

IRISH CONGRESS OF TRADE UNIONS

Booking Form for Education & Training Courses

Please complete in full.

Name:

Postal Address:

Name of Employer:

Daytime contact Phone Number:

E-mail Address:

Name of Union of which you are a member:

Name of Training Course you wish to attend:

Do you have any special dietary requirements and special needs?

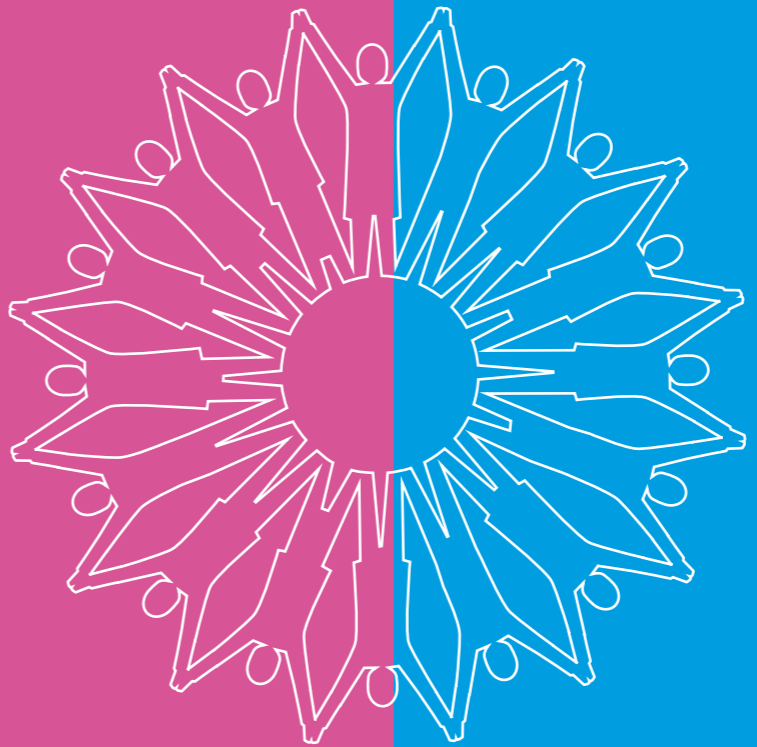
Course Date:/...../.....

Cancellation Policy:
We require 5 working days notice of a cancellation of attendance on a training course.

We will not pass on your information to any other organisation or company.

Please return to Mary Twohig, ICTU, 31/32 Parnell Square, Dublin 1 or fax to 01 8872012, or email to mary.twohig@ictu.ie

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CONGRESS Education and Training Courses



Further Information

If you require further information please contact Mary Twohig at 01 889 7723 or email mary.twohig@ictu.ie.

This brochure has been forwarded to our Affiliated Unions and their Education and Training Officers.

FÁS
Congress gratefully acknowledges the receipt of FÁS funding towards the cost of our Education and Training Programme.

www.ictu.ie





How to Book a Course

A course booking form is attached. You can also book on the Congress website www.ictu.ie. Information on all of our courses is available on the website 6 weeks prior to the training taking place.

Introduction

Congress Education and Training Courses for the Republic of Ireland for the period June to December 2009 are as set out here. The training is designed to both compliment and support our Affiliate Unions own training courses.

The courses on offer are the general trade union courses provided by Congress. The training is intended as a pathway to training for trade union members, and to act as a building block to attract and support the new trade union activist, the experienced trade union activist, the newly appointed Full-Time Official, or the Full-Time Official who wishes to polish up their skills base. This year Congress is offering a number of courses with newly designed programmes, as follows -

Workplace Representatives Course Stage 1
 Workplace Representatives Course Stage 2
 Workplace Representatives Course Stage 3
 Media & Communications Course
 Bullying & Harassment Course

The courses are designed to allow for modification to suit individual unions and the various sectors they represent. Courses will take place in Dublin, and other locations based on demand.

Cost of Training

There is no charge for the Workplace Representatives Stage 1, Stage 2, Stage 3 Courses, or for the Global Solidarity Champions or Disability Champions Training.

Other courses are charged as follows: 3 day courses are €200; and 5 day courses are €350. These costs cover tuition, documentation, lunches and teas/coffees on each day of the course.

On receipt of a completed booking form requesting a training place, Congress will seek payment from the individual's trade union.

Course	Course Content	June	July	September	October	November	December
Workplace Reps Stage 1	This introductory course will equip the Workplace Representative with the necessary skills and confidence to effectively carry out their role. Course content includes an introduction to the structure of Trade Unions and Industrial Relations Institutions in Ireland; the recruitment of new members; Problem Solving at the level of the Workplace; Basic Employment Law, and Basic Equality.	2/9/16/ 23/30 9/16/23/30	7	8/15/22/29 9/16/23/30	6 7		
Workplace Reps Stage 2	The Stage 2 course is for the Workplace Representative with some experience. The course will build and improve on this experience. Subject matter will develop in more detail areas covered in Stage 1 with the emphasis on how to conduct negotiations.	9/16/23/30	7	8/15/22/29	6		
Workplace Reps Stage 3	The Stage 3 course deals primarily with developing negotiation skills. Areas covered will include preparation for negotiation, developing and using good listening skills; and presentation and discussion through the use of case study and role play.		13 to 17				
Media & Communications	This course will demonstrate how to effectively communicate with members, and deal with various aspects of the Media in your role as a Trade Union representative, e.g. preparation and writing of press releases, preparing for radio interviews, etc.	16 to 18					
Bullying & Harassment	This course will set out the legal framework of what constitutes Bullying; and how to put in place a procedure in the workplace for dealing with Bullying & Harassment.	9 to 11	14 to 16				
Train the Trainer	This course will equip experienced officials and activists with the knowledge and skills on the provision and delivery of a training course in a trade union context.			9/16/23/30	7		
Negotiations & Conflict Management	This course is intended for full-time officials and activists who are involved in negotiations with management. The course will build on previous negotiation skills achieved through experience/training; and provide for more effective negotiation skills.			22 to 24			
Preparation of Submissions to Rights Commissioners & Labour Court	This course will look at the legislation which underpins these institutions, and equip the participant with the necessary skills to prepare and write a submission. The course will be practically based and will include the preparation of a mock submission.	9 to 11		29 to 30	1		
Global Solidarity Champions	This 5 day course gives an insight to all the main social justice problems in our world, and reasons for the existence of these problems. It shows why international trade union solidarity is the key to progressive change on local, national and global level. The course gives energy, motivation and skills to act in solidarity with trade unionists in the global south and for justice and equality in our world.					3/10/17/24	1
Disability Champions At Work	This course will provide disability and awareness and equality training for trade union activists and shop stewards. It is a practical course aimed at promoting best practise in the employment of people with disabilities, ensuring that employers are fulfilling their obligations and that people with disabilities are supported in the workplace. No previous knowledge of disability is required for this course.			8/15/22/29	6		