UNISON East Midlands Regional Course Programme – Spring 2024

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| **Courses** | **Provider** | **Date** | **Times** | **Platform** |
| **Personal Safety (general)**  On completion of this Personal Safety Training course you will be able to:   * Identify how to effectively plan for managing angry and aggressive people * Understand what can cause aggressive behaviour and the different stages of conflict aggression * Understand how to appropriately and effectively respond to anger and aggression * Utilise skills you have learnt to confidently manage angry and aggressive people * Understand how to reduce the risks involved and complete a Personal Safety Risk Assessment | 2Resolve | 30/01/24 | 10.00 - 12.30 | Zoom |
| **Excel Beginners**  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 your information. You will be able to make calculations and manipulate data for work and at home. The course covers:   * What is a Spreadsheet? * Navigating your way around Excel * Creating a new workbook * Opening workbooks and worksheets * Creating Excel charts – Pie, line etc * Using Autosum to calculate cells * Using basic formulas to perform calculations * Copying and paste data   **BUT: You should be familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting, formatting text, creating folders, opening files, saving files, familiarity with accessing the Internet and use of common web browsers.** | Michael Rogers | 01/02/24 & 2/2/24 | 10.00 - 13:00 | MS Teams |
| **Managing Challenging behaviour in Children (schools)**  On completion of this Managing Challenging Behaviour Training course you will be able to:   * Understand how to prevent and manage challenging and violent behaviour developing * Understand how to recognise and respond effectively to pupils/people presenting challenging or violent behaviour * To examine the reasons why young people can display challenging behaviour * To explore ways in which we can influence a positive learning environment | 2Resolve | 13/02/24 | 10.00 - 12.30 | Zoom |
| **Building Confidence & Self-Esteem**  - Recognise what stops you from feeling confident.  - Understand the ‘building blocks’ to build your confidence and self-esteem.  - Recognise your strengths and achievements.  - Give you strategies to use that will increase levels of confidence daily | Lydia Weston | 19/2/24 & 26/2/24 | 1.30 - 4.30 | Zoom |
| **Deaf Awareness & Intro to BSL**  This introductory session will help you support deaf and hard of hearing people by:   * exploring effective ways of communicating * providing an awareness of needs. And * looking at some basic sign language | Notts Deaf Society | 04/03/24 | 9.30 - 12.30 | MS Teams |

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| **Excel Improvers**  This course is intended for people who have a working knowledge of Microsoft Excel. You should also be able to copy/paste, format text, create folders, open and save files, are familiar with accessing the Internet and the popular web browsers. You SHOULD be able to create, open, save, format and print a worksheet, be able to use simple formulas (A2+A3 e.g.) and the SUM function.  **Upon completion of this course you should be able to:**   * Use paste special to copy and move cell contents * Hide columns, rows and sheets (worksheets) * Fill data automatically in worksheet cells * Create dropdown lists * Link between worksheets, workbooks, MS Word and PowerPoint * Use and create complex formulas * Name ranges – for use in calculations * Create subtotals * Use the IF function * Conditional formatting * The CountIF and SumIf function * Understanding common error messages | Michael Rogers | 27/03/24 & 28/3/24 | 10.00 - 13:00 | MS Teams |
| **Loss and Bereavement in children and young people**  This workshop is for UNISON members who work with children and young people who want to build greater awareness of the impact of bereavement and grief. This course can inform how they respond to bereaved children and young people, whether they are pupils, students, or friends and family. Learn about use of appropriate language and dealing with anger and distress.  Consider this:  · A parent of children under 18 dies every 22 minutes in the UK; around 23,600 a year. This equates to around 111 children being bereaved of a parent every day.  · 1 in 29 5–16-year-olds has been bereaved of a parent or sibling – that’s a child in every average class.  By the end of this 2½ hour workshop, the participants will:   * Have a greater understanding of grief * Have been introduced to some modern models which help explain how people react to grief and loss * Be able identify common grief responses * Be able to assess an individual’s needs and start to provide effective support * Be aware of complicated grief · Understand the importance and value of self-care | Cruse Bereavement Care | 04/04/24 | 10.15 - 12.45 | Zoom |
| **Prevention and Management of Violence & Aggression (general)**  The PMVA course is suitable for anyone who would like to further their knowledge and investigate how to prevent and manage aggressive and challenging behaviour in the workplace.  (Please note that no Physical intervention strategies will be taught on this course)  By the end of the course, you‘ll be able to:-   * List the possible causes of challenging behaviour * Demonstrate de-escalation principles * Define the term ‘reasonable force’ and apply its principles * Understand the law relating to Self Defence and Physical Intervention * Perform a dynamic risk assessment * Identify the importance of recording and debriefing * Demonstrate Positive Defensive Standing * Identify types of physical attacks | 2Resolve | 15/04/24 | 10.00 - 12.30 | Zoom |

