

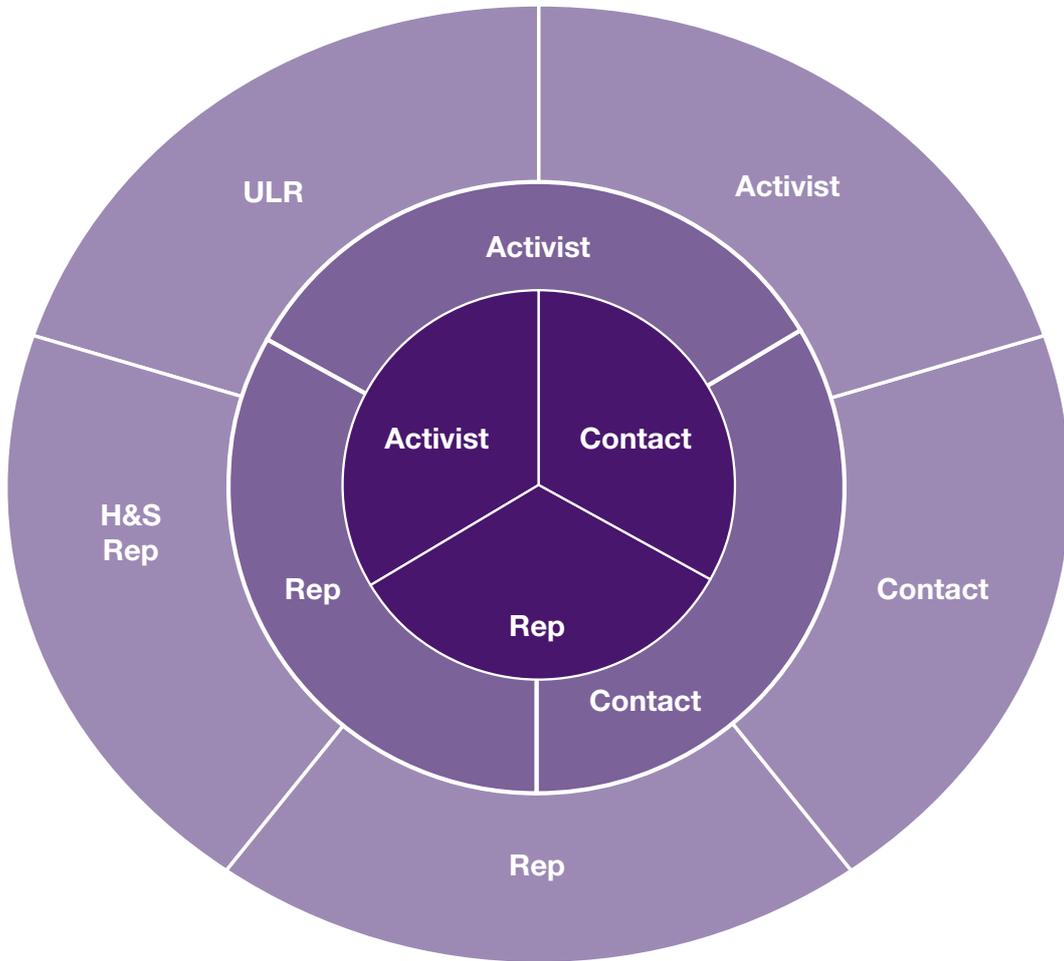
Developing and supporting activists

Trained and active plan

December 2018



Trained and Active UNISON Activist



Introduction

As a new workplace activist, UNISON is committed to supporting your training and development. Your branch can help you attend relevant training courses and will allocate you a mentor who will be available for regular catch ups to support your development, answer your questions, and put you in touch with the information and people who can help you along the way.

To help you proactively seek opportunities to develop in your role, this plan has been written with lots of suggested activities to get you started. You should arrange to sit down with your mentor and work through the following forms so that you are clear on your next steps.

How to use your trained and active plan:

The abilities you will develop for your role have been grouped into:

- skills
- understanding
- ways of thinking.

Each section of your trained and active plan has suggested tasks to help your journey from beginner to becoming experienced – and getting loads of experience along the way. It also has space for you to note where you feel you are currently, so you can discuss with your mentor what support you need to develop confidence and carry out activities.

