

# April 2020 - March 2021



## FREE Courses with UNISON

Welcome to our newsletter for FREE learning with UNISON. All you have to do is apply to join the many other members who enjoy and participate in these learning opportunities.

Course Date	Course	Time	Location	Apply by...
15 Apr 20	Car Maintenance	1830 - 2030	Nottingham	01 Apr 20
20 Apr-18 May	Spanish Beginners (5 sessions)	1000 - 1200	Beeston	06 Apr 20
22 Apr 20	Your Rights at Work	1730 - 1900	Nottingham	08 Apr 20
02 May 20	Pet First Aid	1000 - 1500	Newark	18 Apr 20
15 May 20	Power To Be You	1000 - 1600	Retford	01 May 20
18 & 19 May	Build Your Confidence *	2 days	Nottingham	20 Apr 20
22 May 20	Introduction to Project Management	0930 - 1630	Nottingham	07 May 20
09 June 20	Build and Design a Website in WordPress *	1 day	Nottingham	07 May 20
18 June 20	Career Support	0900 - 1200	Nottingham	04 Jun 20
18 June 20	Career Support	1300 - 1600	Nottingham	04 Jun 20
24 June 20	Excel Beginners	0930 - 1630	Nottingham	10 Jun 20
02 July 20	Healthy, Sexy Ageing - The Menopause	1000 - 1200	Nottingham	18 Jun 20
06 July 20	Your Skills, Your Future	1000 - 1600	Retford	22 June 20
11 July 20	Glass Jewellery Making	1000 - 1300	Nottingham	26 Jun 20
15 July 20	Understanding Depression	0930 - 1500	Mansfield	01 Jul 20
11 Aug 20	Active August - Tai Chi	1745 - 1845	Selston	28 Jul 20
15 Aug 20	Active August - Beginners Kayaking	1700 - 1800	Holme Pierrepont	01 Aug 20
22 Aug 20	Active August - Beginners Horse Riding	1600 - 1700	Bassingfield	07 Aug 20
22 Aug 20	Active August - Nottingham Ghost Walk	1900 - 2030	Nottingham	07 Aug 20
29 Aug 20	Active August - Beginners Kayaking	1700 - 1800	Holme Pierrepont	15 Aug 20
16 Sept 20	Social Media - getting started *	1 day	Nottingham	19 Aug 20
17 Sept 20	Excel Improvers *	1 day	Nottingham	20 Aug 20
07 Oct 20	Working with Cancer	0900 - 1100	City Hospital	23 Sept 20
12 Oct 20	Presenting Myself with Confidence	1000 - 1600	Arnold	28 Sept 20
12 Oct 20	Manage Your Stress *	1 day	Nottingham	14 Sept 20
17 Oct 20	Sustainable Living: Homemade Cleaning Products	1000 - 1300	Mansfield	02 Oct 20
22 Oct 20	Healthy, Sexy Ageing - The Menopause	1000 - 1200	Mansfield	08 Oct 20
30 Oct 20	Introduction to Effective Team Leader	0930 - 1630	Nottingham	16 Oct 20
12,19,26 Nov	Union Learning Rep (3 separate days training)*	3 days	Nottingham	15 Oct 20
16 Nov 20	Womens Assertiveness	0930 - 1630	Retford	01 Nov 20
21 Nov 20	Deaf Awareness and Sign Language	0930 - 1630	Mansfield	06 Nov 20
21 Nov 20	Zero Waste	1100 - 1500	Basford	06 Nov 20
30 Nov-01 Dec	Interview Skills *	2 days	Nottingham	02 Nov 20
Jan 21	Well-Being Day	0930 - 1600	Nottingham	28 Dec 20
30 Jan 21	Power To Be You	1000 - 1600	Nottingham	15 Jan 21
09 Feb 21	Sustainable Sewing	0930 - 1230	Stapleford	26 Jan 21
10 Mar 21	Health & Wellbeing	re-using materials in an artistic way	Mansfield	24 Feb 21
18 Mar 21	Makaton *	1 day	Nottingham	04 Feb 21
20,27 Apr & 4 May	Union Learning Rep (3 separate days training)*	3 days	Nottingham	23 Mar 21

See below for more details of each free course

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### Car Maintenance

Provided by the professional team at Kwik-Fit, you'll learn all about basic car maintenance. How to check your tyres, change a wheel, do a regular vehicle check, topping up fluids and replacing screen wash plus much more. Please wear comfortable clothing because you will be hands on in the garage.

