

Introduction

This is a guide to the Education and Training activities of Congress in the Republic of Ireland for the period September 2005 to July 2006. The courses and seminars described here are designed to complement the training activities of affiliated unions. They range from general courses such as Introductory Shop Stewards training, Womens' Introductory courses and Young Workers' courses to specialist courses such as Health and Safety or Pensions. Specialist courses offered for the first time this year include Women in Leadership, Writing for the Labour Court and a redesigned Media Course.

In addition to internally provided courses, we provide a number of courses in association with third level institutions. In association with the National College of Ireland we offer a two year Certificate Course, which many people have used as an initial step to securing a third level qualification.

The Certificate in Safety and Health at Work is a one-year part-time Certificate offered in association with UCD. This course is delivered by satellite link each Friday morning over 25 weeks. This course is intended as a progression option for people who have attended a basic level Health and Safety Course.

The Bachelor in Business Studies is a four-year Degree programme offered as a joint initiative between Congress and the Department of Industrial Relations, UCD. This programme is intended as a progression option for students who have a significant level of experience as a representative and who have undertaken some programmes of trade union or adult education beyond the introductory level.

Here you will find initial information on course dates and venues. Further detailed information on venues, fees and syllabus will be forwarded to unions and will be placed on our website <http://www.ictu.ie> at least six weeks prior to the course commencement dates.

The Congress Programme is designed to offer a pathway of learning to participants from introductory to specialist to Certificate and Degree level programmes. During 2006, a number of courses will be refocused and will lead to the availability of FETAC certification. The programme thus seeks to promote a culture of lifelong learning among union members and representatives.

Nominations for programmes are made through affiliated organisations. Places may be reserved by contacting Mary Twohig at ICTU, 31-32 Parnell Square, Dublin 1. mary.twohig@ictu.ie

Peter Rigney
Industrial Officer

Mary Twohig
Irish Congress of Trade Unions
31-32 Parnell Square , Dublin 1
Tel: 00 - 353 - 1 - 889 7777
Fax: 00 - 353 - 1 - 887 2012

For the Health and Safety Programme

ETST
31-32 Parnell Square, **Dublin 1**
Tel: 00 -353 - 1 - 878 0988
Fax: 00 - 353 - 1 - 878 0990
E-mail: safetytraining@etst.ie

Shop Stewards/Union Representatives Introductory Programme

Programme Objectives

Shop stewards and local representatives are a key component in effective union organisation in the workplace. The Introductory Programme is designed for representatives who have not previously attended a training course. It aims to provide the participants with the knowledge and skills necessary to function effectively as a local representative of their union.

Programme Content:

- The Role of Unions
- Recruitment and Organisation
- New Concepts of Industrial Relations
- Partnership at the Level of the Enterprise
- Handling Problems and Negotiations
- Employment Law
- Promoting Diversity in the Workplace
- Meetings - Organisation and Procedures
- Understanding Social and Economic Issues Pensions
- Globalisation and Trade Unions

Certification

This course is a stand-alone programme designed for the newly elected shop steward. Congress provides a range of more advanced courses. Students who successfully

Programme Target Group:

Shop Stewards and Union Representatives

Venue and Dates:

Dublin:

18, 19 20 October 2005
10, 11, 12 January 2006
13, 14, 15 June 2006

Contact Person:

Peter Rigney
Industrial Officer
E-mail: peter.rigney@ictu.ie

complete the Introductory Programme receive a Certificate from Congress and have automatic progression to the range of programmes offered by Congress.

Negotiating and Communication Skills

Programme Content

This course will deal in depth with some of the issues touched on during the basic shop stewards' course. The course will involve a mix of course work and practical exercises and will be particularly useful for representatives facing into a major negotiation

This course is designed for union officials and senior workplace representatives who are regularly involved in negotiations with management, and will focus on the details of the negotiation and communications process.

At the end of this course participants will have a greater understanding of the theory and practice of negotiation and will have developed more effective negotiation skills.

Programme Target Group:

GroupSenior Shop Stewards and Union Representatives who engage in negotiations on a regular basis or at a senior level.

Venue and Dates:

Dublin:

16, 17, 18 May 2006

Organising –A Beginners Guide

Programme target group Union activists who are involved in recruitment at workplace.

Research commissioned by Congress indicates that many non union members were never asked to join a union in the first place. This course will enable participants to explore different approaches to the promotion of unions and to membership recruitment. In particular, the course will review current research and look at the development and implementation of recruitment strategies.

This course is aimed at officials, branch officers and shopstewards involved in recruiting new members.

Among the areas to be covered will be:

Getting the union message across

The reluctant joiner

Approaching foreign workers

Organizing vs recruiting

Recognizing and counteracting anti union strategies

Venue and Dates Dublin 5, 6, 7 December

Women's Introductory Programme

Programme Objectives The Women's Introductory Programme is designed to encourage women with little or no trade union experience to become more involved in their trade union. Many women have, after attending the course, gone on to take up office at various levels in their union.

