

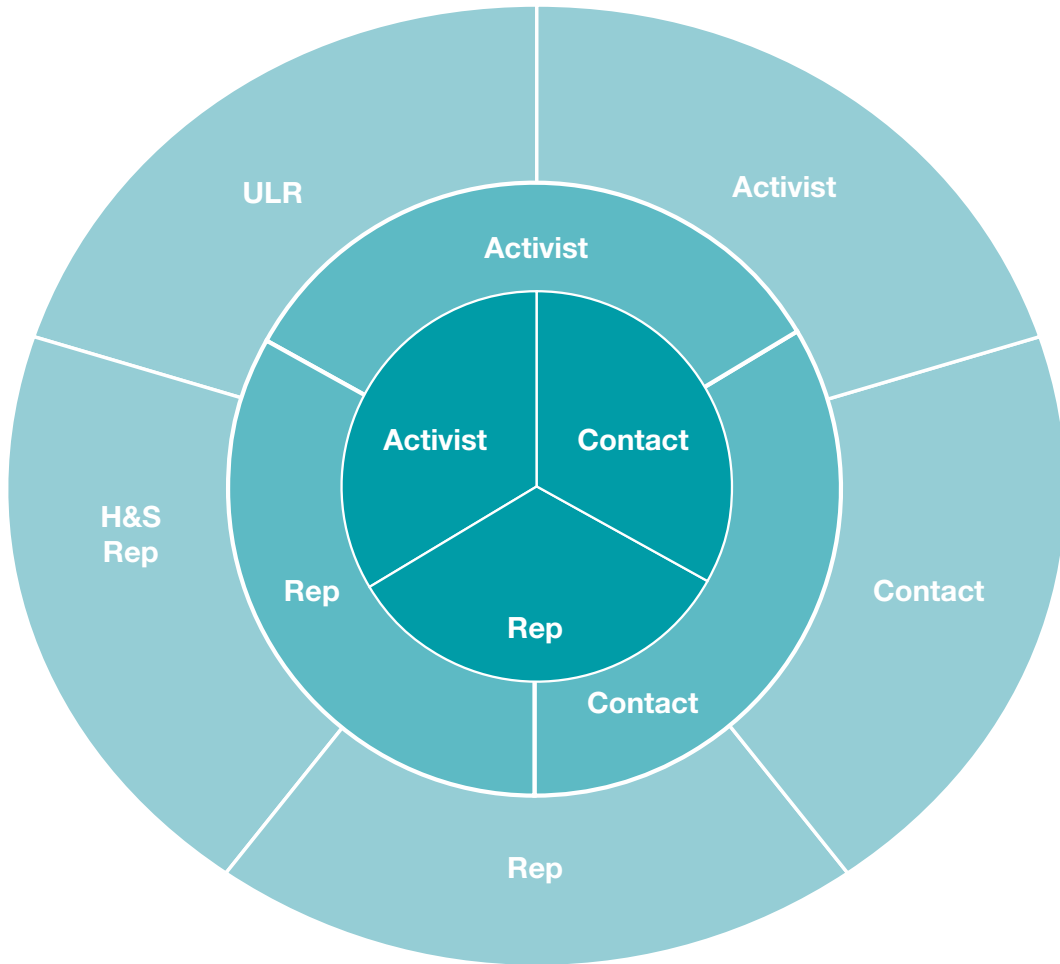
Developing and supporting workplace contacts

Trained and active plan

December 2018



Trained and Active UNISON contact



Introduction

As a new workplace contact, 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:

- ways of thinking
- understanding
- skills.

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 activists useful if you haven't already completed it, and there is an additional version for UNISON reps that you will be able to use 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 contact 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.		
Talk positively to friends and family about UNISON			Have one or two conversations to explain why you joined the union	Direct someone to the UNISON website	Give out a UNISON leaflet and explained content
Talk to colleagues about joining UNISON			Explain the benefits of being a UNISON member to a colleague	Identify some workplace issues that UNISON could help with	Sign up a new member
Receive and distribute information from UNISON			Set up an information board and keep it up to date - contact branch secretary for current leaflets	Forward information you have received from UNISON to colleagues	Keep branch informed of issues that are important to members
Direct members to where they can get advice			Have the contact details for local reps and branch officers	Know the UNISON helpline number and website address	Follow-up with members who have asked for advice

Understanding

This section describes ways to gain information or awareness relevant to the UNISON contact 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.		
Build a map of your workplace			Find out who is a member in your workplace	Help other activists and reps create a map of members and non members in the workplace	Update the map of your workplace regularly
Find out about UNISON campaigns			Familiarise yourself with the national UNISON website and your regional UNISON website	Join any relevant UNISON and TUC mailing lists	Sharing information with other members on information board ect
Understand what trade unionism is			Looked at UNISON Wallcharts	Familiarised yourself with the TUC website	Know how many members in your workplace as a percentage of the workforce (density)

Skills

This section describes learning opportunities for developing the skills needed to carry out a UNISON contact 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 another activist, rep or official from your branch			
Pre-ULR Enote			
GDPR Enote			
Dyslexia Enote			
Stress management webinar			
ESOL Enote			
Intro to apprenticeships Enote			
Training	Upcoming dates	Support needed	Record of completion
<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 mentor and to make a note of upcoming branch meetings. You can also mark other important dates such as training.

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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	Your signature	Date

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?	
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Date and venue of next meeting		
Notes		
Mentor's signature	Date	Your signature
		Date

