.	UNISON Belfast
Self Organised Groups Equality Seminar	10 ^{am} – 1 ^{pm} Fri. 24 Nov.	UNISON Belfast
Women's Health & History Residential	11 ^{am} (Sat.) – 2.30 ^{pm} (Sun.) Sat. 25 & Sun. 26 Nov.	Causeway Coast Hotel
Health & Safety 2	10 ^{am} – 4 ^{pm} Mon. 27 – Wed. 29 Nov.	UNISON Belfast
Palliative Care – An Introduction	10 ^{am} – 4 ^{pm} Thurs. 30 Nov.	UNISON Belfast
Dev. Case Rep. Skills	Thurs. 30 Nov. & Fri. 1 Dec.	UNISON Derry

DECEMBER COURSES

Building Confidence for Women	10 ^{am} - 4 ^{pm} Fri. 1 Dec.	UNISON Belfast
Organising & Recruitment	10 ^{am} - 4 ^{pm} Tues. 5 Dec.	UNISON Belfast
Organising Steward 2	10 ^{am} - 4 ^{pm} Wed. 6 - Fri. 8 Dec.	UNISON Belfast
Stress - Supporting Yourself	10 ^{am} - 4 ^{pm} Mon. 11 Dec.	UNISON Belfast





Activist Education Programme

UNISON is the leading trade union in the UK with over 1.3 million members, 40,000 of them in Northern Ireland. Our membership includes public service workers in health and social care; the education and higher education services; local government; youth justice; private companies providing public services; and the community and voluntary sector. 84% of our membership in Northern Ireland are women.

We are made up of thousands of local workplace reps who have come forward to stand up for yourself, your colleagues and the services you provide. We all want to work in conditions that are fair, secure and enable us to deliver in our jobs for others. However, as funding is cut to public services, jobs are threatened and increasing pressure is placed on staff, it is even more important to challenge those injustices. Becoming a UNISON steward means you are part of our network of reps supporting workers to make a difference in workplaces and in wider society. As a UNISON steward we offer a range of training, some of which is accredited. You can get involved in advocating for UNISON members in your workplace, campaigning to protect services, promoting Health & Safety or encouraging access to learning as a Union Learning Rep.

Once in place we offer courses which will develop your skills and knowledge further. With many employers UNISON reps are entitled to paid time off to attend training. Our courses are free and travel expenses are paid for all of our activist workshops. To get further information on becoming a UNISON steward, please contact the Education Team and we will link you in with your local branch. If you are already a workplace rep, please identify those courses which will support you to continue to be effective in your role.

Section 1 : Organising To Win

Organising Steward

10^{AM} - 4^{PM} Wednesday 15th - Friday 17th February plus Thursday 16th, 23rd & 30th March - Belfast

Wednesday 24th - Friday 26th May plus Friday 9th, 16th & 23rd June - Belfast

6^{PM} - 9^{PM} Wednesdays x10 Starting 20th September - UNISON Belfast

10^{AM} - 4^{PM} Wednesday 20th - Friday 22nd September plus Wednesday 18th - Friday 20th October - Derry

Friday 3rd, 10th & 17th November plus Wednesday 6th - Friday 8th December - Belfast

UNISON stewards are the most important link between members in the workplace, their employer and the wider union. This six day course (in two modules) is for new stewards to give you the knowledge and skills to support members locally and take on issues in your workplace. Tutor is Siobhan Craig and it is accredited by SERC

Health & Safety

10^{AM} - 4^{PM} Monday 20th - Wednesday 22nd February plus Monday 27th - Wednesday 29th March - Belfast

Monday 24th - Wednesday 26th April plus Monday 22nd - Wednesday 24th May - Derry

Monday 17th - Wednesday 19th July plus Monday 7th - Wednesday 9th August - Belfast

Monday 2nd - Wednesday 4th October plus Monday 27th - Wednesday 29th November - Belfast

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 (in two modules) 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.

Organising & Recruitment Workshops

10^{AM} - 4^{PM} Tuesday 4th July - Belfast

Monday 2nd October (Private, Community/Voluntary & Independent Sector) - Belfast

Tuesday 5th October - Belfast

Engaging with members and potential members can be daunting. This one day workshop will highlight good examples of branch recruitment. It will consider branch recruitment strategies and give some useful advice to explore ideas in the effective recruitment of non members and areas that are not yet organised. It will include input from branch reps who have success with recruitment initiatives as well as UNISON staff.

Organising Around Job Evaluation in the Health Service

10^{AM} - 4^{PM} Monday 20th March - Belfast

This workshop will give participants an understanding of where the Agenda for Change job evaluation scheme came from, what it doesn't do, the principles which underpin it and how to support a member who wants to have their job evaluated. It will also highlight employer tactics to down band posts and how to ensure we protect jobs at risk. The tutor is Maura McKenna, Job Evaluation Lead.

Building For the Future - Partnership Training

10^{AM} - 4^{PM} Any Stewards - Monday 30th January - Belfast

Branch Secs Forum - Thursday 13th April - Belfast

Any Stewards - Monday 22nd May - Belfast

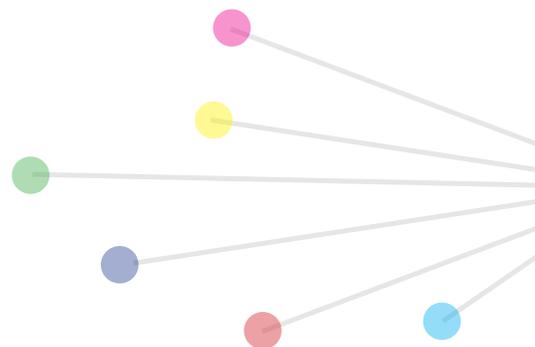
Any Stewards - Monday 25th September - Belfast

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.



Section 2 : Representation and Challenging Discrimination

Sickness Absence

10^{AM} - 4^{PM} Friday 24th February ; Monday 25th September - Belfast

This is a one day follow on from Organising Stewards but also welcomes existing stewards as a refresher. Sickness / absence hearings are one of the most common meetings stewards undertake. With increasing stress and an aging workforce, workplace absence is increasing. This course will help you

- understand workplace policies and procedures
- understand processes around ill health retirement
- defend members from unfair pressure to return to work
- support members to return to work

The tutor is Ray Rafferty, lay tutor.

Case Representation - Dealing with Grievances and Disciplinary

10^{AM} - 4^{PM} Thursday 9th & 10th Friday March ; Thursday 28th & Friday 29th September - Belfast ; Thursday 30th November & Friday 1st December - Derry

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. The course 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. It will also explore supporting a member at a stressful time, tactics and pitfalls as well as sources of help. The tutor is Fidelma Carolan, Regional Organiser.

