

Developing and supporting activists

Trained and active plan

Revised February 2014



Introduction

As a new workplace rep, UNISON is committed to supporting your training and development. Your branch will help you get on the relevant training courses and will allocate you a named contact who will be able to:

- answer your questions
- put you in touch with the information and people who can help you along the way
- have a regular catch up as you become more active in the union.

UNISON also encourages you to be proactive in seeking out opportunities to put your training into practice.

To get started, sit down with your contact in the branch and complete this short questionnaire together. There is space here for you to come back to each point later on so you can make a note of how things are going in each key area.

See **<http://www.unison.org.uk/for-activists/training/workplace-reps/>** for a 'Word' version of this form that you can type into to save or print.

About me

Name

.....

Membership number (useful to note as you will need this eg for course applications)

.....

Branch

The members I represent are based in the following workplace(s)

.....

.....

.....

Other

.....

.....

Important information and contact details

My branch secretary name and contact details

Name

.....

Tel

.....

Email

.....

My branch contact or mentor and details

Name

.....

Tel

.....

Email

.....

Other key contacts

Name:

.....

Tel

.....

Email

.....

✓ Tick in the box when you can say 'yes' to the following:

I've got a copy/copies of:

Notes

The Code of Good Branch Practice

UNISON Rule Book

Recent branch newsletters

Branch equality policies

Dates for branch committee and other relevant branch meetings in diary

Dates for training over the next year in diary

Information about UNISON's national and regional website

UNISON application forms

Names and contact details of branch officers and reps

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Use this plan as part of regular catch ups with your branch contact.

You don't need to fill them all in to start with – and remember, there's lots of training available to help you.

It's split into sections –

Part A – Tasks that you can do before the organising stewards course or reps training with some help from your branch contact.

Part B – Some general tasks for all reps

Part C – More specific ones for stewards, health and safety reps, union learning reps and equality reps.

PART A – Some tasks that you can do before the organising stewards course or reps training with some help from your branch contact.

	Am I confident about this?	Need some help? This could be shadowing another rep	Action agreed at first meeting with your contact. Date:	Update and follow up actions at 2nd meeting. Date:	Doing it!
Talking to friends and family about UNISON					
Finding out who are members in your workplace					
Finding out about UNISON's campaigns					
Talking to colleagues about joining UNISON					

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PART A – continued

	Am I confident about this?	Need some help? This could be shadowing another rep	Action agreed at first meeting with your contact. Date:	Update and follow up actions at 2nd meeting. Date:	Doing it!
Reading and passing on information that is sent to me by the branch					
Keeping noticeboards up to date					
Using the internet and email to keep up to date on relevant UNISON issues					
Keeping in contact with your branch contact					

PART B – Some general tasks for all reps

	Am I confident about this?	Need some help? This could be shadowing another rep	Action agreed at first meeting with your contact. Date:	Update and follow up actions at 2nd meeting. Date:	Doing it!
Recruiting new members					
Talking through a problem at work with a member					
Keeping in contact with lead branch officer or convenor					
Talking to a manager about a member's issue					
Carrying out a survey with members					
Organising a meeting of members					
Recognising what could be equality issues					
Encouraging others to become more active					

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PART C – Some more specific tasks for stewards, health and safety reps, union learning reps and equality reps.

Additional points for stewards

	Am I confident about this?	Need some help? This could be shadowing another rep	Action agreed at first meeting with your contact. Date:	Update and follow up actions at 2nd meeting. Date:	Doing it!
Representing a member at a grievance or a disciplinary					
Supporting a senior steward at a grievance or disciplinary					
Getting involved with branch level activity or campaigns					
Keeping an up to date workplace 'map'					
Representing the views of your members at branch					
Shadowing a more experienced steward during negotiations					

Additional points for learning reps

	Am I confident about this?	Need some help? This could be shadowing another rep	Action agreed at first meeting with your contact. Date:	Update and follow up actions at 2nd meeting. Date:	Doing it!
Giving support to members getting involved in learning for the first time					
Asking questions to help find out what a member's training needs might be					
Talking confidently about skills for life issues					

Additional points for health and safety reps

	Am I confident about this?	Need some help? This could be shadowing another rep	Action agreed at first meeting with your contact. Date:	Update and follow up actions at 2nd meeting. Date:	Doing it!
Raising health and safety issues with the relevant person					
Organising a health and safety inspection					
Talking confidently about risk assessments					

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Additional points for equality reps

	Am I confident about this?	Need some help? This could be shadowing another rep	Action agreed at first meeting with your contact. Date:	Update and follow up actions at 2nd meeting. Date:	Doing it!
Talking confidently about types of discrimination					
Identifying good and bad practice around equalities in the workplace					
Asking questions to help find out what a member's equality issues might be					
Knowing who else to work within the branch on equalities issues					

Record form for catch up with named contact

<p>How have things gone since we last met?</p>	<p>Follow up action – by when</p>
<p>What went well?</p>	
<p>What hasn't gone so well?</p>	
<p>Any queries or problems and what can be done about them?</p>	
<p>Review of action agreed last time – how did it go?</p>	<p>Any follow-up action</p>
<p>What is coming up next and what help and support might you need</p>	<p>Any follow-up action you need?</p>
<p>Date and venue of next meeting</p> <p>_____</p>	
<p>Signed</p> <p>Mentor's signature: _____ Date: _____</p> <p>Rep's signature: _____ Date: _____</p>	

