



*Be part of Ireland's first ever Union Week*

Better In a Trade Union is an all-island campaign which aims to ensure that all working people are aware of the benefits of being in a trade union, and the strength that you have as part of a collective.

Union Week will be a celebration of unions and their members, running from Monday 29th April to Friday 3rd May.

## Guidance for Fórsa Workplace Representatives

Hosting a Union Week event presents an exciting opportunity to engage with your colleagues about Fórsa in a relaxed and informal environment. While we have included some guidelines below of how to approach hosting an event, please be creative and imaginative in developing your own event – it's YOUR union!

- **Type of event** – You have creative control over what kind of event you can host for Union Week. In the past, we have found coffee mornings to be very successful as they provide a comfortable and informal atmosphere for people who have, perhaps, never previously engaged with Fórsa. Deciding what type of event will help you plan an appropriate location.
- **Location** – Choosing a location to host your Union Week event is crucial. This space should be accessible, in a space that is focal point for your workplace (meaning all departments, buildings, and members can access it), and an area where people are likely to naturally congregate. An office canteen is a perfect example but each workplace functions differently. Choose somewhere that suits your employment and make it as easy as possible for your colleagues to attend.

Visit [Unions.ie](https://unions.ie)



- **Time** – It is critical to the success of your event to pick a time that is suitable for you and your colleagues. During the day, where possible, is a tried and tested method of ensuring high attendance, particularly if you choose a time that people tend to take breaks such as a tea break or lunchtime. Evening events can be successful in some areas but may be inaccessible for colleagues who have responsibilities which would prevent them from attending outside of working hours. You will know best what will suit most of your colleagues.
- **Promoting your event** – Consider making a poster to promote your event. Digital templates will be available from the union in the weeks before the event. Choose locations with good visibility and which have a high volume of people each day to place your posters. This could be a staff noticeboard, in a canteen, in a corridor where many people pass through. As always, please use your judgement of your own employment before sticking blue-tack or pins to a wall!
- **Speaking with your colleagues** – Because the purpose of Union Week is to spread the message that everyone has a place in a trade union, speaking with your colleagues will play an integral part in promoting your event. It can be useful to take an opportunity that you are speaking with your colleagues throughout the day (either in person or on the phone) to let them know that they are invited to participate. You can also use your union membership list to contact Fórsa members about the event. Ask them to speak with five colleagues and encourage them to attend.

If you have any questions about hosting a Union Week event, please contact: [comms@forsa.ie](mailto:comms@forsa.ie)