**Training for Community, Voluntary & Not for Profit: Team Leaders, Managers, and HR Officers**

Please find below a compilation of on-line and distance training to enable you to continue to develop in terms of your work, your personal skills and your mental health and wellbeing. Training and development is a great way to keep your brain active and your spirits up during this pandemic and after. The CPD focus will also stand you in good stead for personal and career development. Added to this most of these options are free so won’t hurt your bank and the others are discounted for you as UNISON members.

This list of courses is not exhaustive and many more interesting learning opportunities (including those relating to past times and hobbies) can be found with each of these providers / on each of these platforms but these courses will give you a good starting point.

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| **UNISON - E-Learning:** |
| Study Area | Course Name | Cost | Link |
| Mental Health and Wellbeing | Staying Strong: Stress Awareness | Free for members | <https://e-learning.unison.org.uk/course/index.php?categoryid=4> |

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| **Digital Unite:** |
| Study Area | Course Name | Cost | Link |
| Digital | Free materials and user guides | Free for members | [www.digitalunite.com/technology-guides](http://www.digitalunite.com/technology-guides) |

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| **The Social Partnership and OpenLearn (OU): – Free badged courses** |
| Study Area | Course Name | Cost | Link |
| Next steps | Planning a better future | Free for members | <https://www.open.edu/openlearn/money-management/planning-better-future?in_menu=368967> |

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| **E-Careers: – 10% discount for members** |
| Study Area | Course Name | Cost | Link |
| Role related CPD training inc. Health and Safety | [IOSH Working Safely (Virtual Classroom)](https://www.e-careers.com/courses/iosh-working-safely-virtual-classroom) | £100 | <https://www.e-careers.com/courses/iosh-working-safely-virtual-classroom> |
| Leadership and Management | An introduction to conflict management | £90  | <https://ecareers.unison.org.uk/business-work/leadership-management/cache-an-introduction-to-conflict-management> |

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| **Skills Academy:** |
| If you would like to access Unison’s Skills Academy Platform, please email us on l.organising@unison.co.uk and provide your first and second name and your membership number (or DOB and postcode). |
| Study Area | Course Name | Cost |
| Role related CPD training inc. Business and Customer Care | Business Letter Writing Certificate  | Free for members |
|  | Business Report Writing Certification | Free for members |
|  | Communication Skills  | Free for members |
|  | Conducting Rewarding Meetings Certification | Free for members |
|  | Consequences of Carless Social Media Use in the Workplace Certification | Free for members |
|  | Costs, Volumes and Profits Certification | Free for members |
|  | Creating and Maintaining a Successful Organisation Certification | Free for members |
|  | Creating Lively and Effective Meetings Certification | Free for members |
|  | Data Protection in the Workplace Certification | Free for members |
|  | Delegation of Authority Certification | Free for members |
|  | Disability Awareness Certification | Free for members |
|  | Employee Motivation Certification | Free for members |
|  | GDPR in the Workplace Certification  | Free for members |
|  | Managing People Certification | Free for members |
|  | Managing Your Workload Certification | Free for members |
|  | Motivating Colleagues to Perform Certification | Free for members |
|  | Operations Management Certification Level 2 | Free for members |
|  | Unconscious Bias Certification | Free for members |
|  | Customer Services Certification Level 3 | Free for members |
|  | Dealing With Customer Complaints Certification | Free for members |
|  | Managing and Improving Customer Service Process Certification | Free for members |
|  | Absence Management Certification | Free for members |
|  | Equality, Diversity & Discrimination Awareness Certification  | Free for members |
|  | Human Resources Certification Level 2 | Free for members |
|  | Sick Leave Certification | Free for members |
|  | How to Handle Criticism at Work Certification | Free for members |
|  | Communication Techniques for Managers Certification | Free for members |
|  | Facilities Management Certification Level 2 | Free for members |
| **OpenLearn: OU** |
| Study Area | Course Name | Cost | Link |
| Role related CPD training inc. Health and Safety | Integrated safety, health, and environmental management: An introduction | Free for members | <https://www.open.edu/openlearn/science-maths-technology/computing-and-ict/systems-computer/integrated-safety-health-and-environmental-management-introduction/content-section-0?active-tab=description-tab>  |
|  | Project governance and Project Management Office (PMO) | Free for members | <https://www.open.edu/openlearn/money-management/management/project-governance-and-project-management-office-pmo/content-section-0?active-tab=description-tab> |
| Leadership and Management | Discovering Management | Free for members | <https://www.open.edu/openlearn/money-business/leadership-management/discovering-management/content-section-0?active-tab=description-tab> |
|  | Leadership and followership | Free for members | <https://www.open.edu/openlearn/education-development/learning/leadership-and-followership/content-section-overview?active-tab=description-tab>  |
|  | Leadership challenges in turbulent times | Free for members | <https://www.open.edu/openlearn/money-business/leadership-challenges-turbulent-times/content-section-0?active-tab=description-tab>  |
|  | Step up to Leadership | Free for members | <https://www.open.edu/openlearn/money-business/leadership-management/step-leadership/content-section-0>  |
| Digital Skills | Digital Literacy: succeeding in a Digital world | Free for members | <https://www.open.edu/openlearn/education-development/digital-literacy-succeeding-digital-world/content-section-overview> |
|  | Introduction to Cyber Security: Stay Safe On-line | Free for members | <https://www.open.edu/openlearn/science-maths-technology/introduction-cyber-security-stay-safe-online/content-section-overview> |
|  | Using a scientific Calculator | Free for members | <https://www.open.edu/openlearn/science-maths-technology/mathematics-statistics/using-scientific-calculator/content-section-0?active-tab=description-tab> |
| Numeracy | Starting with Maths: Patterns and Formulas | Free for members | <https://www.open.edu/openlearn/science-maths-technology/mathematics-and-statistics/mathematics-education/starting-maths-patterns-and-formulas/content-section-0> |
| Literacy | Everyday English 1 and 2 | Free for members | <https://www.open.edu/openlearn/languages/free-courses> |

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| **Future Learn: OU** |
| Study Area | Course Name | Cost | Link |
| Mental health and Wellbeing | Emotional Intelligence at Work | Free for members | <https://www.futurelearn.com/courses/emotional-intelligence-at-work> |
|  | Mindfulness for wellbeing and peak performance  | Free for members | <https://www.futurelearn.com/courses/mindfulness-wellbeing-performance> |
| Leadership and Management | Management and leadership: Growing as a manager | Free for members | <https://www.futurelearn.com/courses/growing-as-a-manager> |
|  | People Management Skills | Free for members | <https://www.futurelearn.com/courses/people-management-skills> |
| Personal skills and development | Work / life balance and the impact of working remotely | Free for members | <https://www.futurelearn.com/courses/work-life-balance-remote-working> |

Don’t forget to check out your regional education website to see what is being organised local to you: <https://learning.unison.org.uk/regional-education-teams/>