Representing Members at Bullying & Harassment Hearings

10^{AM} - 4^{PM} Monday 15th May - Derry
Monday 9th October - Belfast

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.

Representing Members Relating to Social Media Breaches

10^{AM} - 4^{PM} Friday 9th June - Belfast

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

Mental Health First Aid for Activists

9.30^{AM} - 4.30^{PM} Tuesday 21st & 28th March - Belfast

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.

This course is being offered to members in August but these two days are only for activists. The tutor is Aware NI

Employment Anti-Discrimination Law

10^{AM} - 4^{PM} Monday 2nd October - Belfast

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 eg equal pay and what you can do. The tutor is Thompsons Solicitors.



Section 3 : Campaigning

Agitating for Political Change

10^{AM} – 4^{PM} Tuesday 23rd May – Belfast

Decisions are made by our politicians in local Councils, on public bodies and at Stormont 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, participants will explore the techniques of effective lobbying and campaigning. In the afternoon, 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. The afternoon session is open to any member. The morning will be delivered by PPR and the afternoon by Anne Marie Fleming, Assembly Education Team.

Developing a Campaign for Change

10^{AM} – 4^{PM} Friday 12th May ; Monday 9th

October – Belfast

This workshop will draw on work of Participation and the Practice of Rights Organisation – a human rights organisation established by UNISON's former Regional Secretary – Inez McCormack. PPR has ten years experience of Campaign for change, making tangible improvements in people's lives and ensuring voices are heard in decision making. This one day workshop will show participants

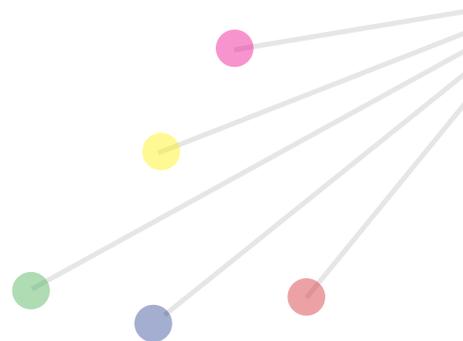
- how to mobilise people around a campaign issue
- how human rights can be used as practical tools for change
- how to build a successful campaign strategy
- generate positive and unusual alliances
- ensure promises of change, actually translate to practical improvements on the ground.

The tutor is Nicola Browne, PPR.

Seminar for Self Organised Groups

10^{AM} – 1^{PM} Friday 24th November – Belfast

This half day event invites members of UNISON's women, disability, young members, black and minority ethnic members and lesbian, gay, bi and trans committees/groups together for the first time. It is a half day event which will explore the common experience of oppression and look at how working through UNISON, we can work to eradicate it. It will include input from Patricia McKeown, Regional Secretary and Human Rights Consortium.



Section 4 : Bargaining and Promoting Equality

Negotiation Skills

10^{AM} – 4^{PM} Monday 5th, 12th, 19th June –

Belfast

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.

Using Equality Laws to Challenge and Win

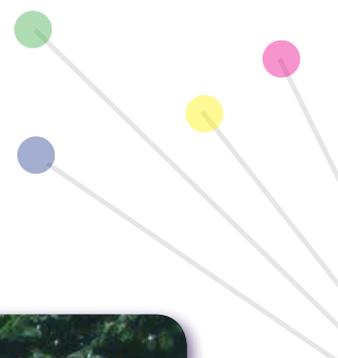
10^{AM} – 4^{PM} Monday 24th April ; Friday 3rd November – **Belfast**

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

Understanding Power and Challenging Sectarianism

10^{AM} – 4^{PM} Friday 19th, 26th May & 2nd June ; Thursday 21st, 28th September & 12th October – **Belfast**

This 3 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.



Section 5 : Strengthening Branch Structures

The Effective Chairperson

10^{AM} – 4^{PM} Friday 5th May – Belfast

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.

Branch Health & Safety Officer Training

10^{AM} – 4^{PM} Friday 21st April – Belfast

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.

Finance & The Organised Branch

Friday 5th May – Belfast

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.

Branch Treasurer OLBA Training

Tuesday 23rd May – Belfast

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.

Branch Union Learning Rep Training

10^{AM} – 4^{PM} Thursday 25th May,

8th & 15th June – Belfast

This is a 3 day course for all Branch Education Officers and for members who would like to help promote learning within their workplaces. 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. It is accredited by SERC.

Promoting Education in Your Branch

Thursday 17th August – Belfast

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 Organiser.

Branch Welfare Officer Training

10^{AM} – 4^{PM} Thursday 27th & 28th April –

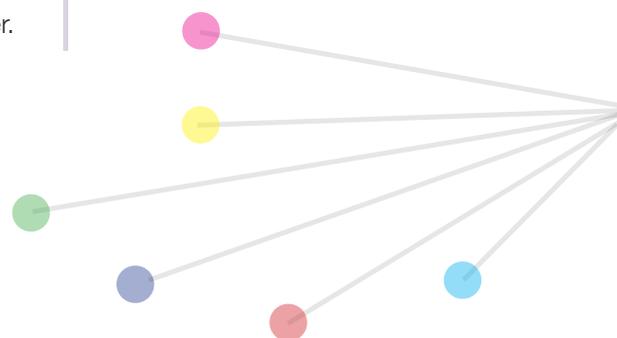
Belfast

UNISON's There for You charity provides essential support for members who are experiencing financial difficulties. This is a 2 day course to provide new Welfare Officers with the knowledge and skills to enable members to access this support. It will include understanding the UNISON welfare charity structure and staff responsibility, as well as how to complete the required paperwork. It also explores issues such as confidentiality and active listening. The tutor is Julie Grant, UNISON HQ with Marjorie Trimble & Angela Boorman, UNISON Welfare Committee.

Social Media Training for Branch Committees

Friday 17th February – Belfast

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.



Writing Effective Press Releases

Thursday 13th April - Belfast

This workshop is for branch committee members who produce any kind of written material to promote branch activities including press releases. This could include information for branch websites or facebook pages as well as for the local media. The workshop will explore how to turn your press release into a news story, how to use the local press to advance campaigns, making your message attractive to journalists, identifying newsworthy topics. It will also take participants through the format and style of press releases and how they differ from other formats eg. blogs. The tutor is Lyra McKee, freelance journalist (Belfast Telegraph, Guardian, online news outlets)

Media Training

Thursday 20th/Friday 21st April - Belfast

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.

Section 6 : Supporting Our Activists

We recognise that stewards often have to support people in very vulnerable situations which can take an emotional toll, so in addition to the Mental Health First Aid we are offering these activist only courses.

Resilience for Activists

10^{AM} - 4^{PM} Monday 5th June - Belfast

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.

Suicide Awareness for Activists

Tuesday 19th September - Belfast

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.