Programme Content:

- Introduction to Your Union
- Organisation Culture & Equality
- Introduction to Equality Legislation
- New Concepts of Industrial Relations
- Handling Problems and Negotiations
- Employment Law and Women Workers
- Mainstreaming Equality Issues

Women in Decision Making

Trade Union Women in Leadership and Decision Making Course

Programme Objectives: This course aims to assist unions to build the skills of their women representatives to meet the particular challenges of leadership and decision making. The emphasis is on enhancing knowledge, skills and abilities and empowering trade union women to think innovatively, act strategically and lead with lasting impact for trade unions.

Course Content:

- Σ Key concepts and decision making tools
- Σ Decision making and strategy in trade unions
- Σ Developing mentoring and coaching skills
- Σ Ensuring the centrality of the equality agenda
- Σ Identifying potential for Union growth
- Σ Administrative procedures and financial management in organisations
- Σ Conflict management at board level
- Σ Effective communication
- Σ Balancing your workload

The course is aimed at women who have recently taken up leadership or decision making positions with their union. It is also relevant for women who are participating on decision

making structures such as: Area Based Partnerships or County Childcare Committees,
The course would be of particular interest to women serving as officers in branch or other
union structures..

Dates: 6,7,8 June 2006

Venue: Congress, 31-32 Parnell Square, Dublin 1

Contact Person: David Joyce
Policy-Equality Officer
E-mail: david.joyce@ictu.ie

Young Workers Programme

Programme Objectives The Young Workers' programme is designed to help and

encourage young workers to be active in their unions. The course is aimed at activists and potential representatives. It seeks to develop knowledge and understanding of how unions work in both the national and international context.

This course can be customised to meet the needs of an individual union.

Programme Content: Overview of Trade Unions
How unions work
Basic negotiation skills
Communicating your message
The International context -EU institutions
Global Solidarity
European Developments and Young Workers

ProgrammeTarget Group: Young workers aged 16-35 years

Venue and Dates: Dublin: 21-23 October

Contact Person:

Gareth Keogh

E-mail: gareth.keogh@ictu.ie

Health and Safety Representatives General Programme

Programme Objectives

This Safety Representatives Programme is designed to equip workplace representatives with the skills, knowledge and information to carry out their role as Safety Representatives in their workplace.

Programme Target Group: Workplace Safety Representatives

Dates and Venue: Dublin: 21, 22, 23 September

Cork 11, 12, 13 October

Athlone 22, 23, 24 November

2006 dates will be circulated in late 2005 :

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Promoting Equality – Enforcing Employment Equality Legislation

This Course aims to assist trade unions to build the skills of officials and activists in relation to Equality in employment. The programme covers a wide range of issues relevant to combating discrimination in the workplace, along with negotiating for improvements to equal opportunity policies and programmes and taking cases under the Employment Equality Act to the Equality Tribunal. The course covers all of the grounds (gender, marital status, family status, age, race, religion, disability, sexual orientation and membership of the Traveller community).

Course Content

The course is a three-day residential course and has been designed by Congress to be practical and to meet the needs of unions and busy officials and activists. It is not necessary for participants to have an expertise or specific responsibility for Equality to undertake this course. The course will provide practical examples and will work through sample cases, drawn from the type of problems that officials are likely to face as they go about their day-to-day work. Guest speakers will include the Equality Authority and the Equality Tribunal..

Dates and Venue:

21, 22, 23 March Congress House, 31-32 Parnell Square, Dublin 1

Contact Person:

David Joyce

Policy-Equality Officer

E-mail: david.joyce@ictu.ie

Worker Director Programme

Programme Objectives The programme of education and training for Worker Directors is designed in partnership with the Worker Directors. It aims to provide information, knowledge and skills to Worker Directors to enable them to carry out their role effectively. The programme covers issues for Worker Directors such as Pensions and Company Finance, Corporate Governance and the legal responsibilities of directors.

Venue and Dates: This is a rolling programme

Certification: Worker Directors who successfully complete a three-day programme receive a Certificate from Congress.

Contact Person: Co-ordinator, Worker Directors' Group
c/o Peter Rigney

Industrial Officer
E-mail: peter.rigney@ictu.ie

Media

Programme Objectives The Media Programme is designed to facilitate unions in getting the best out of their media policy. Three one day seminars in successive weeks will cover a range of issues arising in the print media, radio and television and the electronic media. Each day will be self contained, with specialist inputs by relevant media professionals. Among the issues to be covered will be:

Development Education Programme

The aim of the development education programme in Congress is to:

“to increase global solidarity between trade union members worldwide with a view to advancing and defending workers’ rights by establishing a strong, informed and active Irish Trade Union voice on international development issues”.

