



Tailored skills training for every Fórsa representative

## Fórsa 101 – Course Overview

### What is Fórsa 101?

Fórsa 101 is a short introductory training course to introduce members to the Union and how it works. The focus of the course is on the role of a Fórsa workplace representative.

### Who is Fórsa 101 for?

The course is aimed at members who want to become more involved in the Union in their workplace. It is for those who are thinking about becoming a workplace representative and those who have taken on the role but have yet to receive any training.

### When will the course take place?

The course will take place in mid-October 2021. Initial dates are 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> of October. Exact dates and times will be confirmed with participants after applications have been approved.

### How will the course be delivered?

The course will be delivered online using Zoom and is 3.5 hours long.

### I'm interested. How do I apply?

Members are asked to express their interest in attending the course via this online form: <https://forms.office.com/r/eJZ4700jyN> no later than **5pm, Wednesday 15<sup>th</sup> September 2021**. Further information about the application process is outlined on page 2 of this information note.

### I have more questions. Who do I contact?

Judith Coffey, Fórsa Skills Academy Administrator on 021 4255221 / 0874072603 / [skillsacademy@forsa.ie](mailto:skillsacademy@forsa.ie).

## Fórsa 101 – Application Process

1

- Notice of training circulated to all Fórsa Branches
- Members express interest in attending the course
- Closing date: **5pm, Wednesday 15th September 2021**

2

- Branch Executive Committees and Fórsa Officials approve and prioritise applications
- **Week beginning: 20th September 2021**

3

- Members are notified of outcome of approval process
- Where applicable, release from employer sought
- **Week beginning: 27th September 2021**

4

- Participant information circulated **week beginning 4th October 2021**
  - Training takes place **12th, 13th, 14th of October & 19th, 20th, 21st October**
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