COURSES FOR MEMBERS 2017

UNISON is committed to supporting our members to engage in learning for personal and professional benefit. Our members tell us that those in support roles, such as cleaning, catering, portering, transport, home care, admin often don't get access to workshops for 'professionals' such as dementia, palliative care, leadership, mental health or autism. With UNISON you do. Members who also have these caring responsibilities at home are also welcome. We are passionate that all learning is valuable whether you take it back into your work, your community and your family. We believe we can all learn tools and techniques to better support ourselves and others.

The courses UNISON offer aim to give you the opportunity to develop your thinking on issues as diverse as women's history, mental health, caring for older people, diversity, dementia, refugees, patient safety, politics, communication and fair trade. We are keen for members to progress on the skills escalator and are very proud of our work with the Open University which has enabled members to progress to different careers including nursing, social work and management. The training in our partnership programme with Health Employers has also opened up new jobs and new opportunities.

We are particularly committed to encouraging women members to become more active in UNISON and have a number of women only workshops. All courses are free to members. Courses will be held in UNISON Belfast unless otherwise stated. There is no entitlement to time off to attend, but often managers are supportive particularly where it relates to your work role or for those experiencing stress at work.

Some of these courses have limited number of places due to their interactive nature.

WOMEN'S DEVELOPMENT COURSES

Building Confidence for Women

**10^{AM} - 4^{PM} Newry Friday 24th February;
Belfast Saturday 13th May; Derry Friday 16th
June; Omagh Friday 6th Oct; Belfast Friday
1st December**

Eleanor Roosevelt said "A woman is like a tea bag - you can't tell how strong she is until you put her in hot water". We know that our women members manage busy complex lives, often instinctively focusing on everyone else's needs without taking time to consider our own. The good news is that self-confidence can be learned and we can build a set of skills that will enable us to more effectively stand up for ourselves and others. This workshop explores how society influences how we respond to issues and in recognising that, how to overcome obstacles in your workplace or home life. We particularly recommend it for women who would like to become more active in the trade union. It will be delivered by Deirdre Gunn.

Pathways into UNISON

**Friday 10th & Saturday 11th February 2017
Friday 2nd & Saturday 3rd June 2017
Friday 8th & Saturday 9th September 2017**

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 a residential workshop to find out how the union works and how you can become more active.



Women's Health & History

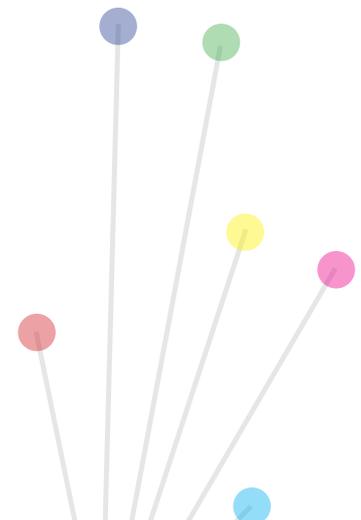
**Saturday 20th & Sunday 21st May;
Canal Court Hotel, Newry
Saturday 25th & Sunday 26th November;
Causeway Coast Hotel, Bushmill**

This is an overnight residential course, 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. This weekend is where we invite women in UNISON to remember their history and make plans for the future. Accommodation, food and travel expenses are paid for. It will be delivered by Therese Moriarty, Irish Labour Historian.

Women's Lives

**Belfast : February - April
Derry : September - November**

This is a 30 hour course which will be run over two Saturdays and 8 evenings. It is aimed at women members who would like to develop writing and study skills in a fun supportive environment. It will feature interesting discussions and group activities looking into women's lives and roles throughout the years. It builds on the experience students already have and supports participants to value informal and formal learning.



SUPPORTING YOURSELF AND OTHERS

These workshops may be relevant to your work or life outside work - The workshops take place in Belfast unless otherwise stated

ASIST – Applied Suicide Intervention Skills Training

10^{AM} – 4^{PM} Monday 24th & Tuesday 25th April

The two day ASIST course aims to enable helpers to become more willing, ready and able to recognise and intervene effectively to help persons at risk of suicide. It will support participants to - Understand the ways personal and societal attitudes affect views on suicide and interventions; provide guidance and suicide first-aid to a person at risk in ways that meet their individual safety needs; identify the key elements of an effective suicide safety plan and the actions required to implement it; appreciate the value of improving and integrating suicide prevention resources in the community at large; recognise other important aspects of suicide prevention including life-promotion and self-care. It will be delivered by Alan & Fiona Dagg, Livingworks Trainers.

Bereavement of Clients, Patients and Pupils – Looking after Ourselves

1.30^{AM} – 4.30^{PM} Wednesday 15th February & Thursday 14th September

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; it aims to provide an understanding of the different models of grief, traditional and modern, loss, change and adjustment, personal responses to grief and the value of self awareness. It considers the importance of listening and effective therapeutic communication skills and the challenges which may present. The session will be delivered by the NI Hospice.

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

10^{AM} – 4^{AM} Newry Monday 20th March ; Belfast Monday 8th May ; Omagh Monday 30th October

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.

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 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



Everyone Can Be a Leader

10^{AM} – 4^{PM} Tuesday 13th June

People may believe that leadership can only be provided on a 'top-down' basis by those in formal positions of authority. This workshop explores current thinking in relation to distributed or shared leadership. It suggests that staff at all levels can provide leadership horizontally, even though this may be done on an informal basis. In an increasingly complex health and social care sector, leadership that is provided only on a vertical, hierarchical manner from the appointed leaders has considerable limitations. Working to set organisational or team goals, it is argued that service quality is more likely to be delivered when all members of a team share leadership responsibility, particularly in relation to their own area(s) of expertise. The workshop will examine the key skills, attitudes and culture that will enable the development of a distributed leadership approach. It will be run by Robin McRoberts, Open University.

Foundations of Personal Strength and Resilience

10^{AM} – 4^{PM} Monday 19th June; Monday 6th November

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.

Interview Skills for Health & Social Care

10^{AM} – 4^{PM} Thursday 6th April

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 Catherine Shannon, HR in Belfast Trust.

Interview Skills for the Open University Pre-Reg Nursing Programme

Monday 13th March Antrim 11^{AM} – 12.30^{PM};

Coleraine 1.30^{PM} – 3^{PM}

Thursday 16th March Belfast 11^{AM} – 12.30^{PM} &

1.30^{PM} – 3^{PM}

Thursday 23th March Newtownards

1.30^{PM} – 3^{PM}

Thursday 30th March Derry 11^{AM} – 12.30^{PM};

Omagh 1.30^{PM} – 3^{PM}

Monday 3rd April Craigavon 11^{AM} – 12.30^{PM};

Newry 1.30^{PM} – 3^{PM}

Tuesday 11th April Downpatrick

11^{AM} – 12.30^{PM}

Wednesday 12th April Belfast 11^{AM} – 12.30^{PM}

Over the past number of years UNISON has been supporting members to access the OU 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. Note all applicants must have a Level 2 maths qualification (GCSE A-C or Essential Skills 2) prior to interview. It will be delivered by Fidelma Carolan, UNISON.