**Date:** Wednesday 15th April 2020  
**Time:** 1830 - 2030  
**Location:** Nottingham

**Provided by:** Kwik Fit

### Your Rights at Work

What rights do you have at work if your employer makes job cuts, if you think you are being discriminated against, if your life changes and you need to know what rights you have to leave, flexible working and pay?

Come along to this workshop provided by UNISON's Branch Secretary and Senior Steward to find out about these rights and much more. Enjoy a pub-style quiz and ask questions.

**Date:** Wednesday 22nd April 2020  
**Provided by:** UNISON  
**Time:** 1730 - 1900  
**Location:** Nottingham

### Spanish - beginners

This Spanish course is offered to complete beginners with an emphasis on speaking and no exams! You will gain a basic knowledge of Spanish for holidays and travelling.

**5 sessions:** 20th April - 18th May 2020  
**Time:** 1000 - 1200  
**Location:** Beeston  
**Provided by:** Inspire

### Pet First Aid

Provided by PDSA - Keeping our pets safe takes many important skills including a knowledge of first aid in an emergency - this course provides a mixture of theory, group discussion, video examples and practical tasks. Test your knowledge afterwards with an online quiz in an artistic way. You will receive a certificate for. Please wear comfortable clothing

**Date:** Saturday 2nd May 2020  
**Time:** 1000 - 1500  
**Location:** Newark  
**Provided by:** PDSA

### Power to be you

This workshop aims to improve your self-esteem, share tips and ideas for addressing confidence and assertiveness issues, learn public speaking skills and how to get your point across. The workshop will also raise awareness of UNISON education and development opportunities, and help participants to speak up with confidence.

**Date:** 15th May 2020  
**Location:** Retford  
**Time:** 1000 - 1600  
**Provided by:** WEA

### Build your confidence\*

This two-day course is appropriate for both men and women who wish to explore their personal values, strengths and qualities.

The course will help you to:

- Explore issues around confidence
- Investigate the idea of a confident person
- Recognise body language and unspoken communication
- Raise your awareness of different behaviour types and hidden agendas
- Deal with criticism constructively
- Look to the future

**Date:** 18th & 19th May 2020  
**Location:** Nottingham  
**Provided by:** WEA

### Intro to Project Management

This one-day highly focused course will look at project management techniques to enable you to understand how they work, how you can apply them and how they might assist those around you.

This one-day course will use a balance of tutor input, discussion and case studies to gain maximum information retention. Each of the project management techniques identified will be unpacked enabling you to understand how they work, how you can apply them and how they might assist those around you.

**Date:** Friday 22nd May 2020  
**Time:** 0930 - 1630  
**Location:** Nottingham  
**Provided by:** East Midlands Chamber

### Build and Design a Website with WordPress\*

Have you always wanted to create a website, but not sure where to start? This hands-on introductory, one day course will guide you through the basic steps needed to design and maintain your first website using the free web-based tool; WordPress.com

**Date:** 9th June 2020  
**Location:** Nottingham  
**Provided by:** M. Rogers

### Career support

In this workshop provided by Futures, you will look at your career path and developing skills such as CV writing, interview and presentation skills. There will be opportunity to complete a personality test to help identify areas that you may need support with to progress on your career journey. Following the session, Futures can provide 1 to 1 on-going career support for up to a year with their support service

**Date:** Thursday 18th June 2020  
**Location:** Nottingham  
**Time:** 0900 - 1200  
**Provided by:** Futures

**Date:** Thursday 18th June 2020  
**Location:** Nottingham  
**Time:** 1300 - 1600  
**Provided by:** Futures

### Excel beginners

Microsoft Excel is the most popular and widely used spreadsheet software in the workplace. The course tutor will guide you through the basics of setting up a worksheet, show you how to improve your productivity and enhance the way you manage and present information. You will be able to make calculations and manipulate data for work and at home. The course covers creating a new workbook, adding data, editing data, working with formulas, printing and charting.

