

Fórsa101

Fórsa101 is an online information module, open to all members and delivered on the second Wednesday of every month in the morning (0930-1200) and in the evening (1800-2000).

The aim of this module is to introduce new members to the union and ensure they understand how the union is structured, what work is undertaken on behalf of members and how they can get involved.

Lunch & Learn

Lunch & Learn is a monthly online series of talks on work-related topics which is open to ALL members and union activists.

The topics will have broad interest and will often complement existing skills training for representatives. Monthly topics with an invitation to register will be advertised on the Communications ebulletins and directly to Branches by email. Previous topics have included "The Why and How of union motions", "A quick guide to Public Speaking" and "How best to protect our data".

Foundational

Workplace Representatives Training

Foundational Workplace Representatives Training is a 3-day course for newly elected workplace representatives, including those already in the role but who have never received any training previously.

The course will cover all the basic skills and information for representatives to get them through their first year. Topics include Branch roles and structure, the role of the Workplace Representative, skills to recruit members, handle problems and engage in local industrial relations processes, along with an introduction to health & safety and equality & diversity. This is an essential first course for any members undertaking a representative role.

Expanded

Workplace Representatives Training

Expanded Workplace Representatives Training is open to Workplace Representatives who have already completed the Foundational Workplace Representatives Programme, or who have 4+ years' experience in their representative role.

This 2-day course focuses on Organising and Industrial Relations and the course is delivered on the first Tuesday and Wednesday of the month between Sept and April. This course provides development opportunities for the more experienced representative.

Data Protection

Data protection for Branches is an online course open to all Branch Executive Officers and Workplace Representatives.

It deals with all aspects of data protection from an explanation of the legislation to its practical application at Branch level. This is an **essential course** for anyone in a representative role, but particularly those who handle membership lists and data.

Equality Module

Equality & Diversity module is a 1-day programme open to all Workplace and Branch Representatives but will be of particular importance to Equality & Diversity Officers.

It covers employment equality legislation, attitudes in the workplace and equality as a union issue. This course also provides development opportunities for the more experienced representative.

H&S Module

Health & Safety module is a 1-day programme open to all Workplace and Branch Representatives but will be of particular importance to Health & Safety information officers.

It covers health and safety legislation including the practical side of health and safety, assessing risks, audits, and other issues. It is envisaged that participants completing this course will be eligible to proceed onto the accredited Level 5 H&S course which is due to be scheduled onto the programme in late 2023 or early 2024.

Annual Branch Returns

Annual Branch Returns Workshop is open to all Branch Treasurers and will cover the financial and accountancy obligations of Branches.

It will also explain the necessity of Branch financial rules and clarify the role and responsibilities of the Treasurer. This is a practical workshop with members of the Finance Office, including the Finance Director, providing expert guidance and support in accurately completing the returns.

Branch Chairs & Secretaries

Branch Chairpersons & Secretaries training is open to newly elected Chairpersons and Secretaries and will explain their roles and responsibilities, along with an outline of duties.

It will provide an opportunity for participants to develop their skills in setting an agenda, engaging with members, chairing a meeting, and organising an inclusive and effective meeting for all.

Branch Treasurers

Branch Treasurers training is open to newly elected Treasurers explaining their role and responsibilities along with their specific duties and functions.

This training is complemented by the Annual Branch Returns Workshop which specifically deals with completing and submitting the financial returns.

Further Information

In addition to the core training programmes outlined above, additional training courses, workshops and talks will be scheduled throughout the year based on demand, information of which will be circulated through the usual channels, so keep in touch with your Branch Training Officer.

Follow us:



How to apply

All our courses, talks and programmes will be advertised, and registrations invited through the Branch structure (contact your Chair, Secretary, Training Officer for details) and on the Communications Department divisional ebulletins which issue every two weeks. We ask that all potential applicants fully complete the application form and discuss your attendance with your Branch Training Officer (or Secretary), who should also notify your assigned Official (Organiser, IR/O or AGS) of your request to attend training. This will enable us to allocate places quickly and fairly. In the interim, if you have any questions regarding training, please contact us at skillsacademy@fora.ie