Interview Skills for School Based Staff

3.30^{PM} – 6^{PM} Monday 13th March - Coleraine ;

Thursday 16th March – Belfast ; Thursday 23rd

March – Newtownards ; Thursday 30th March

– Omagh ; Monday 3rd April - Newry

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

INTERVIEW SKILLS

Living Will / Advance Care Planning for LGBT People & Partners

(Open to non-members)

6PM - 8PM Wednesday 17th May

Advance care planning is about thinking ahead and talking to the people involved in your care, such as your partner, family, medical staff. It's a process that allows you to express your preferences about the care you'd like to receive, including: what you want to happen; what you don't want to happen; who'll speak on your behalf. There is often confusion about rights when someone loses the capacity to make their own decisions. This often happens at an already distressful time. For LGBT people this can be more challenging as family relationships may have broken down or they have concerns about the reaction of health professionals. This evening will be delivered by Marie Curie and will give participants information about how to develop an advance care plan, what it covers and what it doesn't. This is an open event being run in partnership with the UNISON LGBT Committee as part of Northern Ireland LGBT Awareness Week.

Making History

10AM - 4PM Saturday 23rd September

As a trade union UNISON knows there are fascinating stories of how workers in local areas shaped and influenced the lives of others and communities. The Making History workshop seeks to engage with members to help uncover how those in your family, community and workplace played a role. It will focus on the history of everyday life and how it was influenced by historical events around them. At the session you will find out more about the 'how, where, when and why' of making history, researching people and places. You will be introduced to information and sources, guides for looking at documents, photographs and recordings; where to go and what to look for. Bring your own knowledge and curiosity and hone your skills and interests - a project of discovery and construction of our history. It will be delivered by Therese Moriarty, Historian.

Managing Difficult Conversations

10AM - 4PM Thursday 21st September

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.

Managing Your Time: Getting Stuff Done

9.30AM - 12.30PM Monday 9th October

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.



Mental Health First Aid

9.30^{AM} - 4.30^{PM} Wednesday 30th & Thursday 31st August ; Derry & Belfast

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.

Mindfulness – An Introduction

10^{AM} – 4^{PM} Tuesday 7th March; Thursday 14th September

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.

Mindfulness – Advancing Practice

10^{AM} – 4^{PM} Tuesday 21st & 28th November

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.

Mindfulness - Acceptance & Commitment Therapy (ACT)

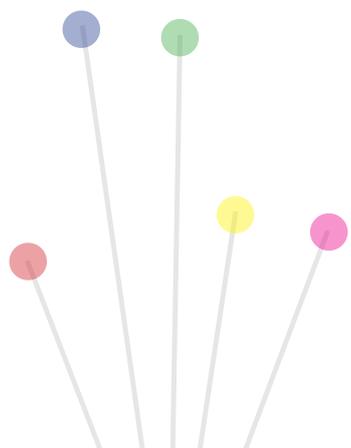
6^{PM} – 9^{PM} Wednesday 22nd February

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.

Mindfulness for Pain Management

6^{PM} – 9^{PM} Tuesday 9th May

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.



Planning for Retirement

10^{AM} – 3.30^{PM} Friday 7th April in Derry
Friday 6th October in Belfast

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.

Presentation and Public Speaking Skills

10^{AM} – 4^{PM} Tuesday 7th November

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.

Refugees At Home and Abroad

(Open to non-members)

6^{PM} – 9^{PM} Wednesday 26th April

This evening is an opportunity to learn about the people who have been forced to flee their homes due to war and civil unrest. It will seek to separate myths from facts and highlight the contribution of people here to being part of the solution.

Christine McCarthy from Oxfam will explore the global picture, Aidan Crawford, President of SVP will talk about his work in refugee camps in Greece and how donations from Northern Ireland have helped make a difference. SVP also provided a shipment of medical equipment to hospitals in Syria which were supported by UNISON health branches in the RVH and Belfast City Hospital.

Finally a number of asylum seekers and refugees who are now living in Northern Ireland will share their stories. This is being run in partnership with our Black & Migrant Workers Group and is open to non members.

Supporting Staff Through Difficult Times

10^{AM} – 4^{PM} Thursday 23rd February ;
Thursday 12th October

This interactive one-day workshop is aimed at staff who support others in a management, supervisory or mentoring role. Unanticipated and sometimes devastating life events may occur 'out of the blue' such as separation and divorce, chronic illness, unexpected loss etc. These difficult times can cause significant disruption to people, not only in their personal lives, but also in terms of their adjustment to work, not least of all extended sickness leave. The workshop will explore some of these events, their impact on employees and how best managers, supervisors and mentors can get alongside staff to support them through such crises and help them to return to optimum work performance. Research suggests that such support not only reduces absenteeism but also tends to enhance staff affiliation to their employer thereby increasing productivity and commitment. The workshop will be run by Robin McRoberts from the Open University.



Supporting Transgender Young People in School & Youth Settings

(Open to non-members)

9.30^{AM} – 1^{PM} Thursday 18th May

This half day workshop is being run in partnership with UNISON LGBT to celebrate LGBT Awareness Week and is open to non members. 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. New 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.

Stress – Supporting Yourself

10^{AM} – 4^{PM} Newry Thursday 2nd March; Belfast Friday 19th May; Derry Monday 26th June; Omagh Friday 13th October; Belfast Monday 11th December

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.

Understanding Islam

(Open to non-members)

6^{PM} – 8^{PM} Thursday 1st June

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 non members.

Understanding Power

10^{AM} – 4^{PM} Tuesday 11th April

This introductory power analysis workshop examines power in our society – who has it, who does not, and why the system is set up this way. Power Analysis is a tool to investigate relationships between people and groups, to work out who holds real or perceived power in any given situation and to develop strategies to eliminate imbalances of power. By working through the Power Analysis toolkit with a trained facilitator, you will be able to apply it to additional situations on your own in workplaces, challenging prejudice, promoting social justice and anti-oppressive practice. The session will explore - How we work; How we engage; How we influence; Action plan; A social justice approach; Where we live and work. It is open to any member including workplace reps. It will be delivered by Kat Healy, Trainer.

