



PUBLIC SERVICE EXECUTIVE UNION

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Our Ref: B.C. 011/17

16 February 2017

BRANCH ACTIVIST TRAINING COURSE

Dear Branch Secretary,

The PSEU is holding a modular training course for activists who wish to better understand and develop their role. The training will take place over 4 days – a breakdown of each module, including date, time and description, is outlined below.

If interested in applying, a member should contact their Branch Secretary or Chairperson. They will, in turn, send a nomination by email to rmckane@pseu.ie no later than 12.00pm on Tuesday 21st February.

Regardless of the number of applications, course numbers will be limited to 14.

At Whom is the Course Aimed?

This course is aimed at activists (Branch Officers (including Chairpersons, Vice-Chairpersons, Diversity Officers, Treasurers etc), Executive Committee Members and SOC members who wish to deepen their understanding of how the PSEU works, the various roles within the union and how to progress issues.

The Course:

Module 1: PSEU and how it works:

How unions work; what unions deliver to members; PSEU structures and procedures; dealing with members' perceptions; how policy is decided; PSEU conferences and motions.

Date: Tuesday 7th March, 10:00-16:00

Module 2: Effective communications:

Why communications matters, appropriate tools for different objectives and audiences; written, verbal and electronic media; face-to-face encounters; organising workplace meetings.

Date: Tuesday 4th April, 10:00-16:00

Module 3: Building union strength:

Why recruitment is important; mapping union membership; engaging with potential members; things to tell new members; dealing with difficult questions; retaining members through service and organisation; developing recruitment strategies.

Date: Tuesday 9th May, 10:00-16:00

Module 4: Representing members and dealing with management:

Role of the PSEU representative; supports for representatives; handling members' problems and expectations; workplace disciplinary and grievance procedures; identifying collective issues; dealing with management.

Date: Tuesday 6th June, 10:00-16:00

Additional Information:

The course will take place in the CWU Head Office, 575 North Circular Road , Dublin 1.

Lunch will be provided.

Travel Costs: Costs incurred using public transport will be refunded. In the case of an attendee who uses his/her own private transport where public transport could have been used, the amount to be allowed for the attendee's own private vehicle in respect of mileage allowance will not exceed the cost of public transport.

Members interested in attending should clear it first with their management. Section 6 of Department of Finance 14/80 covers time off for attendance at Union training. More information at: <http://circulars.gov.ie/pdf/circular/finance/1980/14.pdf>

Yours sincerely,

Seán Carabini

Assistant General Secretary

**To: Each Branch Secretary
Each Branch Treasurer
Each Member of the Executive Committee**