

WEEK NO.	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025	
1	Level 2 WRT Part 1 Wed 4th - Thurs 5th Woodford, Dublin	-	Level 2 WRT Part 2 Tues 5th Woodford, Dublin ----- Level 2 WRT Part 1 Wed 6th - Thurs 7th Galway	Training Officer Seminar Thurs 5th	-	-	Presentation Skills Day 2 Tues 4th Nerney's Court	Level 2 WRT Part 1 Wed 2nd - Thurs 3rd Woodford, Dublin	Treasurers Thurs 1st Nerney's Court	-	-	-	
2	Communications & Digital Skills for Reps Tues 10th Nerney's Court ----- Fórsa Induction Wed 11th Online	Communication & Digital Skills for Branches Tues 8th Cork ----- Time Management Tues 8th Nerney's Court ----- Fórsa Induction Wed 9th Online	Fórsa Induction Wed 13th Online	Christmas Term	Fórsa Induction Wed 8th Online ----- Level 2 WRT Part 1 Wed 8th - Thurs 9th Cork	Time Management Tues 11th Nerney's Court ----- Fórsa Induction Wed 12th Online	Fórsa Induction Wed 12th Online	Fórsa Induction Wed 9th Online	Fórsa Induction Wed 14th Online	Fórsa Induction Wed 11th Online	Fórsa Induction Wed 9th Online	Fórsa Induction Wed 13th Online	
3	-	Communication & Digital Skills for Branches Tues 15th Galway ----- Data Protection Wed 16th Online	Negotiation Skills Workshop Wed 20th Woodford, Dublin		ABR Thurs 16th Nerney's Court	Presentation Skills Day 1 Tues 18th Nerney's Court	Branch Chairs & Secretaries Tues 18th Nerney's Court ----- Level 2 WRT Part 2 Tues 18th Cork ----- Level 2 WRT Part 3 Tues 18th Galway	Level 2 WRT Part 3 Tues 15th Cork ----- Data Protection Thurs 17th Online	-	Branch Chairs & Secretaries Tues 17th Woodford, Dublin	-	-	
4	Communication & Digital Skills for Reps Tues 24th Nerney's Court ----- Level 1 WRT Tues 24th - Thurs 26th Galway	ABR Thurs 24th Woodford, Dublin ----- Lunch & Learn Fri 25th Online	-		Level 2 WRT Part 2 Tues 21st Galway ----- Level 2 WRT Part 3 Tues 21st Woodford, Dublin	Level 1 WRT Tues 25th - Thurs 27th Sligo ----- Lunch & Learn Fri 28th Online	Level 1 WRT Tues 25th - Thurs 27th Wexford ----- Lunch & Learn Fri 28th Online	Level 1 WRT Tues 22nd - Thurs 24th Woodford, Dublin ----- Lunch & Learn Fri 25th Online	Treasurers Thurs 22nd Woodford, Dublin	-	-	-	
5	Lunch & Learn Fri 27th Online	Level 1 WRT Tues 29th - Thurs 31st Limerick	Level 1 WRT Tues 26th - Thurs 28th Cork ----- ABR Thurs 28th Nerney's Court ----- Lunch & Learn Fri 29th Online		Level 1 WRT Tues 28th - Thurs 30th Woodford, Dublin ----- Lunch & Learn Fri 31st Online	-	-	-	-	Level 1 WRT Tues 27th - Thurs 29th Nerney's Court ----- Lunch & Learn Fri 30th Online	Lunch & Learn Fri 27th Online	Lunch & Learn Fri 25th Online	Lunch & Learn Fri 29th Online

## Fórsa Induction

Fórsa Induction is an online information session, open to all members and delivered on the second Wednesday of every month in the morning (0930-1200) and in the evening (1800-2000).

The aim of this information session is to outline the importance of your participation as a member in achieving successful outcomes in your workplace and how you are supported to engage with members and representatives locally.

## Lunch & Learn

Lunch & Learn is a monthly online series of talks on work related and topical issues which is open to ALL members and union activists.

The topics will have broad interest and will often complement existing skills training for representatives. Monthly topics with an invitation to Branches by email. Previous topics have included, Talking about your union, CV and interview preparation and Additional benefits of your Fórsa membership. All of which are on the Skills Academy YouTube channel.

## Level 1

Workplace Representatives Training

WRT Level 1 is a 3-day course for new workplace representatives, who have undertaken the Fórsa Induction session, and have little to no representative experience or training.

This course enables you to develop your communications skills and representative knowledge to effectively undertake the role of the workplace representative and create strong teams to improve local participation in order to strengthen your influence and achieve better outcomes.

## Level 2

Workplace Representatives Training

WRT Level 2 comprises three parts, delivered over 4 days, and is aimed at those who have completed Level 1. It is delivered as follows:

**Part 1** focusses on organising your workplace (day 1) and provides practical opportunities to develop your individual representative skills (day 2).

**Part 2** covers equality legislation and diversity in the workplace (day 3).

**Part 3** covers health and safety practices, risk assessment and an overview of legislation (day 4).

**All three parts must be completed.**

## Data Protection

Data protection for Branches is an online course open to all Branch Executive Officers and Workplace Representatives.

It deals with all aspects of data protection from an explanation of the legislation to its practical application at Branch level. This is an **essential course** for anyone in a representative role, but particularly those who handle membership lists and data.

## Time Management

Learning the skills of effective time management is an asset for all, but particularly those operating as officers of the BEC/DEC or NEC, who regularly meet the challenge of balancing their union role with employment and other personal responsibilities.

Through this one-day course, participants will learn effective time management skills which will have an immediate positive impact on their lives and covers effective planning, prioritising tasks, delegation, smart goal setting – short, medium, and long term, and tackling procrastination.

## Digital Skills

Communication and Digital Skills for Branches

**Learn about:** Effective use of email and other types of communication with union members, how to build the profile of your branch, gather stories and create content for social media, and how to use digital activism to support industrial relations.

**Suitable for:** Branch officers who regularly communicate with union members and who have a basic level of understanding of social media. Especially useful for those with an interest in 'digital activism'.

## Presentation Skills

This two-day course (over two weeks) is developed specifically for Branch Training Officers and provides practical opportunities to develop confidence in presentation skills in order to deliver branch induction sessions for new members.

Unfilled places will be offered to other BEC officers on a first-come first-served basis.

## Branch Chairs & Secretaries

Branch Chairpersons & Secretaries training is open to newly elected Chairpersons (+ Vice) and Secretaries (+ Vice) and will explain their roles and responsibilities, along with an outline of duties.

It will provide an opportunity for participants to develop key skills in organising and handling meetings, including agenda setting, chairing, and facilitating a dynamic and engaging meeting which is effective and inclusive for all.

## Financial Courses

**Branch Treasurers training is open to newly elected Treasurers (+ Vice) and focusses on their roles & responsibilities.**

**The Annual Branch Returns (ABR)** course complements the above training and covers financial and accountancy obligations of branches. Both of these courses are open to Treasurers, Vice-Treasurers or those planning to take on this role.

The application link for all our courses is sent by email to the Branch chairpersons, secretaries, and training officers, who circulate this to ALL Workplace Representatives throughout the branch. They are also advertised through the ebulletins which issue every two weeks from the Communications Dept.  
Applications are ONLY valid if received via our ONLINE APPLICATION FORM, following agreement with a member of the relevant BEC and Fórsa official.

## Further Information

In addition to the core training programmes outlined above, additional training courses, workshops and talks will be scheduled throughout the year based on demand, information of which will be circulated through the usual channels, so keep in touch with your Branch Training Officer.

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How to apply