Understanding Global Inequality: From Charity to Solidarity

(Open to non-members)

6^{PM} – 9^{PM} Wednesday 27th September

“ Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has” Margaret Mead
Many UNISON members support initiatives such as fair trade and addressing inequalities around the world through their Churches and community groups. This workshop will enable participants to explore, question, and find out more about issues such as fair trade, wealth inequality and the global patterns which underpin those inequalities. It will highlight the work of trade unions in developing countries in standing up for the poorest in society as well as sharing ideas on how members here can support that work and “ Be the Change they want to See”! It will be delivered by Charo Lanao-Madden, Global Educator. This is being run in partnership with UNISON Solidarity Committee and is open to non members.

Understanding The Assembly

1.30^{AM} – 4^{PM} Tuesday 23rd May

The Assembly is the Northern Ireland seat of government 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 be delivered by Anne Marie Fleming, Assembly Education Service.

UNDERSTANDING...
UNDERSTANDING...

SUPPORTING YOU IN YOUR JOB ROLES

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

Acute Head Injury: Recognition and Early Management

2^{PM} - 4.30^{PM} Tuesday 4th April ;

10^{AM} - 12.30^{PM} Tuesday 31st October

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 both sessions. 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.

Anaphylaxis

6^{PM} - 9^{PM} Wednesday 15th November

Anaphylaxis is the most severe form of allergic reaction. Common causes are insect stings, foods and some medication. It is life threatening and requires immediate first aid (an auto-injector) and emergency medical assistance. When administering a medication, it is important to recognise and differentiate between allergic reactions and the potentially life-threatening anaphylactic reactions immediately. It is also essential to determine whether the individual has had an allergic or anaphylactic response to the medication in the past or prior to administration. This course is suitable for healthcare professionals, as well as those in a high risk environment where such medication is available. 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; Auto-injector – Epi-Pen; dealing with the unconscious casualty; communication and casualty care. It will be delivered by Shirley Johnston, nurse educator and Open University associate lecturer.

SUPPORTING YOU



Autism - Fundamentals

6^{PM} – 9^{PM} Wednesday 22nd & 29th March

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.

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

10^{AM} – 3^{PM} Tuesday 2nd May in Derry

Friday 13th October in Belfast

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.

Autism - Positive Behaviour Support for Children & Young People

10^{AM} – 3^{PM} Tuesday 29th August in Derry

Friday 10th November in Belfast

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.

Autism – 5 Week Evening Programme Focusing on Post Primary Young People

6^{PM} – 9^{PM} Wednesday 8th, 15th, 22nd, 29th

November & December 6th

This is a programme focusing on young people at post primary level with autism. It will run over five evenings and will cover the following topics: Autism and Managing Anxiety; Autism and Transitions to Adulthood; Autism and the Promotion of Positive Behaviour; Autism and Sensory Processing; Autism, Relationships and Sexuality Education. It will be delivered by Fiona McCaffrey, Middletown Centre for Autism

Bereavement Awareness for Managers & Supervisors

10^{AM} – 4^{PM} Tuesday 6th June

This one day workshop is aimed at anyone that manages people but is open to any member who may wish to be better able to support colleagues. No matter how confident and competent a person is, dealing with bereaved people can sometimes create awkward and stressful situations which can be detrimental to the well-being of those struggling to cope with loss. This training ensures that people know how to provide a caring yet professional response whatever the situation surrounding the loss. It will explore learning how to support bereaved clients and colleagues; a strong understanding of bereavement issues and the factors affecting the grieving process; how different cultures view grief; improving your communication and inter-personal skills; benefits of a bereavement policy. It will be delivered by Suzanne Quinn, CRUSE.





Caring for Older People

10^{AM} – 4^{PM} Thursday 23rd November

The care of older people is a complex and skilled branch of health care. To be effective, carers in both hospital and community settings need to be knowledgeable, flexible and positive in their interventions. In order to be effective a carer must consider the client from biological, psychological and sociological viewpoints. It is essential to underpin this holistic assessment with an insight into the relationships between the client's individual needs and the attitudes and resources that currently exist within Northern Ireland. This course's objectives are based on the idea that care of older people needs to be holistic and will include activities which will help understand the concept of the ageing process; be able to meet the full range of needs of older people in a variety of care settings; enhance the quality of life of the older person; and demonstrate good work practices in the provision of individualised holistic care. It will be delivered by Shirley Johnston, nurse educator and Open University associate lecturer.



Care of the Patient on Oxygen Therapy

2^{PM} – 5^{PM} Wednesday 5th April

Knowing when to start patients on oxygen therapy can save lives, but ongoing assessment and evaluation must be carried out to ensure the treatment is safe and effective. This course will outline when oxygen therapy should be used and the procedures to follow. It will also address the delivery methods applicable to different patient groups, along with the appropriate target saturation ranges, and details relevant to required nurse competencies in nursing this type of patient. It will be delivered by Shirley Johnston, nurse educator and Open University associate lecturer.



Care of the Patient with a Gastrostomy Tube

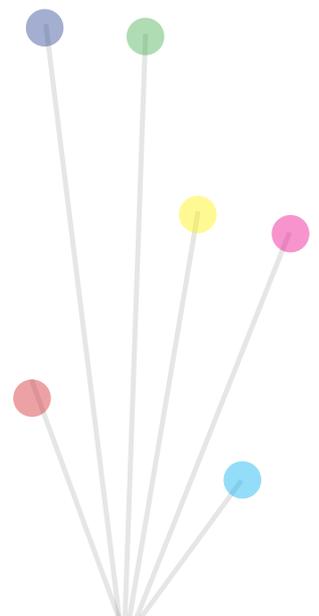
6^{PM} – 9^{PM} Wednesday 5th April

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 preventing, managing and supporting the patient and caregivers in dealing with any complications. This course will explore the basic nursing care principles required, and how to prevent and manage common complications. It will be delivered by Shirley Johnston, nurse educator and Open University associate lecturer.

Clinical Effectiveness for Nurses

10^{AM} – 4^{PM} Thursday 31st August

This workshop will invite participants to explore how to keep your practice safe to protect you and the patient 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 Associate Lecturer.





Dementia – An Introduction

9.30^{AM} – 1^{PM} Thursday 18th May

There are a growing number of people living with dementia and this is recognised as a major social, economic and health care challenge. Its estimates over 21,000 people living with dementia in Northern Ireland and this number is expected to rise to 60,000 by year 2051. Learning how to best respond to someone with dementia is essential for all health & social care staff – e.g admin, clinical, home/ social care, AHPs, cleaners, catering, porters, transport, ambulance. This full introductory day to dementia is relevant to those in the public, voluntary and private sector. Understanding dementia should improve the quality of the health and social care interaction as well as services received by a person living with dementia, their families and carers. 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 issues such as communication, behaviour, stress and distress. Participants will get a copy of Dementia – The One-Stop Guide by June Andrews (subject to availability). It will be delivered by Sean Hughes, SPH Consultancy Dementia Training and supports the outcomes of the Dementia Learning & Development Framework.

