



20<sup>th</sup> October 2017

**To: All Mandate Trade Union Shop Stewards/House Committee Members/Union Activists**  
**Re: 2018 Mandate Union Rep Courses for January, February, March 2018**

Dear Members,

Please be advised that Mandate's Training schedule for our 2018 Union Rep Courses has been finalised with some new additional courses coming on stream in April 2018, such as our new bridging course for Union Reps in Employment Law "Intermediate and Advanced Level" and a new course in Negotiation Skills "Theory and Practice", which will also be held over a number of individual days throughout the year.

In addition to the above, we will continue to roll out our traditional Union Rep courses in 2018 and I would encourage all Reps to avail of this training, by contacting your local Union Official or advising the Training Centre directly on 018369699. Places are limited on these courses so please don't delay in booking your place. The training courses listed below will be offered in the 1st Quarter of 2018 with additional Union Rep courses being offered every Quarter. Please note that the **closing date for booking your place on the courses listed below is the 12<sup>th</sup> December 2017.**

<i>Union Representative Introductory</i>	<i>February 5/6/7</i>	<i>3</i>	<i>OTC</i>
<i>Health and Safety Level 5</i>	<i>February 5/6/7/8/9</i>	<i>5</i>	<i>OTC</i>
<i>Union Representative Introductory</i>	<i>February 19/20/21</i>	<i>3</i>	<i>Newbridge</i>
<i>Trade Union Representative QQI Level 5</i>	<i>February 26/27/28</i>	<i>3</i>	<i>Cork</i>
<i>Union Representative Introductory</i>	<i>March 05/06/07</i>	<i>3</i>	<i>OTC</i>
<i>Trade Union Representative QQI Level 5</i>	<i>March 12/13/14</i>	<i>3</i>	<i>OTC</i>
<i>Equality</i>	<i>March 20th</i>	<i>1</i>	<i>OTC</i>

Yours sincerely,

**Jonathan Hogan**  
**Mandate Trade Union**  
**National Coordinator for Training**

JH/AB

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