

Workplace Union Reps Introductory Training *for Tesco Reps*

PLEASE INDICATE EITHER 1ST, 2ND OR 3RD COURSE DATES THAT YOU ARE INTERESTED IN

1st Course	Wednesday 3rd/10th/17th/24th Feb 2021
2nd Course	Wednesday 24th/31st Mar/7th/14th Apr 2021
3rd Course	Wednesday 12th/19th/26th May/2nd Jun 2021

Participants who complete this course will be able to:

- ✓ Describe the role and function of the Workplace Representative
- ✓ Awareness of your Terms & Conditions
- ✓ Assess and investigate Workplace issues at local level
- ✓ List the Union/Company Collective Agreements

Who should attend?

Marks & Spencer Elected Workplace Union Representative

Duration:

There are four sessions in this course which run over four weeks on Wednesday evening from 6pm-9pm. As this course will be taken virtually and not in a class room setting, you will need access to Internet, a smartphone, tablet or computer

Course Content:

- Background to Mandate
- The role and responsibilities of a Workplace Union Representative
- Examining disciplinary/grievance procedures
- Developing negotiating skills
- Representing members at local level
- Communication skills/solving members' problems
- Organising, Recruitment and Campaigns
- Induction presentations

Certification:

Mandate awards a Certificate of Completion. Certificates are valid for 3 years.

If you are the Marks & Spencer Elected Workplace Rep and have not yet completed Workplace Union Rep Introductory Training, please contact your Union Official or Amanda Blake ablake@mandate.ie in Mandate Training Centre or phone 0874406564.