Dementia – Communicating Compassionately & Effectively

**9.30^{AM} – 12.30^{PM} Monday 10th April in Belfast
Tuesday 12th September in Derry**

This half day introductory course is for all staff working in Health and Social Care including Nurses, AHP, Health Care Assistants and Domestic staff. People living with dementia may experience challenges because of the condition. The additional needs of people living with dementia require staff to have an enhanced understanding of communication. People may exhibit “behaviours” which may be perceived as a symptom of the dementia, but are important forms of communication. The workshop will explore verbal and non-verbal communication, methods of interaction, skills and attitudes to communicate effectively, recognise and understand distressed behaviour, define roles within multi-disciplinary teams, use of appropriate tone of communication, identify environmental factors, use of stigmatising language in dementia care and the use of appropriate record keeping. It will be delivered by Sean Hughes, SPH Consultancy Dementia Training and supports the outcomes of the Dementia Learning & Development Framework.

Dementia – Creating Enabling Environments

**1.30^{PM} – 4.30^{PM} Monday 10th April in Belfast
Tuesday 12th September in Derry**

This half day introductory course is for all staff working in Health and Social Care including nurses, AHP, support workers, care assistants and domestic staff. People living with dementia should be encouraged to maintain their independence. This course highlights the progression of dementia and other underlying conditions, people with dementia may have sight mobility or hearing impairments. For example, more light may be needed to overcome visual difficulties. Some people may not be able to differentiate between colours. Reduced hearing may also impact on the environment. Promoting enabling environments would avoid matters which could further impair people living with dementia, either at home, in the community or in a hospital setting. It will be delivered by Sean Hughes, SPH Consultancy Dementia Training and supports the outcomes of the Dementia Learning & Development Framework.

Dementia - Reminiscence and Life Story Work

10^{AM} - 4^{PM} Wednesday 26th April

Reminiscence and life story work can play an important role in supporting people with dementia to be understood to staff and family around them. The emphasis is on how reminiscence and life story work can make your service more sensitive, person-centred and responsive to people with dementia and their carers. It will cover a broad overview of dementia as well as an understanding of the benefits of reminiscence and life story work. It will support participants to communicate in a way that does not undermine the person with dementia and practice using different reminiscence methods to engage so that they feel valued and involved in decision-making. It will be delivered by Audrey Lockhart, Reminiscence Network NI and supports the outcomes of the Dementia Learning & Development Framework.

Dementia - Supporting Those with a Learning Disability

(In Partnership with ARC)

10^{AM} - 4^{PM} Thursday 23rd March ;

Thursday 5th Oct

This workshop will cover a range of aspects of dementia and how it relates to adults with a learning disability, including: what is dementia (concentrating specifically on how it affects everyday function for people diagnosed, using practical and experiential group activities), communication, difficult behaviours, meaningful activity, environmental modification/adaptation/design. It will be delivered by Moira Scanlon, an Occupational Therapist working with adults with a learning disability & dementia. This workshop is open to UNISON and ARC members and supports the outcomes of the Dementia Learning & Development Framework.

Dementia - Understanding Delirium

9.30^{AM} - 12.30^{PM} Thursday 11th May in Derry

Wednesday 15th November in Belfast

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 Sean Hughes, SPH Consultancy Dementia Training and supports the outcomes of the Dementia Learning & Development Framework.

Dementia - Understanding Pain & Assessing It

1.30^{PM} - 4.30^{PM} Thursday 11th May in Derry

Wednesday 15th November in Belfast

Pain can be common in dementia, but difficult to assess. This half day course will look at the impact pain has on older people, assessment of pain in people with dementia. Pain is one of the most common causes of distress for us all! Many people with dementia are at risk of pain because they are more likely to experience events which cause pain (falls). Pain in dementia is often overlooked, wrongly diagnosed and wrongly assessed. When pain is identified it should be managed carefully with medications and non-pharmacological approaches. This course will look at different approaches to pain, signs and symptoms of pain, assessment tools, medication, pain and behaviour, environment and delirium. This half day introductory course is for all staff working in Health and Social Care including nurses, AHP, Health Care Assistants and domestic staff. It will be delivered by Sean Hughes, SPH Consultancy Dementia Training and supports the outcomes of the Dementia Learning & Development Framework.



Effective Communication in Health Care Settings

10^{AM} – 12.30^{PM} Friday 3rd March

This half day workshop aims to enable participants to reflect on the factors that contribute to making communication effective in health care settings. It will provide an opportunity for participants to reflect on their own communication skills by interactive discussion and activities. It aims to increase understanding of the different aspects of communication, barriers that can occur and strategies to overcome these. It will be delivered by Dr Claire Chatterton, OU Staff Tutor.

Effective Communication: Strategies for Creating Clarity in the Workplace

10^{AM} – 4^{PM} Tuesday 5th September

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.

Facial Injuries – Psychological Impact of Facial Injury and Surgery

2^{PM} - 3.30^{PM} Friday 3rd March

In this session the psychological impact of facial injury will be explored from both a historical and contemporary perspective in an interactive session. In particular, the role of the health care professional in supporting patients who have undergone surgery will be discussed. It will be delivered by Dr Claire Chatterton, OU Staff Tutor.

Infection - Prevention : What can professionals do?

2^{PM} - 5^{PM} Wednesday 22nd February

Promoting and developing best practice in the field of infection prevention and control is a pressing issue for professionals and the community as a whole. The issues facing hospital, care home and community staff are many. If you have to deal with infection as part of your job, or if you'd like to widen your knowledge, this course has been designed to help you deal safely and effectively with infection risks. You will develop your confidence and knowledge in the management and control of infection. This course is targeted at care assistants, nurses, domestics, AHPs but open to any member. It will be delivered by Shirley Johnston, Nurse educator and Open University Associate Lecturer.

Infection - Managing an Infection Outbreak

(Open to non-members)

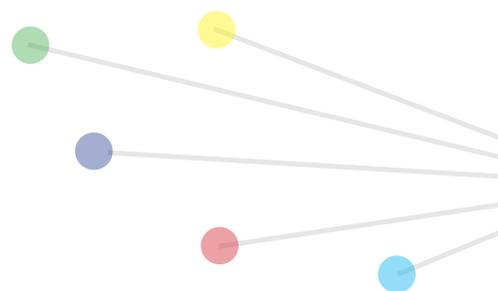
6^{PM} – 9^{PM} Wednesday 22nd February

The occurrence of outbreaks of infection in hospitals and in community settings varies greatly in extent and severity. In cases of serious communicable disease, major outbreaks or where there is increased potential for spread, it is necessary for further action to be taken. This course will discuss recommendations on the management of outbreaks in hospitals and community health and social care settings, including nursing and residential homes. General principles used in managing outbreaks effectively will be explored. This course is targeted at members who have a responsibility to lead responses to infection outbreaks. It will be delivered by Shirley Johnston, Nurse educator and Open University Associate Lecturer.

