



MANDATE TRAINING & LEARNING CENTRE

Development and Progression



Employment Law

This two-day progression course in Employment Law is for Workplace Representatives who have a desire to improve their knowledge and understanding of employment law. Participants will gain an understanding of the legislative environment within which the employment relationship operates.

Course Content:

Contract of employment

- Contract for service and Contract of service
- The nature of employer's defenses
- Redress/remedies in Employment law
- Terms of employment and Information Act
- Organisation of Working Time
- Payment of Wages/Remuneration
- Equality and Discrimination
- Unfair Dismissal and Redundancy
- Redress for breaches of Employment Law

Statute Law

- Primary legislation
- Secondary legislation
- Role of EU law. Directives

Sources of Irish Law

- Common law, judicial precedent
- Equity
- Constitution

The role of law in regulating working conditions.

- The role of law in promoting equality, health and safety and best practice in the workplace
- The rights and duties of both employers and employees in the workplace



Bullying and Harassment in the Workplace

This one-day workshop is aimed at all Workplace Representatives who wish to improve their knowledge of bullying and harassment.

Course Content:

- Health and Safety in the workplace
- Bullying defined
 - Types of bullying
- Bullying and the law
 - Relevant legislation pertaining to bullying and harassment
 - Codes of Practice
- Prevention of bullying and harassment in the workplace
- Harassment defined
- Dignity at work
- Vicarious liability
- Anti bullying policy
- Inappropriate behaviors' and keeping a diary
- Resolution procedures
- The rights and duties of employees pertaining to bullying and harassment
- Sexual harassment and stress
- Constructive dismissal as a result of bullying and harassment
- Disciplinary procedures



Negotiation Skills Workshop

This one-day workshop in Negotiation Skills is for Workplace Representatives who wish to improve their knowledge of conflict resolution and negotiation skills.

Course Content:

- The 'Unwritten Rules' Or 'Conventions' Associated with The Bargaining / Negotiating Process.
- The Key Criteria for Successful Negotiations.
- Getting The Stages of Negotiation Right: Preparing, Opening, Bargaining And Closing.
- Effective Preparation and Planning for Successful Negotiations.
- The Skill Set or Attributes Of An Effective Negotiator.
- The Key Roles in The Negotiation Team.
- Identifying And Deploying The Right Bargaining Strategies And Tactics.
- Negotiating Styles And Strategies.
- Adopting A Collaborative Approach To Ensure Trust, Rapport And Long- Term Gains For Both
- Parties.
- How To Distinguish Win: Win From Win: Lose And Lose: Lose Negotiation Outcomes.



Political / Economics and Influencing Social Change Workshop

This Political Economic Course is for Trade Union Activists who have a keen interest in the Political & Social Economy and who have questions regarding the wider social agenda in Ireland and Globally.

Course Content:

- The Politics of Economics
- Understanding the Irish economy
- The Global Financial Crash and what it means
- The Great Recession and permanent austerity
- Democratizing economics
- Connecting with communities
- Reflecting community diversity
- The impact of climate change and the power of trade unions



WORKPLACE UNION REPRESENTATIVE TRAINING

This 2 day blended learning Workplace Representative Training Course is for Workplace Representatives. The course aims to provide information, skills and knowledge to assist them in their role in the workplace.

Course Content:

- The role of the Workplace Representative
- Terms and Conditions of Employment
- Employment Law
- Dealing with Workplace Issues
- Workplace Organising
- Communication - Critical Thinking and Decision Making
- Recruiting Members and Building a strong Union in the Workplace
- Organising and Chairing Meetings
- General Data Protection Regulation (GDPR)
- Political and Social Studies
- Supporting Union Campaigns and Collective Action
- Agreeing actions to build a stronger Union in the Workplace



HEALTH & SAFETY

This course for Health & Safety Reps will help the participant to promote and maintain Safety and Health in the workplace. The Course outlines the roles and functions of a Health and Safety Representative.

Course Content:

- Safety and health legal system
- Role of the safety representative and safety committee members in the safety consultation
- Communication skills for the safety representative and safety committee
- Hazard identification and carrying out risk assessments
- Interpreting and implementing the safety statement
- Carrying out safety and health inspections
- Sources of safety and health information
- Risk control and safety and health management at work

The learning outcomes:

- To understand the concept of workplace Health and Safety.
- To be familiar with core legislation in the area of Safety, Health and Welfare
- Understand and gain basic competence in hazard identification and risk assessment
- Recognise the factors influencing workplace health, safety and welfare
- Apply Health & Safety principles and procedures in the workplace
- Promote a safety culture in the workplace.



Training & Development

This Training & Development course is designed to enable learners attain the skills, knowledge and confidence to organise and deliver training and development in a range of organisational contexts.

Course Content:

- Learners should be able to recognise best practice in adult learning and development.
- Appraise different learning styles
- Conduct training needs analysis
- Design training to meet identified needs
- Prepare training programmes
- Develop lesson plans
- Identify learning outcomes and put in place relevant methods to access learning
- Develop and use a range of teaching materials
- Evaluate training and development interventions.



MANDATE
TRADE UNION

TRAINING and LEARNING CENTRE

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services
union**



UNIONlink

Try our new Unionlink on-line learning platform modules. These modules are designed to be effective, quick and easy to navigate through.

To register, simply follow the steps below. We recommend using Google Chrome as a browser for the purpose of accessing the site.

1. Click on to www.unionlink.org or access unionlink through Mandate's home page www.mandate.ie.
2. Sign up for Unionlink with your own unique username and password.
To get this you will need to create an account by filling out the "create account" form with your details.
3. Some of your details will include your membership number so please ensure you have this at hand when creating your account.
4. You will then be sent an e-mail with a web link that you click on to confirm your registration.
5. If you do not receive a confirmation email within a few minutes, please first check your spam folder.
If it's not in spam, please send an email to support@unionlink.org and we will confirm your account.
6. Once you have confirmed your account you can log in and select the course you wish to enroll on.
7. If you are prompted for an enrollment key, then please enter the key for each course as follows (look out for new courses):

	COURSE NAME	ENROLLMENT KEY
1	General Data Protection Regulations	GDPR10 1
2	Mandate – Your Union & You	mandateunion
3	Political economy	Polcon
4	Organise and recruit	OAT89975
5	Mandate – Understand Conference (An Awareness	Conference101
6	Understanding Trade Unions	TU10 1