Your trained and active plan will work as a live portfolio of your progress and training and we encourage you to keep it to build on as your experience in the union progresses. You may also find some of the suggested activities listed in the trained and active plans for UNISON contacts and UNISON reps useful if you haven't already completed them (separate documents) as you are supported to progress in the union.

Good luck!

About me	
Name	
Membership number	
Branch	
The workplace where the members I represent are based	

About my branch	
Branch secretary	
Telephone	
Email	
Mentor	
Telephone	
Email	
Other key contacts	
Name/role	
Telephone	
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Name/role	
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Ways of thinking

This section describes activities and tasks that support the development of the qualities and characteristics that will enable a UNISON Activist to carry out their role successfully.

Task	In progress	Support	Starting out	Gaining confidence	Becoming experienced
This is a description of one of the key tasks you will carry out in this role	Describe your current strengths relating to carrying out this task:	Identify an area for development and action to be taken	These are suggested activities to build your confidence and skills in carrying out each key task, once you have done them you can tick off to show your progression.		
Read and pass-on information sent out by the branch			Keep notice boards up to date	Send out information in regular newsletters	Use internet and email to keep up to date on relevant UNISON issues
Sign up a new member			Explain the benefits of being a UNISON member	Identify some workplace issues that UNISON could help with	Bring a colleague to a branch meeting
Work to resolve members' problems			Help a rep prepare for a meeting with a member	Shadow a rep at a grievance or disciplinary	Resolve a workplace problem informally
Have regular conversations with members in your constituency			Create a list of members for you to reference	Schedule a regular walk around to say hello to everyone	Set up a surgery for members to see you about any issues

Understanding

This section describes ways to gain information or awareness relevant to the UNISON Activist role through experience or education.

Task	In progress	Support	Starting out	Gaining confidence	Becoming experienced
This is a description of one of the key tasks you will carry out in this role	Describe your current strengths relating to carrying out this task:	Identify an area for development and action to be taken	These are suggested activities to build your confidence and skills in carrying out each key task, once you have done them you can tick off to show your progression.		
Carry out mapping activities to understand your workplace			Include information on key workplace issues in a workplace map	Use mapping to inform organising and campaigning plans	Gather information about part-time workers, access arrangements, childcare and other responsibilities, to inform when and where you organise union activity
Use campaigning to build collectivism			Ask friends and colleagues what they think about an issue	Get issues that members care about on branch meeting agenda	Recruit volunteers to help in campaigns and give them small tasks to do
Understand UNISON			Find out how to raise issues at branch meetings	Find out about regional contacts.	Understand national structures for SOGS and service groups
Know about relevant policies and procedures			Know where to get hold of employers' policies	Understand key branch procedures	Know what time-barring is, what the time limits of tribunals are and why they are important

Skills

This section describes learning opportunities for developing the skills needed to carry out a UNISON activist role. Please refer to the U-Train supplement to identify the training available for you to develop the specific skills needed for your role.

Learning opportunity		Date started	Date completed	Notes
Shadowing a rep or activist from your branch				
Pre-ULR Enote				
GDPR Enote				
Dyslexia Enote				
Stress management webinar				
ESOL Enote				
Training	Upcoming dates	Support needed	Record of completion	Notes
<i>(fill out details of the courses identified on U-Train that you would like to attend)</i>				

Meetings calendar

Use this space to book in follow up meetings with your named contact and to make a note of upcoming branch meetings. You can also mark other important dates such as training.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Record form for catch up with mentor

How things have gone since last meeting	
What went well?	
What hasn't gone so well?	
Any problems or actions and what could be done about them?	Any follow up action?
Review of action agreed last time – how did it go?	Any follow up action?
What is coming up and what help and support might you need?	Any follow up action?
Date and venue of next meeting	
Notes	

Mentor's signature	Date	Mentee's signature	Date

Record form for catch up with mentor

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What went well?		
What hasn't gone so well?		
Any problems or actions and what could be done about them?	Any follow up action?	
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What is coming up and what help and support might you need?	Any follow up action?	
Date and venue of next meeting		
Notes		
Mentor's signature	Date	Mentee's signature
		Date