Infection - Managing within a Theatre Setting

1.30^{PM} – 3.30^{PM} Tuesday 14th March ;
Thursday 7th September

This is for any member working in theatres in a nursing or support role including domestic staff. Health Care Associated Infection poses a significant problem for those patients across the health care sector in Northern Ireland. As well as the direct effects on patients themselves there are further implications for the health of the community and the health service itself. There is a need for a solid knowledge base among health professionals of risk reduction, management and prevention of further spread. Understanding of prevention and detection must be continue to be a key focus. This workshop will explain common infectious agents in relation to infection control in the perioperative environment. On successful completion you will have gained - knowledge and understanding of infections, causative agents and modes of transmission; knowledge of the Chain of Infection and demonstrate an understanding of the interventions necessary to prevent and control infection ('break the chain'); Understanding of the core principles, known as Standard Infection Control Precautions (SICPs), of infection prevention and control. It is delivered by Laurence Leonard, QUB School of Nursing & Midwifery.



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, support services, 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 May but you can express an interest prior to that to receive notification when applications become available.



Learning Disability and Behaviours that Challenge

10^{AM} – 4^{PM} Thursday 1st June

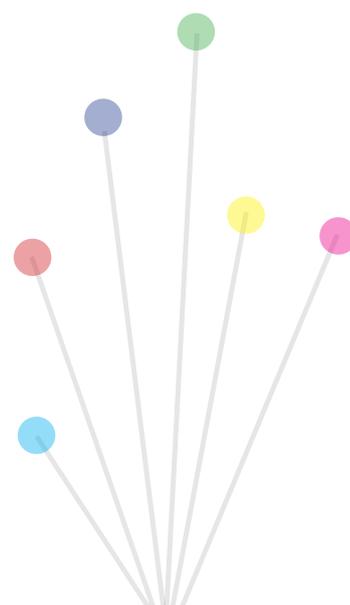
Trying to understand why some individuals behave the way they do can be very difficult, numerous theories explain behaviour change and support the use of different interventions to bring about modifications in behaviour(s). This Challenging Behaviour course will give staff groups a good understanding of why Challenging Behaviour(s) occurs and how they can promote positive behaviour and possibly change behaviours of those who display Challenging Behaviour(s). By the end of the course the participants will have identified common functions of particular behaviours, reviewed possible causes of Challenging Behaviour and identified ways to support clients to change behaviour(s) as well as being able to respond appropriately to emotional arousal in others. It will be delivered by John Fisher, a practitioner and trainer who also supports vulnerable adults in the community.



Marie Stopes - 'Joyous and deliberate motherhood': Birth control nursing in the Mothers Clinic

6^{PM} – 8^{PM} Thursday 15th June

The provision of contraceptive services is one of the most important developments in primary care. Although the history of the birth control movement is well documented, the contribution made to the provision of services by nurses and midwives and the actual development of their role and training, is conspicuous by its absence. The first birth control clinic in the UK was established by Marie Stopes in London in 1921. Within the Stopes' organization, a seamless woman-to-woman service was adopted which was delivered by midwife-nurses. This was in contrast to other organisations who used a traditional 'nurse as handmaiden' approach. This session will; examine the background to the establishment of the first birth control clinic; identify the unique duties undertaken by the midwife-nurses; explore the development of the Caravan clinics and how the clinics expanded into other cities (including Belfast in 1936) ; outline the difficulties and opposition the midwife-nurses faced as they delivered the service to their clients; explore the names and backgrounds of these pioneer nurses. It will be delivered by Pauline Brand, Open University. This talk is offered in partnership with UNISON Women's Committee & the Open University and is open to non members.



NISCC - Home Care / Social Care Workers - Protecting You & Your Registration

2^{PM} - 3.30^{PM} (Unless stated otherwise)

UNISON Belfast Wednesday 18th January; Thursday 2nd February; Monday 20th March; Wednesday 22nd March (6^{PM} - 8^{PM})

Northern - Antrim (Monday 23rd January), Ballymena (Tuesday 24th January 8-9pm), Ballymoney (Thursday 26th January), Carrickfergus (Monday 30th January), Coleraine (Thursday 2nd Feb), Cookstown (Friday 30th January), Larne (Thursday 9th February), Ballycastle (Monday 13th February), Magherafelt (Tuesday 14th February)

South Eastern - Downpatrick (Thursday 26th January), Newtownards (Monday 6th February), Bangor (Thursday 9th February), Lisburn (Tuesday 27th February)

Western - Derry (Tuesday 31st January), Strabane (Tuesday 7th February), Omagh (Monday 13th February), Limavady (Thursday 16th February), Enniskillen (Tuesday 21st February)

Southern - Newry (Thursday 19th January), Craigavon (Monday 30th January), Armagh (Monday 13th February), Dungannon (Thursday 16th February), Banbridge (Thursday 16th February)

All home care, daycare and adult centre staff must be registered with the Northern Ireland Social Care Council by March 31st in order to continue to work in that environment. It will be an offence for an employer to allow someone who is not on the register to work from that date and anyone in that situation will be suspended without pay. The responsibility of being a registrant sits with the individual staff member not the employer. This includes being registered, renewing registration, adhering to the code of conduct and undertaking regular training. This short session will outline the requirements of the code of conduct to protect your practice and the vulnerable adults in your care. It will cover case studies of where practice has fallen short of what is expected and the implications for the individual home care or social care worker. It is open to any UNISON member (you can complete an application form at the session) who is a home care, day care or social care worker in the Trust, private or voluntary sector. The Belfast workshops will have computers be available afterwards for people to register online. Workshops will be delivered by UNISON staff and reps. Additional workshops can be set up locally on request.

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

2^{PM} - 4.30^{PM} Thursday 14th September

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. It will be delivered by Dr Jane Wright who has a background in accident and emergency nursing.



Palliative Care - Acknowledging Diversity

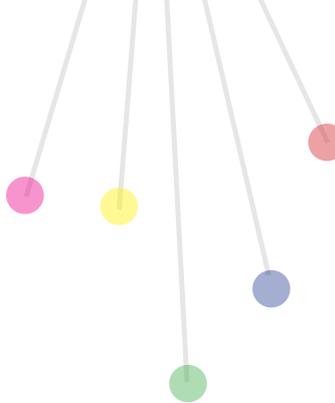
10^{AM} - 12.30^{PM} Friday 16th June

Recipients of end of life care and their families experience a stressful and emotional time. This stress can be exacerbated if practitioners fail to respond adequately to issues of diversity and culture in the situation. Diversity can be reflected by alternative family units, non Christian faiths, cultural differences, patients from the LGBT or black and minority ethnic communities all which may require sensitivity and understanding. Often awkwardness is due to a lack of awareness around language, rituals and culture. This workshop aims to enable participants to learn about issues which may relate to specific communities while maintaining the fundamental principles of end of life care.