Have you thought about signing up for the Excel Improvers in Sept...

**Date:** Wednesday 24th June 2020  
**Location:** Nottingham  
**Time:** 0930 - 1630  
**Provided by:** M. Rogers

### Healthy, Sexy Ageing - The Menopause

Busting the menopause myths! Looking at hormones, coping strategies, menopause brain, facts and fiction surrounding this change of life event. A lively, open and confidential workshop provided by Dr Joanne Hobson a menopause specialist with an interest in womens sexual health and opening up the conversations about menopause!

**Date:** 2nd July 2020  
**Time:** 1000 - 1200  
**Location:** Nottingham  
**Provided by:** Dr J. Hobson - Menopause specialist at Spire Hospital

### Your Skills, Your Future

Are you feeling stuck in your current job? This course will help you to identify the skills you already have, how to make the most of them, and how to develop new skills and how you might use them to get ahead.

**Date:** 6th July 2020  
**Time:** 1000 - 1600  
**Location:** Retford  
**Provided by:** WEA

### Glass jewellery making

A fun and social workshop, learning how to create sparkly jewellery from dichroic glass. Learn how to cut and layer glass to create up to 4 items - ring, necklace, brooch, earrings, cufflinks, hair slides.

**Date:** Saturday 11th July 2020  
**Location:** Nottingham  
**Time:** 1000 - 1300  
**Provided by:** Becjoy Glass

### Understanding Depression

Depression can affect any one of us at any time in our life. We will look at what depression means to us, the signs and symptoms of depression, we will cover how to manage symptoms and coping strategies. There will be a strong focus on personal experiences of depression, with an emphasis on introducing and reflecting upon practical ideas and approaches.

**Date:** Wednesday 15th July  
**Location:** Mansfield  
**Time:** 0930 - 1500  
**Provided by:** Recovery College

### Tai Chi

Tai Chi is a gentle and slow sequence of movements creating a relaxed peace of mind. Tai Chi strengthens both your muscles and bones to help create a healthier body and enhance your immune system. Let go of your worries and reduce your stress, learn how to breathe with your movements. Beginners welcome.

**Date:** Tuesdays 11th August 2020  
**Location:** Selston  
**Time:** 1745 - 1845  
**Provided by:** Elaine's Tai Chi

### Kayaking

A taster kayak session, everything is provided, just bring your swimwear for under the wet suits, plus a towel and toiletries for your after shower.

**Date:** 15th August 2020  
**Location:** Holme Pierrepont  
**Time:** 1700 - 1800  
**Provided by:** Holme Pierrepont

### Horse Riding

An introduction to horse riding in an indoor arena with a fully qualified riding instructor. Riding hats etc provided, please arrive before time to be fitted with your hat.

Please include your height, weight and riding ability when completing your application

**Date:** 22nd August 2020  
**Time:** 1600 - 1700  
**Location:** Bassingfield  
**Provided by:** Bassingfield Riding School

### Kayaking

A taster kayak session, everything is provided, just bring your swimwear for under the wet suits, plus a towel and toiletries for your after shower.

**Date:** 29th August 2020  
**Location:** Holme Pierrepont  
**Time:** 1700 - 1800  
**Provided by:** Holme Pierrepont

### Nottingham Ghost Walk

Over 800 years of haunted happenings and ghostly manifestations. The Original Nottingham Ghost Walk is a storytelling tour around the Castle Quarter of the city. It is easy walking, about 1/2 mile long and takes approximately 90 minutes to 2 hours

**Date:** Saturday 22nd August 2020  
**Time:** 1900 - 2030  
**Location:** Nottingham  
**Provided by:** Nottingham Ghost Walk Company

### Social Media\*

Aimed at absolute beginners or those with little experience of using Social Media

This practical one day course will help you discover and develop your social media skills. Have you ever heard people talking about; "Facebook", "tweeting", "hash-tags", "posting online", "tagging", but you're not quite sure what it all means?

Do you want to use social media with confidence, understand privacy settings and overcome a fear of social media?

