

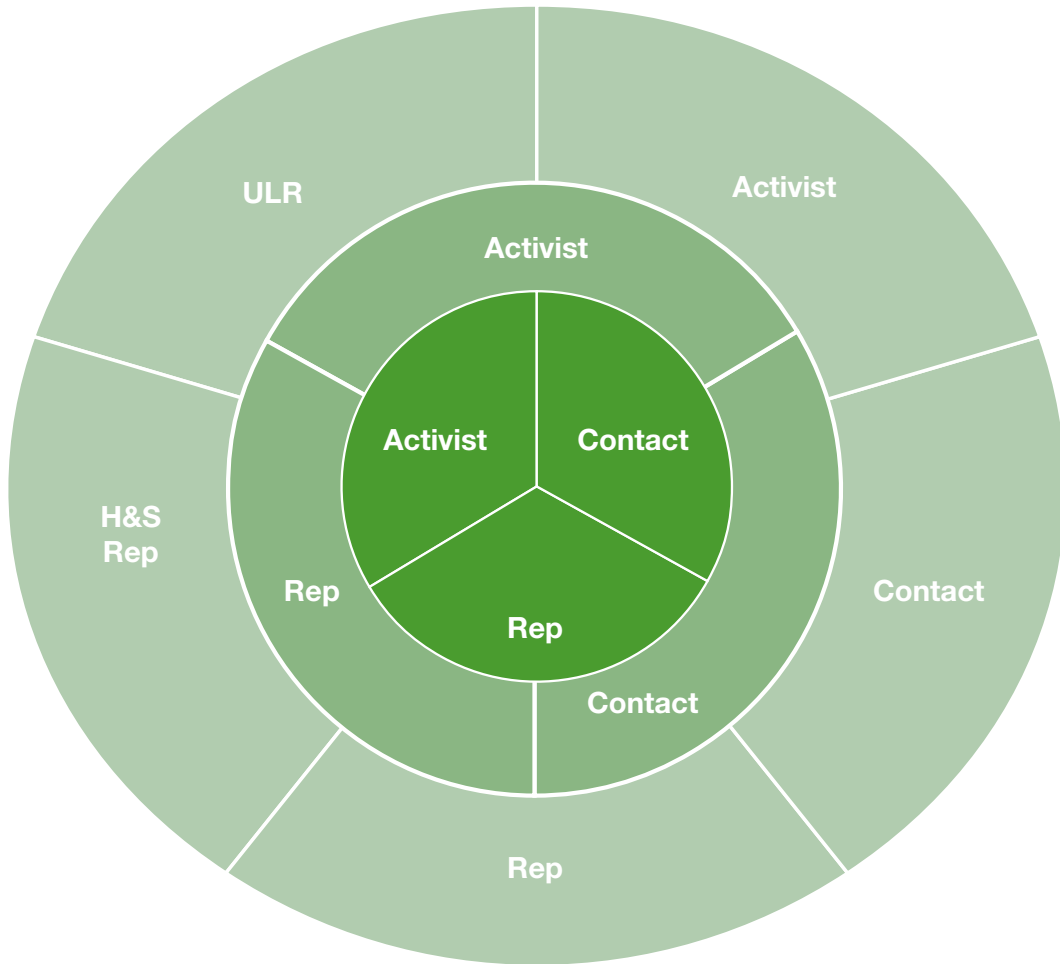
Developing and supporting UNISON reps

Trained and active plan

December 2018



Trained and Active UNISON contact



Introduction

As a new workplace rep 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 you on your journey from beginner to becoming experienced – gaining loads of experience along the way. It also has space for you to write down where you feel you are currently, so you can discuss with your mentor and look at what support you need to develop more 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 sections of the trained and active plans for UNISON contacts and activists (separate documents) useful if you haven't already completed them.

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	
Email	
Name/role	
Telephone	
Email	
Name/role	
Telephone	
Email	
Name/role	
Telephone	
Email	

Ways of thinking

This section describes activities and tasks that support the development of the qualities and characteristics that will enable a UNISON rep 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.		
Prioritise and become involved with branch activity			Vote in union elections	Set up effective communication network with other reps and branch	Meet with full time officers to discuss issues relevant to the workplace
Identify organising opportunities in the workplace			Analyse workplace issues suited to organising	Identify the key points of each workplace issue and choose one to organise around	Come up with strategy and tactics and enlist help
Encourage members to get involved in the union			Hold a meeting that is specific to one or two live issues in the workplace	Allocate small, achievable tasks to members who want to help	Set up an organising team with other reps and branch officers, and members from your workplace

Understanding

This section describes ways to gain information or awareness relevant to the UNISON rep 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.		
Understand why colleagues may be resistant to joining or a member might be resistant to getting involved in a campaign			Create profile of members, potential members and activists in your workplace	Set up informal network of members so they can feed into campaigns etc	Build an organising team for your workplace
Know the strengths and weaknesses of union organisation in your workplace			Survey members and non-members in your work place	Choose an issue that concerns a group who is underrepresented in the membership to encourage activism	Find out how to get hold of or produce multi-lingual and accessible literature to promote UNISON in your workplace
Know ways to encourage members to get involved in the union			Think of small actions members can take on to support current campaigns	Ask a member to help with a small task	Take a member that has never been before to a branch meeting

Skills

This section describes learning opportunities for developing the skills needed to carry out a UNISON rep 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 rep or officer from your branch				
Enote for newly elected stewards				
GDPR Enote				
Intro to apprenticeships 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 mentor 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
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

	Jul	Aug	Sep	Oct	Nov	Dec
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

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?
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