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| **Wellness**  Building on previous Mindfulness courses delivered by Lydia, these sessions will consider all aspects of wellness including:   * Mindfulness * Healthy eating * Good sleep hygiene * Relaxation * Self-compassion   You will need to attend both days | Lydia Weston | 15/4/24 & 22/4/24 | 10.00 -3.00 | Zoom |
| **Neurodiversity Understood**  This half-day session will provide an introduction to neurodiversity in a workplace context. It will:     * Bust the myths and stereotypes that exist around Neurodiversity * Understand the value of a neurodiverse workforce * Recognise the barriers for your neurodivergent colleagues in the workplace * Learn practical ideas on how to be a good ally in the workplace for your neurodivergent colleagues | Adjust Services | 24/04/24 | 9.30 - 1pm | MS Teams |
| **Excel Beginners**  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 your information. You will be able to make calculations and manipulate data for work and at home. The course covers:   * What is a Spreadsheet? * Navigating your way around Excel * Creating a new workbook * Opening workbooks and worksheets * Creating Excel charts – Pie, line etc * Using Autosum to calculate cells * Using basic formulas to perform calculations * Copying and paste data   **BUT: You should be familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting, formatting text, creating folders, opening files, saving files, familiarity with accessing the Internet and use of common web browsers.** | Michael Rogers | 07/05/24 & 8/5/24 | 10.00 - 13:00 | MS Teams |
| **Loss & Bereavement**  This workshop is for UNISON members who want to build greater awareness of the impact of bereavement and grief. This course can inform how they respond to bereaved service users or colleagues.  The training will last approximately 2.5 hours, and help participants to:   * Reflect on the grieving process and gain an understanding of current models that help them understand the impact of grief and bereavement on them * Become aware of the impact of loss and bereavement on families * Consider, through their own understanding of the impact of loss, the ways they may take care of themselves and other individuals following bereavement * Consider skills relevant to their role to help them improve how they communicate with bereaved people during this crisis * Develop an awareness of support organisations, and how and when to seek further support or advise others to, including an understanding of the boundaries of their roles. | Cruse Bereavement Care | 07/05/24 | 10.15 - 12.45 | Zoom |

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| **Assertiveness**  A fun and informative course. This course will:   * Help you to understand what assertiveness is and how it is fundamental to effective communication * It will equip you with knowledge and understanding of how to build assertiveness skills into your everyday communications   This, in turn, will help increase confidence in communicating with others and ensure your needs met in a positive way.  You will need to attend both days. | Lydia Weston | 13/5/24 & 20/5/24 | 1.30 - 4.30 | Zoom |
| **ADHD Awareness (schools)**  This course is aimed at UNISON members who work in schools. It will:   * provide a better understanding of what ADHD is * identify some of the main barriers and impacts of ADHD * offer a better understanding of ADHD assessment, diagnosis and possible treatments * identify strategies and practical ways of adapting your practice when working with young people with ADHD * provide a range of strategies for working with young people who have ADHD * help you feel more confident working with young people with ADHD | 2Resolve | 30/05/24 | 10.00 - 12.30 | Zoom |
| **ADHD (general)**  This course will be of benefit to members who come into contact with adults who have or may have Attention Deficit Hyperactivity Disorder (ADHD). On completion of this ADHD Training course, you will be able to:   * Have a better understanding of what ADHD is * Identify some of the main barriers and impacts of ADHD * Have a better understanding of ADHD assessment, diagnosis and possible treatments * Identify strategies and practical ways of adapting your practice when working with people with ADHD * Have a range of strategies for working with people who have ADHD and feel more confident in supporting positive interactions and relationships * Feel more confident working with ADHD | 2 Resolve | 30/05/24 | 1.30 - 4.00 | Zoom |
| **Dementia Awareness**  This course is designed for those who work in a role where they are or may be in contact with individuals living with dementia.   * Discuss the impact of dementia on memory and how to support someone experiencing memory impairment. * Consider the impact on the individual’s personality and how distressing this can be for family and those supporting them. * List ways in which we can offer immediate support to those living with dementia when in distress | JMG Training | 03/06/24 | 9.30 - 12.30 | MS Teams |
| **Building a Website Using WordPress**  Have you always wanted to create a website, but don't know where to start?  Do you want to find out if making your own website would be useful, but you’re not exactly sure why? Then this hands-on introductory course is for you. You will be guided through the steps to design and maintain your first website. Learn how to use WordPress using the free tools and free hosting.  This WordPress training course assumes little or no knowledge of the software.  **BUT**: You should be familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting, formatting text, creating folders, opening files, saving files, familiarity with accessing the Internet and use of common web browsers.  **Course Topics**   * Signing up and registering your new website * Navigating your way around WordPress.com * Web Design Tips * Creating Posts and Pages * Using Text and Paragraph blocks * Adding a picture block * Publishing your post and viewing your website * Setting a Homepage * Adding a navigation menu * Customising your pages * Adding Custom Links * Editing Your Menus * Using your Dashboard | Michael Rogers | 03/06/24 & 4/6/24 | 10.00 - 13:00 | MS Teams |
| **Counselling Skills**  This enlightening course will equip you with the basic counselling skills you need in order to listen and empathise effectively. It will look at how to:  - structure a safe session  - work safely with others  - question and reflect effectively  - summarise and end a session  - give effective feedback  - communicate understanding and build empathy  You will need to attend both days. | Lydia Weston | 10/6/24 & 17/6/24 | 1.30 - 4.30 | Zoom |
| **Excel Improvers**  This course is intended for people who have a working knowledge of Microsoft Excel. You should also be able to copy/paste, format text, create folders, open and save files, are familiar with accessing the Internet and the popular web browsers. You SHOULD be able to create, open, save, format and print a worksheet, be able to use simple formulas (A2+A3 e.g.) and the SUM function.  **Upon completion of this course you should be able to:**   * Use paste special to copy and move cell contents * Hide columns, rows and sheets (worksheets) * Fill data automatically in worksheet cells * Create dropdown lists * Link between worksheets, workbooks, MS Word and PowerPoint * Use and create complex formulas * Name ranges – for use in calculations * Create subtotals * Use the IF function * Conditional formatting * The CountIF and SumIf function | Michael Rogers | 25/06/24 & 26/6/24 | 10.00 - 13:00 | MS Teams |
| **Neurodiversity For Managers**  This half-day session is aimed at UNISON members who are managers or team leaders and wish to improve their understanding of neurodiversity and how they can support their team. The session will:   * Develop a clear understanding of neurodiversity within a workplace context * Recognise and appreciate the unique strengths that neurodivergent employees bring to a team * Gain insight into the challenges that neurodivergent employees may face * Build confidence in effectively managing and supporting neurodivergent employees * Learn practical management strategies, including raising awareness and fostering inclusivity | Adjust Services | 27/06/24 | 9.30 - 12.30 | MS Teams |

