

## EDUCATION and TRAINING PROGRAMME: JANUARY – DECEMBER 2009

I list below the Union's Education & Training Programme for JANUARY - DECEMBER 2009. This has been reproduced to assist Branches in making the necessary arrangements for students. Applications can be made at any time. Paragraphs in the BOB/on the Web will be issued periodically, giving more information about each course. Successful applicants will not receive any paperwork until after the closing date for applications.

	<b>COURSE</b>	<b>VENUE</b>
<b>JANUARY</b>		
5 – 9	NO COURSE	ALVESCOT
12 – 16	NO COURSE	ALVESCOT
19 – 23	NO COURSE	ALVESCOT
26 – 30	ADVANCED SKILLS PART 3	ALVESCOT
<b>FEBRUARY</b>		
2 – 6	OCCUPATIONAL HEALTH & SAFETY (WEEK 3)	ALVESCOT
9 – 13	TRADE UNION & LABOUR STUDIES / EMPLOYMENT LAW (WEEK 3)	ALVESCOT
16 – 20	UNION SKILLS I	ALVESCOT
23 – 27	UNION LEARNING REPS STAGE I / EQUAL RIGHTS IN THE CWU PART 2	ALVESCOT
<b>MARCH</b>		
2 – 6	HEALTH & SAFETY STAGE II	ALVESCOT
9 – 13	ROMECS SKILLS II	ALVESCOT
16 – 20	UNION SKILLS III	ALVESCOT
23 – 27	TRADE UNION & LABOUR STUDIES / EMPLOYMENT LAW (WEEK 4)	ALVESCOT
30 – 3	OCCUPATIONAL HEALTH & SAFETY (WEEK 4)	ALVESCOT
<b>APRIL</b>		
6 – 10	3 DAY DISCUSSION LEADERS	ALVESCOT
13 – 17	3 DAY ORGANISING	ALVESCOT
20 – 24	UNION SKILLS II	ALVESCOT
27 – 1	HEALTH & SAFETY STAGE I	ALVESCOT
<b>MAY</b>		
4 – 8	4 DAY TUTOR DEVELOPMENT	ALVESCOT
11 – 15	HEALTH & SAFETY STAGE III	ALVESCOT
18 – 22	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
25 – 29	3 DAY CHAIRING MEETINGS	ALVESCOT
<b>JUNE</b>		
1 – 5	UNION SKILLS I	ALVESCOT
8 – 12	ANNUAL CONFERENCE / POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
15 – 19	HEALTH & SAFETY STAGE II	ALVESCOT
22 – 26	DISABILITY CHAMPIONS	ALVESCOT
29 – 3	UNION SKILLS III	ALVESCOT

<b>JULY</b>		
6 – 10	HEALTH & SAFETY STAGE I	ALVESCOT
13 – 17	ENVIRONMENTAL REPS	ALVESCOT
20 – 24	HEALTH & SAFETY STAGE III	ALVESCOT
27 – 31	UNION SKILLS II	ALVESCOT
<b>AUGUST</b>		
3 – 7	UNION SKILLS I	ALVESCOT
10 – 14	HEALTH & SAFETY STAGE II	ALVESCOT
17 – 21	POSTAL AGREEMENTS & PROCEDURES	ALVESCOT
24 – 28	UNION SKILLS II	ALVESCOT
31 – 4	3 DAY NEGOTIATING SKILLS	ALVESCOT
<b>SEPTEMBER</b>		
7 – 11	UNION LEARNING REPS STAGE II / EQUAL RIGHTS IN THE CWU PART 1	ALVESCOT
14 – 18	UNION SKILLS III	ALVESCOT
21 – 25	ADVANCED SKILLS PART 1	ALVESCOT
28 – 2	HEALTH & SAFETY STAGE I	ALVESCOT
<b>OCTOBER</b>		
5 – 9	OCCUPATIONAL HEALTH & SAFETY (WEEK 1)	ALVESCOT
12 – 16	TRADE UNION & LABOUR STUDIES / EMPLOYMENT LAW (WEEK 1)	ALVESCOT
19 – 23	UNION SKILLS II	ALVESCOT
26 – 30	HEALTH & SAFETY STAGE III	ALVESCOT
<b>NOVEMBER</b>		
2 – 6	ADVANCED SKILLS PART 2	ALVESCOT
9 – 13	COMMUNICATION & MEDIA SKILLS	ALVESCOT
16 – 20	OCCUPATIONAL HEALTH & SAFETY (WEEK 2)	ALVESCOT
23 – 27	TRADE UNION & LABOUR STUDIES / EMPLOYMENT LAW (WEEK 2)	ALVESCOT
30 – 4	HEALTH & SAFETY STAGE II	ALVESCOT
<b>DECEMBER</b>		
7 – 11	NO COURSE	ALVESCOT
14 – 18	NO COURSE	ALVESCOT
21 – 25	CLOSED	ALVESCOT
28 – 1	CLOSED	ALVESCOT

Yours sincerely

**TRISH LAVELLE**  
**Head of Education & Training**