

AB/
11th May 2022

**RE: Workplace Union Reps Introductory Training - 30/31 May/1 June 2022 – 10am-4pm
Zoom Platform**

Dear Member,

You have secured a place on the above referenced course. This course aims to provide information, skills and knowledge to Mandate Activists in order to assist them in their role as a Workplace Rep. As this course will be taken virtually and not in a classroom setting, you will need access to Internet, a smartphone, tablet or computer. Course documents will be provided and a Tea/Coffee break has also been scheduled into each training session for your convenience. On completion of this course, you will receive your Mandate Certificate and all Activists will have gained knowledge on the following topics:

- 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

Your contact details will be forwarded to the Tutor assigned by Mandate delivering this training in order that they may send you on the link/s to access the training platform. Should you have any queries herein, please let me know on receipt of this letter.

All Mandate Activists are encouraged to attend training however If you are unable to attend this course, please contact Amanda Blake in Mandate Training Centre by email ablake@mandate.ie or by mobile 0874406564 prior to course commencement. If you have any other questions, please let me know.

**Yours Sincerely
For Mandate Trade Union**

**Amanda Blake
Training Administrator**