The Programme is designed to provide information and knowledge on current global and development issues relevant to trade unions (trade, aid, debt and labour standards) and to facilitate informed action. It also aims to enhance policy development on key issues.

Programme Target Group

The programme is aimed at trade union officials/activists and members who wish to build on their knowledge of global and development issues, and to contribute towards building of a culture of international solidarity within their union/Trades Council.

With the 2003 launch of the Esperanza Productions Documentary, Race to the Bottom, we now have educational materials to use alongside this video, to enable trade unionists here to consider the issues it raises for us all. Please contact Congress if you wish to try out any of these materials in your union. The following are the plans for the coming year:

Development Education in General Education and Training Activities:

Sessions on globalisation and trade unions will continue to be part of the following courses:

- Σ Shop Stewards' introductory programme;
- Σ Women's introductory programme;
- Σ Young Workers' Programme;
- Σ Trade union Officials and Senior Activists Programme; and,
- Σ Trades Councils Programme

We will continue to include sessions on the HETAC Business Studies in Trade Unions

Certificate and in the Bachelor of Business Studies.

We will also have a session on the Tutor Training and Development Programme in order to equip trade union tutors with the information and skills necessary to use the development education materials in their own union training programmes. If your union would like some extra training in this area, please don't hesitate to contact Global Solidarity here in Congress.

Global Solidarity Briefings:

This programme consists of a series of one and a half hour lunch-time sessions from 12.30 - 14.00 hours. Topics for the coming year will include:

Forced Labour in today's world – implications for Irish Trade Unions;

Corporate Social responsibility – threat or opportunity for trade unions;

Trade Union Role in helping Tsunami effected regions to rebuild livelihoods.

As part of our participation in the Make Poverty History campaign, we will continue to

update and facilitate involvement by Irish Trade Unions in the international push for significant action to end extreme poverty: These will include:

How significant was the debt and aid deals at the Gleneagles G8 summit?

Ireland's Development Cooperation Programme – quality and quantity;

6th Ministerial Meeting of the World Trade Organisation – implications for trade unions. This will include a major campaign on respect for workers' rights along the supply chains of multinational companies that provide our shops with many of the products we buy.

Check www.ictuglobalsolidarity.org for more details of upcoming events and Global Solidarity Seminars.

Responsible Officials: David Joyce, Policy Officer – Development.
Neil Alldred, Union Services Officer

One Day Courses

Congress is offering a series of one day intensive courses as follows:

Writing for the Labour Court General

Programme Objective: This course is an intensive one day course in the skills of writing a submission. It will be a hands on one day session covering issues such as planning, editing, and drafting a submission. Participants will work on a mock submission

Date: 18 January 2006

Venue: Congress, 31-32 Parnell Square, Dublin 1

Course Fee: €90

Writing for the Labour Court Cases Under the Industrial Relations (Miscellaneous Provisions) Act 2004

Programme Objective: This piece of legislation provides great opportunity for trade

Programme Objective: This workshop will cover issues of current interest in the area of pensions, and will include speakers from the Pensions board and the office of the pension ombudsman. Among the issues to be covered will be Scheme adequacy, PRSA's , role and duties of trustees

Venue: Congress, 31-32 Parnell Square, Dublin 1

Date: 16 November 2005

Course Fee: € 90

Stress Management for Union Officials

Programme Objectives: The work of a union official is stressful. As you deal with existing crises, new demands arrive daily. Management actions which breach agreements can take days, weeks or months to unravel. Members can expect you to be Superman or Superwoman. Worse, you may expect yourself to be Superman or Superwoman.

This course will show participants how to avoid the stress trap and how to gain fulfillment out of your job as a union official.

Course Content:

This course will equip participants to:

- Σ Understand what motivates you and the people you deal with every day.
- Σ Focus on what is in your control to do.
- Σ Understand the power of asking and of listening.
- Σ Refuse to be demoralised by criticism.
- Σ Learn to switch off for the sake of your relationships and your health.
- Σ Set sensible boundaries for yourself and for others.

Date:

February 28 2006

Venue:

Congress, 31-32 Parnell Square, Dublin 1

Course fee:

€90

Psychological Approach to Bullying for Officials and Activists

Course Programme:

This one-day course aims to help trade union officials

and activists to address bullying in the workplace with a knowledge of psychology. Bullying is challenging to deal with – emotions on both sides can be strong and procedures lengthy. Union officers accustomed to a problem-solving approach may underestimate the value of the emotional support they can give to the person who is bullied. The course will look at the motivations of bullies, the psychological effects on their victims and on how you can help counteract these effects.

The course will stress the importance of taking care of your own emotional health when dealing with bullying cases, the value of prevention and practical steps the bullied person can take.

