



# Trade Union Management Programme 2022

Ideal for Executive Committee members, professional officers and senior national officials responsible for managing Trade Unions at regional or national level.

Covering effective operational development, strategic thinking, problem solving, financial efficiency, personnel management, long term planning, these are all critical aspects of union management and will be covered by this whole programme.

**Book a place now:**

**Tel: 01509 410978 [markr@gftu.org.uk](mailto:markr@gftu.org.uk) [www.gftu.org.uk](http://www.gftu.org.uk)**

Find out more about learning at GFTU: [www.gftu.org.uk](http://www.gftu.org.uk)

Great books, CDs, Badges and more for Trade Unionists: <https://gftu.org.uk/shop/>

Follow this link to find out about Emplaw, a great source of legal information offered by the GFTU: <https://www.emplaw.co.uk/subscribe>

## Leadership and Management (2 days)

16th & 17th March 2022

Code TM1

This module explores concepts of leadership, developing self-awareness or personal leadership styles, and considers best practice in managing change and the practical tools required. It will consider how effective leadership can be developed and meaningful objectives can be set to empower individuals and teams.

## Management Communication

13th April 2022

Code TM2

This unit explores and considers effective management and interpersonal skills in the context of the democratic accountability of trade unions and how to manage meetings more effectively and motivate and sustain a dynamic organisation.

## Coaching & Mentoring in the Trade Union Workplace

14th April 2022

Code TM4

The session will explore best practice in coaching and mentoring and how they can be applied to the trade union workplace.

## Managing People (2 days)

11th & 12th May 2022

Code TM3

This will look at effective personnel management, appraisal, and motivation and performance considerations in the unique environment of trade unionism. It will consider questions of supervision and performance management rarely looked at in unions as well as the best employment culture with regard to grievance and disciplinaries and the operation of handbooks and negotiations.

## Financial Management (2 days)

15th & 16th June 2022

Code TM5

Financial planning, budgeting, management information systems, accounting principles, audit and reporting routines when understood and implemented make unions tick more efficiently. Discuss with experienced union accountants and finance officers the best ideas to take things forward.

## Managing a Health and Safe Environment

13th July 2022

Code TM6

A workshop exploring the employees, managers and employer's responsibilities in the trade union context, particularly looking at issues of stress and conflict and providing practical skill exchanges on handling those difficult conversations and situations.

## Specialist Themes

14th July 2022

Code TM7

The group of participants in the modules will have identified further subjects for exploration and this session will address these alongside issues of management relating to developing the union's membership, building fast response mechanisms, facing externally, good governance, and establishing welfare and charitable arms within unions.

# Trade Union Management Programme

The reality in unions is that not all national leaders are elected or appointed because of the skill set they possess in relation to organisational management. Here is an opportunity to up skill within these practical areas. Applicants can apply for individual units or for the course as a whole. Teaching will be by a blend of learning methods and attendance at classes normally held at Quorn Grange Hotel will be required. This course will be certificate bearing (by GFTU) OR if all of the assignments are completed can carry an ILM Level 4 Certificate.

## Course Costs

For members of GFTU affiliated unions, the whole course will cost	£1,320
For members of non GFTU affiliated unions, the whole course will cost	£1,920
For members of GFTU affiliated unions, individual units will cost	£180
For members of non GFTU affiliated unions, individual units will cost	£264

**Book a chargeable place now:**

**Tel: 01509 410978 [markr@gftu.org.uk](mailto:markr@gftu.org.uk) [www.gftu.org.uk](http://www.gftu.org.uk)**

If you require chargeable accommodation please contact:

**Mark Robinson** (GFTU Education Administrator) [markr@gftu.org.uk](mailto:markr@gftu.org.uk)

