



Investing in **Knowledge**  
Investing in **Skills**  
Investing in **You**

A brief guide to the expanding range of expert training available to every Fórsa representative



# All you need to know for all you want to achieve

The challenges you face in work are unique and specific to your job. So too are the challenges you face as a Fórsa workplace representative.

The Fórsa Skills Academy is the new home for all of Fórsa's training and development initiatives, offering you the practical training you need from the only people who fully understand the challenges you face – your Fórsa colleagues.

The Fórsa Skills Academy has revised the structure of our training and development programmes in order to provide you with a clear and easy-to-access pathway to developing the skills and expertise you need to be an effective workplace representative.

Delivered in friendly, relaxed settings nationwide, our expert practical training courses are available to every Fórsa workplace representative.



Tailored skills training for every Fórsa representative

## **The Fórsa Skills Academy**

provides an expanding range of skills-based training courses and programmes specifically designed by and for workplace representatives.

### **Courses**

are offered across three distinct streams to enable branches and workplace representatives to easily identify what course best suits their training needs at any given point in time.



From the youngest to the most experienced, our growing range of courses are designed to meet every need and every ambition.

## Introductory Training

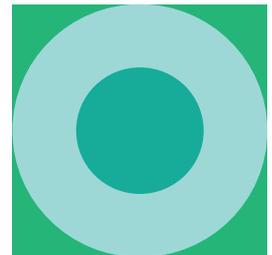
One day courses for members who are interested in learning more about the Union in their workplace.



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## Expanded Training

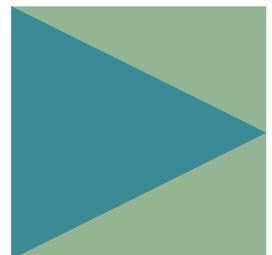
A range of courses for named workplace representatives who wish to expand their knowledge and skillset in order to be more effective in their role.



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## Advanced Training

Bespoke training courses for Branch Activists, Divisional Executive Committee and National Executive Committee members across a wide range of issues. These courses are designed to equip activists with the expert skills they need to represent members at branch, divisional and national level.



# Introductory Training

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A series of one day courses for members who want to become more involved in the Union in their workplace.

## Who are they for:

Introductory Training Courses are open to all members with an interest in learning more about what it means to be a Fórsa Workplace Representative.



## Courses include:

### **Fórsa 101:**

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A one day course, offered in regional locations on a regular basis, to introduce members to the Union and how it works.

### **Branch Executive Committee 101:**

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A one day course to demystify the work of Branch Executive Committees in advance of Annual General Meetings.

Participants for both courses will also be provided with an extensive range of supplementary resources including reading lists and podcasts.



"The workshop was pitched just right. The trainers provided lots of food for thought as well as practical information for the representative role."

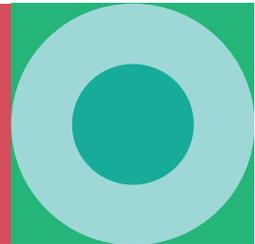
# Expanded Training

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A range of courses designed to expand the skillset of workplace representatives who want to be more effective in their role in the workplace.

## Who are they for:

Expanded Training Courses are designed for workplace representatives and members of Branch Executive Committees.



## Courses include:

### Workplace Representative Training:

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A comprehensive six-day programme, that runs between September and May, for named workplace representatives providing them with expert skills training across a range of trade union topics.

The training programme covers:

- Building Union Power
- Effective Communications
- Introduction to Health & Safety
- Introduction to Equality Issues
- Industrial Relations I: Individual Representations
- Industrial Relations II: Collective Negotiations

### Various Branch Officer Training Programmes:

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A series of one day courses providing participants with a complete understanding of the responsibilities and opportunities of their specific role. Training typically takes place in March / April and includes tailored training courses for:

- Branch Chairpersons
- Branch Secretaries
- Branch Treasurers
- Branch Campaign Officers
- Branch Training Officers

### Conference Preparation Training:

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A one day course for workplace representatives attending conference for the first time. The course offers each participant practical Conference Speaker training in small group settings. Courses typically take place in April and early May to help representatives prepare for the Biennial / Divisional Conference.

