



MANDATE
ORGANISING &
TRAINING CENTRE



This House committee course is designed to assist members in their role as Mandate Trade Union representatives and to build on their skills and expertise as a House Committee member. This 3 hour course is delivered to House Committee members with a minimum of five in attendance and held at a time that suits you in a location convenient to your workplace.

Course Content:

- **Background to Mandate Trade Union.**
- **Organising Your Workplace.**
- **Understanding of the Grievance and Disciplinary Procedures.**
- **Skills for handling Members' problems in the workplace.**
- **Development of effective communications.**
- **Building your network and involvement in Mandate Trade Union.**

If you are interested in this training please contact the training centre at:

**Mandate Organising and Training Centre
Distillery House, Distillery Road, Dublin 3**

Tel: (01) 836 9699

E-mail: mandateotc@mandate.ie