**Date:** 16th September 2020  
**Location:** Nottingham  
**Provided by:** M. Rogers

### Excel improvers\*

Aimed at those with a working knowledge of Microsoft Excel who want to extend their spreadsheet skills beyond the basics. Ideally you should have completed the Microsoft Excel Beginners or Refresher course or have equivalent experience

**Date:** 17th September 2020  
**Location:** Nottingham  
**Provided by:** M. Rogers

### Working with Cancer

This 2 hour session presented by Maggie's Centre is for anyone affected by cancer and how it impacts on working. It will provide information for both employers and employees on ways to support people experiencing cancer treatment or recovery in a more empathetic and understanding way

**Date:** 17th October 2020  
**Location:** Nottingham City Hospital  
**Time:** 0900 - 1100  
**Provided by:** Maggie's

### Presenting myself with confidence

This one day course is aimed at UNISON members who would like to identify ways that they can improve the way they present themselves to others. The course will look at practical and theoretical tips to build self-esteem. This is a fun activity-based course and learners will be expected to contribute and share experiences.

**Date:** Monday 12th October 2020  
**Location:** Arnold  
**Time:** 1000 - 1600  
**Provided by:** Inspire

### Manage your stress\*

The workshop will consider both the causes of stress and positive approaches to managing stress

By the end of the workshop you will understand how stress can affect you, with a greater knowledge of the signs, symptoms, risk factors. Be able to identify your own stress triggers and identify positive coping strategies to support your own mental health.

**Date:** 12th Oct 2020  
**Location:** Nottingham  
**Provided by:** Traincon

### Sustainable Living: Homemade cleaning products

As we become more aware of the impact of human activity on the environment we need to find alternatives to the chemical we use. This session looks at alternatives to everyday household cleaners that won't have a negative impact on the water supply or wider environment

**Date:** 17th October 2020  
**Location:** Mansfield  
**Time:** 1000 - 1300  
**Provided by:** Inspire

### Healthy, Sexy Ageing - The Menopause

Busting the menopause myths! Looking at hormones, coping strategies, menopause brain, facts and fiction surrounding this change of life event. A lively, open and confidential workshop provided by Dr Joanne Hobson a menopause specialist with an interest in womens sexual health and opening up the conversations about menopause!

**Date:** 22 October 2020  
**Time:** 1000 - 1200  
**Location:** Mansfield  
**Provided by:** Dr J. Hobson - Menopause specialist at Spire Hospital

### Effective Team Leader

This one-day condensed course includes core areas of good practice when managing staff, including motivation, personal organisation and planning, leadership, and giving and receiving feedback. This is an ideal stepping stone for those wishing to progress into supervisor or management roles.

**Date:** 30th October 2020  
**Location:** Nottingham  
**Time:** 0930 - 1630  
**Provided by:** East Midlands Chambers

### Union Learning Rep (ULR) \*

Do you want to help others to learn new skills and progress in their career? Would you like to join the team to assist those that may be nervous about returning to learning or who may need some new skills to change their job?

Like these courses? Want to help organise and deliver them? Would you like more information about training to be a ULR?

Contact Gavin - g.mccann@unison.co.uk  
**Date:** 21, 19, 26 November 2020  
**Location:** Nottingham  
**Time:** 3 days  
**Provided by:** UNISON

### Womens Assertiveness

A course to help women cope with the challenges life throws at them either at work or in daily life. The course will raise awareness of your own personal values, develop techniques to address negative self talk, recognise behaviour types and set person development goals

**Date:** 16th November 2020  
**Location:** Retford  
**Time:** 0930 - 1630  
**Provided by:** WEA

### Deaf Awareness & Sign Language

The first part of a course will be Deaf Awareness and will be provided by a deaf BSL user and accompanied by a BSL interpreter. Following on to an introduction to British Sign Language (BSL) This course is aimed at all members but specifically those who have previously attended our half day course to refresh and improve their BSL skills.