Course content:

- Σ The motivation of bullies
- Σ The emotional effects of bullying on victims
- Σ How to support victims emotionally
- Σ The value of prevention
- Σ Taking care of your own emotional wellbeing

Date: November 22nd 2005

Venue: Congress, 31-32 Parnell Square, Dublin 1

Course Fee:

€90

HETAC Business Studies in Trade Union Studies Certificate

Introduction

The HETAC Business Studies in Trade Union Studies Certificate was developed in partnership with the National College of Ireland. During 2005-2006 the programme will be offered to trade union members in Dublin on a part-time basis, one evening each week over two years.

Course Details

The programme is offered in module format and is aimed at trade union activists and officials. The programme covers six modules: Collective Bargaining, New Forms of Work Organisation, Equality, Employment Law, Health and Safety and Trade Unionism.

Course Assessment

The Collective Bargaining, New Forms of Work Organisation, Equality and Health and Safety modules are assessed by a written project which carries 70% of the marks and

continuous assessment which carries 30% of the marks.

The Employment Law, and Trade Unionism modules are assessed by written examination. The exam carries 70% of the marks and continuous assessment 30%.

Commencement Date & Modules in 2005/2006

The 2003/2004 programme commences on Monday 26 September 2005 at 6.00pm in Congress House, 31/32 Parnell Square, Dublin 1. Three modules; New Forms of Work Organisation, Collective Bargaining and Employment Law will be offered between September 2005 and May 2006.

Entry Requirements

Entry to the Business Studies in Trade Union Studies Certificate is open to all trade union members, who have completed a Congress' or their own union's Shop Steward or Introductory Course, or have knowledge and skills acquired through their work experience in the relevant areas. No formal educational threshold is set for entrance to the programme.

Programme Format

Trade union members may take the six modules over two years or may take a number of modules each year and apply for their Certificate when they have successfully completed

all modules.

Attendance

Participants are required to attend at least 70% of each module to be eligible to sit examinations or complete projects. In addition to attendance at each module, participants will be required to set aside time to do their projects and for examination preparation. During each module the tutor will give guidance and assistance on project writing and examination study. Tutors will also arrange tutorials to develop participant's skills, knowledge and competencies in these areas.

Venue and Dates: Congress Head Office
31-32 Parnell Square West, Dublin 1
Each Monday evening from 6.00pm - 9.00pm.

Exam Preparation and Review: Date will be arranged in consultation with students.

Course brochure and further information is available from Mary Twohig. Nominations to be received no later than Friday 9th September 2005.

UCD Certificate in Safety and Health at Work

The UCD one year part-time Certificate in Safety and Health at Work is offered to trade union members, activists and officials at Congress House, 31/32 Parnell Square, Dublin 1. This is a one year part-time study programme organised over 25 weeks. The programme will be delivered by satellite transmission each Friday morning from 9.00-11.00 commencing on Friday 17th October 2005, and will conclude on Friday 30th April 2006.

Programme Content

The programme is an introduction to a comprehensive range of topics relating to safety and health in the workplace including: legislation; safety management; identification of physical, chemical, electrical, psychological and ergonomic hazards; risk assessment, control and monitoring; safe transport, use, storage and disposal of dangerous substances; organisational health and health promotion; violence and security; fire prevention and control; emergency planning and accident investigation.

Teaching Methods

Each session is two hours in duration. The lectures are broadcast by satellite with television and telephones being used to teach at a distance. The second hour consists of tutor led discussion and study. The lectures are based on the textbooks supplied to students and are supported by small group tutorials with a local tutor.

Examinations

Students will undertake two projects and a written examination. The examination will be held in May, 2006 in Congress House, 31/32 Parnell Square, Dublin 1.

Closing Date

The closing date for receipt of applications is 20th August . Further details and application forms are available from: Mary Twohig at Congress House, 31/32 Parnell Square, Dublin 1. e-mail: mary.twohig@ictu.ie

Bachelor of Business Studies (BBS)

Specialising in Industrial Relations/Human Resources

The Bachelor of Business Studies (BBS) was jointly developed between the Irish Congress of Trade Unions and the Quinn School of Business, University College Dublin. The programme is delivered through distance learning and attendance at University College Dublin.

Recruitment is every second year, and the next intake of students to the programme will be in Autumn 2007

The programme covers a period of four years (minimum) and contains three levels of study. Level 1 takes two years to complete and on its successful completion, a Diploma is awarded. Levels 2 and 3 each take a year to complete and the degree (BBS) is awarded on the successful completion of Level 3 examinations.

The programme of study is multi-disciplinary and covers a wide range of business, management and related subjects. The programme aims to meet modern needs of trade union officials, workplace representatives and human resource personnel.

Peter Rigney
ICTU
31/32 Parnell Square
Dublin 1
Tel: 01 - 889 7777
Fax: 01 - 887 2012