“I’d recommend doing the training, it gives you the confidence to take on the Union rep role because the information is relevant and the exercises make it live, it’s a well designed and delivered course.”



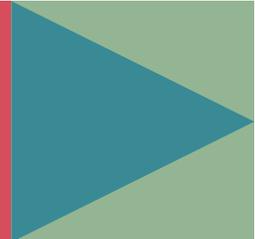
# Advanced Training

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The highest level of training available exclusively to Fórsa activists. Advanced training courses offer activists access to a suite of tailored programmes delivered by Fórsa, ICTU and other progressive organisations.

## Who are they for:

Advanced Training Courses are designed for Branch Executive Committee, Divisional Executive Committee and National Executive Committee members.



## Courses include:

### Leadership

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An in depth multi-day course that will facilitate participants to explore and develop their own leadership style and skills.

### Employment Law

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A multi-day course that will provide participants with an in-depth understanding of employment law.

### Political Economy

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A multi-day course that will give participants a wide-ranging overview of the political, societal and economic environment that Fórsa operates in.

### Equality & Diversity

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A multi-day course that will equip participants with a full understanding of current equality and diversity issues in the public service, Fórsa and Irish society.

### INSPIRE Training:

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A tailored training programme for female Branch Executive Committee Members to encourage and enable their involvement at Divisional Executive Committee and National Executive Committee level within the Union.

# Learning together Growing together

Further courses and training programmes are constantly being developed to best meet the needs of our members. We will keep each Branch informed of new courses and programmes as they become available.



“Great to meet other representatives and share experiences.”

“I think the tutors are very knowledgeable and experienced. I learned a lot over the 4 modules and definitely feel I can display this in my workplace.”



## How to apply

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All our training courses are designed to be available and easy to access for all who require them.

The first, and best step, is to discuss your individual needs with your local Branch Executive Committee and with the Industrial/Organising Staff member assigned to your branch in order to identify which training course is most suitable for you.

Applications forms for our training courses are circulated to all Fórsa Branches in advance of courses commencing. If you wish to apply for a specific course simply contact your local Branch Executive Committee and ask for an application form.

You then return the completed form to your Branch Executive Committee who are responsible for approving and submitting your application to the Skills Academy through the Industrial/Organising Staff Member assigned to the Branch.

“I could not fault the training – material very relevant and a nice balance between power point and group interaction.”

# Frequently Asked Questions

## Who can attend courses run by the Skills Academy?

The training courses run by the Skills Academy are tailored to meet the needs of Fórsa workplace representatives depending on their level of experience in the Union. Some courses are open to all Fórsa workplace representatives, others are targeted at representatives in particular roles e.g. Branch Chairperson. The participant criteria for each course is set out in information circulated to branches in advance of each training. Members should read this information carefully before applying for any courses.

## Where does training take place?

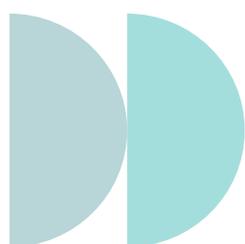
As a national Union with members across the country we endeavour to offer our range of courses in a number of locations - typically in regions where we have an office and dedicated training space. At present, this includes Dublin, Cork, Limerick, Galway and Sligo.

## Is there a cost to avail of the training?

The training is free for Fórsa Workplace Representatives. It is funded centrally through member's subscriptions. In addition, representatives who attend training are eligible to claim Travel and Subsistence for any costs they incur while travelling to and from training (within Civil Service guidelines).

## Do I get released from work to attend training?

If you are offered a place on a training course, the Skills Academy will write to your employer seeking release. It is at the discretion of your employer, considering the needs of the service, to grant release. Where issues with release arise we work with the local Industrial/Organising Staff member to resolve them.



Our courses are available nationwide and are open to all workplace representatives across the six divisions of the Union.

For further information on any of our training programmes, please contact

**Judith Coffey**

Administrator, Fórsa Training Skills Academy

t: 021 4255221 or 087 4072603 e: [skillsacademy@forsa.ie](mailto:skillsacademy@forsa.ie)