**Date:** 21st November 2020  
**Location:** Mansfield  
**Time:** 0930 - 1630  
**Provided by:** Notts Deaf Society

### Zero waste & repair fair

Drop in or join us for the day! Get seasonal tips and information on how to reduce your waste at home and in the workplace. Find out more about ethical and eco products from cleaning to water filters to make-up. Have a look at our partner stalls who can demonstrate how to reuse everyday items, mend and make use of those items you no longer thought you needed...

**Date:** Saturday 21st November 2020  
**Location:** Basford  
**Time:** 1100 - 1500  
**Provided by:** S. Mallender & local eco experts

### Interview Skills\*

This course, includes individual and group activities, discussions, presentations and mock interviews.

By the end of the course, you will be able to - present yourself appropriately at an interview. Answer the interviewer's questions appropriately. Reflect on your performance in an interview. Develop an interview specific plan with SMART actions

**Date:** 30th Nov & 1st Dec 2020  
**Location:** Nottingham  
**Provided by:** WEA

### Well-being Day - 3 workshops in one day

**Mental Health in the Workplace** - giving an overview of Mental health, stress, suicide prevention, how to access support, mental health in your workplace and supporting carers.

**Mindfulness** - giving an overview of mindfulness, mindful breathing, mindful observation, mindful awareness, mindful listening, mindful Immersion and mindful appreciation.

**Assertiveness** - Covering issues/strategies including: The lower power bind, Gama bear syndrome, signalling flexibility, making allies, talking about your passions, the broken record technique, the 'I have a policy' technique, power dynamics, the range of acceptability and the importance of credibility and knowledge.

**Date:** January 2021  
**Location:** Nottingham  
**Time:** 0930 - 1600  
**Provided by:** TUC

### Power to be you

This workshop aims to improve your self-esteem, share tips and ideas for addressing confidence and assertiveness issues, learn public speaking skills and how to get your point across. The workshop will also raise awareness of UNISON education and development opportunities, and help participants to speak up with confidence.

**Date:** 30th January 2021  
**Location:** Nottingham  
**Time:** 1000 - 1600  
**Provided by:** WEA

### Sustainable Sewing - Upcycling

This practical session is aimed at those who are concerned about waste and trying to save money by re-using materials in an artistic way.

**Date:** Tuesday 9th February 2021  
**Location:** Stapleford  
**Time:** 0930 - 1230  
**Provided by:** Inspire

### Health & Wellbeing

On this course we will share the 5 ways of wellbeing, look at what good emotional wellbeing is and what can affect this negatively.

Building resilience and improving your wellbeing will also be explored.

**Date:** 10th March 2021  
**Location:** Mansfield  
**Time:** 0930 - 1500  
**Provided by:** Recovery College

### Makaton\*

Level 1 training course, providing a practical introduction to the Makaton Language by accredited Makaton tutors. The course will include tips for effective signing and symbol use, how to start using Makaton in everyday situations, signs and symbols from stages 1 & 2

**Date:** 10th March 2021  
**Location:** Nottingham  
**Provided by:** Eg (Training)

### Union Learning Rep (ULR) \*

Do you want to help others to learn new skills and progress in their career? Would you like to join the team to assist those that may be nervous about returning to learning or who may need some new skills to change their job?

Like these courses? Want to help organise and deliver them? Would you like more information about training to be a ULR?

Contact Gavin - g.mccann@unison.co.uk  
**Date:** 20, 27 April & 4 May 2021  
**Location:** Nottingham  
**Time:** 3 days  
**Provided by:** UNISON

If you have an interest in a course, subject or activity that isn't covered in our 2020-2021 learning program, or would like to suggest courses at different times, please contact us and let us know your ideas. It would be great if you could tell us where you work and what area you are based in, please email: unisonnottslearning@gmail.com

### Regional courses\*

Regional courses are provided by UNISON East Midlands, we will forward on your application form to them. If you wish to claim travel/subsistence expenses, please indicate on your application. Courses provided in Nottingham have been included here.

### Notts courses

Notts courses are provided by Nottinghamshire UNISON Branch's, combining their collective funds for learning. Unfortunately we don't offer travel or subsistence expenses for the courses we provide.

**To apply**  
 To apply for any of the above courses, contact us at unisonnottslearning@gmail.com or contact your local Union Learning Rep or your branch office.

