



Public Service Association of NSW

MEMBERS & DELEGATES TRAINING PROGRAM - FEBRUARY – JUNE 2010



THE GENERAL STAFF UNION

All courses in Sydney unless otherwise specified.

FEBRUARY		
<input type="checkbox"/>	02	Your Union and You (<i>prev. Intro to Union</i>)
<input type="checkbox"/>	04	Dealing with Bullying in the Workplace
<input type="checkbox"/>	10-11	Role of the Delegate
<input type="checkbox"/>	16	Meeting Skills
<input type="checkbox"/>	17	Negotiation Skills

MARCH		
<input type="checkbox"/>	02	Speaking in Public
<input type="checkbox"/>	03	OHS Module 1
<input type="checkbox"/>	04	OHS Module 2
<input type="checkbox"/>	10	Your Union and You (<i>prev. Intro to Union</i>)
<input type="checkbox"/>	18-19	Role of the Delegate
<input type="checkbox"/>	25-26	Women in the Union (Port Macquarie)
<input type="checkbox"/>	29	Speaking in Public (Newcastle)

APRIL		
<input type="checkbox"/>	20	Negotiation Skills (Lithgow)
<input type="checkbox"/>	21	Dealing with Bullying in the Workplace (Lithgow)
<input type="checkbox"/>	22	OHS Module 1 (Lithgow)
<input type="checkbox"/>	27	Dealing with Bullying in the Workplace
<input type="checkbox"/>	29-30	Women in the Union

MAY		
<input type="checkbox"/>	04	OHS Module 1
<input type="checkbox"/>	05	OHS Module 2
<input type="checkbox"/>	05	Negotiation Skills
<input type="checkbox"/>	06	Meeting Skills
<input type="checkbox"/>	11	Your Union and You (<i>prev. Intro to Union</i>)
<input type="checkbox"/>	19-20	Role of the Delegate

JUNE		
<input type="checkbox"/>	03	Speaking in Public
<input type="checkbox"/>	09	OHS Module 3
<input type="checkbox"/>	10	Dealing with Bullying in the Workplace
<input type="checkbox"/>	16	Negotiation Skills
<input type="checkbox"/>	17	Meeting Skills
<input type="checkbox"/>	22	Your Union and You (<i>prev. Intro to Union</i>) (Wagga)
<input type="checkbox"/>	23	Dealing with Bullying in the Workplace (Wagga)
<input type="checkbox"/>	24	OHS Module 1 (Wagga)

Please tick the course/s you wish to attend

TRAINING REGISTRATION FORM – PLEASE PRINT AND COMPLETE ALL	
Membership No:	Title:
SURNAME:	First Name:
Dept/Authority:	
Workplace Address:	
P/Code:	
Mailing Address of confirmation letters (if different to above):	
P/Code:	
E-mail Address:	
Mobile:	Work Phone:
Work Fax:	Gender: M / F
Supervisor's Name & Title:	
Do you hold an elected union position? Y / N	
Have you completed a pre-requisite course (if applicable)?	
Do you have a disability that required special needs during training? Y / N	
Name of your PSA Industrial Officer and/or Organiser (if known)	

It is essential that after receipt of acceptance letter and at least one week prior to the course date you confirm your attendance by contacting the training unit either by email training@psa.asn.au or phone (02) 9220 0984.

Your Union and You (previously 'Introduction to the Union')

This is a 1-DAY ORIENTATION COURSE for both members & delegates. Topics include union history, PSA decision-making structures and sources of workers rights.

Women in the Union

This is a 2-DAY COURSE for women members who would like to know more about their union and their rights at work. The course includes topics such as history of women's participation, your rights, entitlements in the workplace; union structures, assertiveness, EEO and anti-discrimination.

Speaking in Public

This 1-DAY WORKSHOP will assist members and delegates to develop their public speaking skills.

Dealing with Bullying in the Workplace

This 1-DAY MODULE is designed to assist members and delegates in dealing with bullying and harassment at work. This course is open to all members on a first come, first served basis.

Role of the Delegate (previously Dels-One)

This 2-DAY COURSE looks at the role of the Delegate and covers specific issues such as discrimination and grievances. It also covers the one-to-one contact agenda and how to converse with members and non-members about getting involved in the union.

Suggested Pre-requisite: Your Union and You OR Women in the Union

Practical Skills for Delegates

This course is now available as two modules: Negotiation Skills and Meeting Skills. (see below)

Negotiation Skills

The 1-DAY MODULE is designed to assist Delegates, Activists and Contacts (DACs) to develop their negotiation skills. ***Suggested Pre-requisite: Your Union and You OR Women in the Union***

Meeting Skills

The 1-DAY MODULE is designed to introduce DACs to the tools needed to run successful meetings and formal meeting procedures.

Suggested Pre-requisite: Your Union and You OR Women in the Union

Delegates Training

Please note that you do not have to be a delegate to obtain trade union training leave or to attend the delegates training. However, where places on delegate courses are scarce, delegates will be given first preference.

Occupational Health & Safety and Workers Compensation

The OHS and Workers Compensation Training has been broken up into modules which can be done as single units rather than as blocks. It is hoped this flexibility will allow more members to access these training opportunities. However it is important to do the units sequentially to get the most of the program. If you have attended the previous 2 day OHS and W/Compensation course then you need not do Modules 1 and 2.

OHS Module 1. OHS & WC – OHS Legislation including Risk Management

OHS Module 2. OHS & WC – OHS Management Systems and Workers Compensation

OHS Module 3. OHS Leadership – OHS Consultation

Venue

All training courses are held at PSA House, 160 Clarence St, Sydney unless otherwise stated. NB: Lunch is not provided.

Reimbursement of Travel Expenses

Members will only be reimbursed the most economical method of travel. Contact the Training Unit for details.

Special Needs

If you have a disability and/or special needs, please contact the PSA training staff at the time of your enrolment.

Hearing Loop Available – A hearing loop has been installed in the PSA Training Room.

Special leave for Trade Union Training

All training offered in this program will be endorsed by the Union unless otherwise indicated. Most state public sector members are entitled to 12 days paid Trade Union Training Leave in a two-year period. Please note that there is no charge for these courses and courses are available to PSA members only. Non-members wishing to attend our training will need to submit a membership application first.

Confirmation and Leave Letters may be posted up to 6 to 8 weeks before a course. The Training Unit can be contacted to confirm receipt of your registration if you have not heard by this time.

If you have already completed a PSA course, please ring the PSA Training Unit for advice about what course to enrol in. You can contact the Training Unit on (02) 9220 0900 or (1800) 467 932, and fax the completed registration form to (02) 9262 1623 or email training@psa.asn.au