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| **Living Well with Anxiety**  This course will help you to:   * Understand anxiety and why we experience it. * Recognise anxiety in others. * Provide you with the knowledge, tools and understanding which will help you live with your anxiety in a more positive way, and help others manage theirs   You will need to attend both days. | Lydia Weston | 8/7/24 & 15/7/24 | 1.30 - 4.30 | Zoom |
| **Excel Advanced**  This course is designed for Excel users who want to take their skills to the next level and learn how to analyse, manipulate and automate data using advanced features and functions.  **Some prerequisites for this course are:**  This Microsoft Excel training course assumes you have a good working knowledge of the basics such as creating and formatting worksheets, entering and editing data, using basic formulas and functions and printing/saving workbooks.  AND: You are familiar with the Ribbon interface and the basic features and tools of Excel and you are comfortable with using keyboard shortcuts and mouse actions to navigate and perform tasks in Excel.  **Course Topics:** On completion of this course, the delegate will be able to:   * Use data validation to control what data users can insert into cells * Find and fix inconsistencies in raw data * Evaluate and error check formulas * Apply conditional formatting - using formulas within conditional formatting and customise cell formatting * Work with named ranges * Create and edit pivot tables, pivot charts and tables * Use built in functions such as: IFERROR, INDEX & MATCH, XLOOKUP, COUNTIF, SUMIF, COUNTIFS, SUMIFS, FILTER, CLEAN, SORT & SORTBY, UNIQUE, IF and IFS plus others * Introduction to basic Macro recording and editing | Michael Rogers | 11/07/24 & 12/7/24 | 10.00 - 13:00 | MS Teams |
| **Positive Behaviour Support (Schools)**  On completion of this Positive Behaviour Training course you will be able to:   * Identify how Positive Behaviour Support works * Identify key areas that should be considered when writing a PBS plan * Identify types of challenging behaviours * Identify triggers that lead to these behaviours * Explore how to effectively deal with these challenging behaviours | 2Resolve | 01/08/24 | 10.00 - 12.30 | Zoom |

About our providers

**2Resolve** – Founded by Jez Brigham, 2Resolve specialise in conflict, aggression, and violence in the workplace. Jez spent many years working in mainstream schools and SEN schools with residential provision. 2Resolve has gained the Institute of Conflict Management Quality Award Centre status and provides training as part of UNISON College

**Adjust Services** – Adjust are a national organisation specialising in Neurodiversity Awareness. Their training is offered through UNISON College and looks at providing an understanding of Neurodiversity and how the workplace can be improved.

**Cruse Bereavement Care** – Cruse is the UK’s largest bereavement charity. Alongside supporting 100,000 people each year they provide training to organisations who wish provide better support to staff and service users experiencing bereavement

**JMG Training and Consultancy** – Based in Wales, JMG Training and Consultancy deliver as part of the national UNISON College offer. They specialise in adult care.

**Lydia Weston** – Lydia is an independent tutor who specialises in mental health and wellbeing. Lydia has, for many years, worked with Nottingham Recovery College and Nottingham College and delivers our regional programme which aims to support members to cope with challenges at work and at home.

**Michael Rogers** – Michael is an independent tutor who has delivered IT training for UNISON East Midlands for over 10 years. Formerly of the WEA and with extensive experience of IT project we value Michael’s provision a great deal. His training style is relaxed and ensures that all leaners are able to participate.

**Nottinghamshire Deaf Society** is a registered charity formed in 1890 and deliver a number of different British Sign Language and Deaf Awareness courses. All their trainers are profoundly deaf and are first language BSL users. They believe that training should be led by people with a lived experience of deafness; training others about their own culture and language.