Palliative Care - An Introduction

10^{AM} - 4^{PM} Tuesday 21st March

This one 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 Mary Hawthorne, Open University Associate Lecturer.



Palliative Care - Pain Assessment & Management

**9.30^{AM} - 12.30^{PM} Monday 22nd May ;
Wednesday 11th October**

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 a Hospice Nurse Specialist (NI Hospice).

Palliative Care - Symptom Management

**1.30^{PM} - 4.30^{PM} Monday 22nd May ;
Wednesday 11th October**

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.

Palliative Care - Talking about Death

9.30^{AM} - 12.30^{PM} Wednesday 15th February

“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.

Palliative Care - The Importance of Nutrition

10^{AM} - 12.30^{PM} Friday 29th September

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.

PALLIATIVE CARE...
PALLIATIVE CARE...

Patient Safety & the Role of Human Factors

10^{AM} – 12.30^{PM} Tuesday 4th April

Patient Safety is defined as avoiding harm from care that is supposed to help and delivering safer care is also an endless quest. Regulators such as RQIA consistently identify failures in patient safety and profession regulators too often highlight it in Fitness to Practice hearings. In work, we are all subject to (i) systems and processes we use and (ii) the culture of the workplace. These influence how well we interact and perform as teams. The frequency of adverse or unplanned events can be significantly reduced by understanding the importance of human factors and applying such knowledge to our everyday work. The workshop will discuss a number of human factor concepts including situational awareness, authority gradient, clear communication, standardization and reliability. It will explore how we learn from errors and deliver quality improvement. It is relevant to all health and social care practitioners in hospital, community and residential environments. It will be delivered by Dr Gavin Lavery, ICU Consultant and Clinical Director Health & Social Care Safety Forum.

Promoting Good Stoma Care

**6^{PM} – 8^{PM} Wednesday 15th February ;
Wednesday 15th November**

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.

Revalidation & Reflective Practice

6^{PM} – 9^{PM} Wednesday 18th January in Belfast;

6^{PM} – 9^{PM} Tuesday 7th February in Ballynahinch;

10.30^{AM} – 12.30^{PM} Friday 10th February in Derry & 2^{PM} – 4.30^{PM} in Omagh;

10.30^{AM} – 12.30^{PM} Monday 4th September in Craigavon & 2^{PM} – 4.30^{PM} in Newry

10.30^{AM} – 12.30^{PM} Wednesday 6th September in Antrim & 2^{PM} – 4.30^{PM} in Coleraine

10.30^{AM} – 12.30^{PM} & 1.30^{PM} – 3.30^{PM} Thursday 28th September in Belfast

10.30^{AM} – 12.30^{PM} & 1.30^{PM} – 3.30^{PM} Wednesday 25th October in Enniskillen

The NMC now requires all registered nurses 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 or Shirley Johnston, nurse educators.

Role of the Nurse in the Recovery Room

9.30am – 12.30pm Tuesday 14th March

This workshop is aimed at nurses in a perioperative environment and will link best practice to the requirements of the code and also responsibilities of delegation to support staff. The morning will cover a number of key areas including recommendations for the recovery room; monitoring requirements of the post-operative patient; potential complications following anaesthesia; assessment of a patient on admission to recovery; responsibility with regards extubation; temperature regulation in recovery; importance of the assessment and treatment of pain and nausea; discuss discharge criteria. It will be delivered by Emmajane Kearney, Ward Sister of a Recovery Ward. This workshop dovetails with Infection Control in Theatres in the afternoon to make this an optional full day of learning.

Recognition and Management of Sepsis

6^{PM} – 9^{PM} Tuesday 9th May

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.

Valuing the Contribution of the Support Worker In Theatres

9.30^{AM} – 12.30^{PM} Thursday 7th September

Nursing Auxiliaries and Health Care Support Workers are valuable members of the theatre nursing and surgical team. This workshop acknowledges that role and practice which ultimately provides reassurance, safety and comfort for patients in the theatre environment. The morning will explore the scope of practice and their undertaking of delegated interventions in perioperative roles. It will look at case studies for best practice in carrying out a range of relevant functions in the theatre environment. It will be delivered by Anne Marie Higney, Theatre Nurse and Jean Gray HCA Belfast Trust. This workshop dovetails with Infection Control in Theatres in the afternoon to make this an optional full day of learning.

Wound Care – Assessment and Management

10^{AM} – 4^{PM} Monday 27th February

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 Michelle Deeth, Tissue Viability Nurse Urgo Medical.

Wound Care – Pressure Ulcer Prevention and Management

10^{AM} – 4^{PM} Tuesday 20th June

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 Michelle Deeth, Tissue Viability Nurse, Urgo Medical.

Wound Care – Assessment, Diagnosis and Management of Leg Ulcers

10^{AM} – 4^{PM} Thursday 5th October

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 Lorraine Grothier, Tissue Viability Nurse, Urgo Medical.

Non UNISON Courses in the North West

There are a range of providers in the North West offering some great courses, so rather than compete for learners, we are encouraging members to access what is already there.

The Clear Project offers a range of courses free in the North West including Mental Health First Aid, Safe Talk, Self Harm Awareness and Working with people affected by alcohol and drug misuse. These courses are targeted at people who are involved in the community/voluntary sector or volunteer in any local community, church, youth group etc. You can get information on courses through www.clearproject.co.uk or ring **028 7138 3386**

If you work for the **Western Trust**, their Health Improvement Team run a wide range of mental health, resilience, nutrition, breastfeeding, drug and alcohol, get active type courses. These courses are sometimes available to those in the community and private sector. You can get information on courses through www.westerntrust.hscni.net/HealthyLiving.htm or ring **028 7186 5127**



Education Team

Contact EducationNI@unison.co.uk or tel **028 9027 0190**

Fidelma Carolan - Regional Organiser (Education & Lifelong Learning)

Norma Neil (Part Time Admin)

Tracey Bryson (Part Time Admin)

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.

NOTES

NOTES



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10 WAYS TO LOOK AFTER YOUR MENTAL HEALTH

- Talk about your feelings
- Keep active
- Eat well
- Take a break
- Drink sensibly
- Keep in touch
- Do something you're good at
- Accept who you are
- Ask for help
- Care for others

Mental Health Foundation
mentalhealth.org.uk

1 in 5 people in Northern Ireland will experience a mental health problem at any one time.

The other 4 will have a friend, family member or colleague who will.

So isn't it time we dealt with the stigma together?



changeyourmindni.org



Lifeline

0808 808 8000





UNISON Northern Ireland
Galway House
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