

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 (09:30-12:00) and in the evening (18:00-20:00).

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 register will be advertised on the Communications bulletins and directly 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.

Time Management

Juggling the role of the workplace representative with a full-time paid role, whilst prioritising personal responsibilities, makes learning how to effectively manage your time a critical asset and essential skill.

This one-day course, targeted to members of the BEC, DEC or NEC committees, will have an immediate positive impact on your life through understanding effective planning, learning task prioritisation, delegation, smart goal setting - short, medium and long term - and tackling procrastination. It will help you realign your priorities to give you the tools and techniques to make the most of your time both professionally and personally.

Presentation Skills

This two-day course is for Branch Training Officers to equip them with the necessary skills and practice to assist the branch in providing information/induction sessions to new members.

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

Level 1 - Workplace Representatives Training

WRT Level 1 is a 3-day course for new workplace representatives with no previous experience or training.

This covers all the basic skills that a representative will need in their first year including the role and function of the workplace representative, improving interpersonal skills and building good working relations, organising your union work, recruiting members and handling problems plus an introduction to equality and diversity and health and safety.

Level 2 - Workplace Representatives Training (four topics)

WRT at level 2 is for those who have completed level 1 and is divided into 4 distinct areas.

Organising & Individual Representation is delivered over 2 consecutive days focussing on organising for power on day 1 with day 2 providing opportunities to practice representing members.

Equality & Diversity covers employment legislation, diversity and attitudes in the workplace. Health, Safety & Welfare covers the practical side of this topic by learning about assessing risks and audits, along with an overview of legislation.

ALL FOUR AREAS MUST BE UNDERTAKEN TO COMPLETE THIS LEVEL.

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.

Annual Branch Returns (ABR)

The Annual Branch Returns course outlines the responsibilities for Branch Treasurers and covers financial and accountancy obligations of branches. This course is open to Treasurers, Vice-Treasurers or those planning to take on this role.

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.

Digital Skills & Social Media

This topic now has courses offered at two levels. Level 1 provides an introduction to social media training.

Level 2 (over two days) concentrates on next level use of Social Media and developing competence as a digital activist.

Resilience Building Workshop

This is a **valuable intervention for organisations and employees which enhances emotional intelligence and awareness, providing tools and templates to effectively build personal resilience and reduce stress.**

Communications Training

This workshop is designed for branch officers who regularly communicate with members and are seeking to improve engagement from members. Participants will learn to use effective tools to reach members, build their branch profile, gather stories, and present cohesive and intentional messages to members.

Additional Skills Workshops

Public speaking workshops are reserved for those who are branch officers, plan to present a motion at conference or are delegates to conference.

Conflict resolution is directly aimed at branch officers to enable them build good quality working relationships with workplace representatives, members and management.

Negotiations workshops are reserved for branch officers who participate, with their Fórsa official, in local or sectoral negotiations with management.

How to apply

All training events are advertised through the Branch Structure (email to branch chairs, secretaries and training officers) with full details provided on the Divisional Bulletins which issue every two weeks.

Applications are ONLY via the application link and should be discussed with their branch officers and Fórsa official in advance.

Please contact **skillsacademy@forsa.ie** with any training related queries.

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.

WEEK NO.	SEPT 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MARCH 2026	APRIL 2026	MAY 2026	JUNE 2026	JULY 2026	AUGUST 2026
1	<div>Solas Training Tues 2nd Nerney's Court</div> <div>Level 2 WRT Org & IR Wed 3rd - Thurs 4th Woodford, Dublin</div>	-	<div>Level 2 WRT E&D Tues 4th Woodford, Dublin</div> <div>Leadership Programme Day 3 Tues 4th Woodford, Dublin</div> <div>Level 2 WRT Org & IR Wed 5th - Thurs 6th Galway</div>	<div>Leadership Programme Day 4 Tues 2nd Nerney's Court</div>	-	<div>Time Management Tues 3rd Nerneys Court</div>	<div>Solas Training Tues 3rd Woodford, Dublin</div> <div>Presentation Skills Day 2 Tues 3rd Nerney's Court</div>	<div>Level 2 WRT Org & IR Wed 1st - Thurs 2nd Woodford, Dublin</div>	-	-	-	-
2	<div>Fórsa Induction Wed 10th Online</div>	<div>Time Management Tues 7th Woodford, Dublin</div> <div>Fórsa Induction Wed 8th Online</div> <div>Leadership Programme Day 1 Wed 8th Day 2 Thurs 9th Nerney's Court</div>	<div>Public Speaking Tues 11th Nerney's Court</div> <div>Solas Training Tues 11th Galway</div> <div>Fórsa Induction Wed 12th Online</div>	Christmas Break	<div>Level 2 WRT Org & IR Wed 7th - Thurs 8th Cork</div>	<div>Public Speaking Tues 10th Nerney's Court</div> <div>Fórsa Induction Wed 11th Online</div>	<div>Fórsa Induction Wed 11th Online</div>	<div>Fórsa Induction Wed 8th Online</div>	<div>Annual Branch Returns Thurs 7th Nerney's Court</div>	<div>Fórsa Induction Wed 10th Online</div>	<div>Fórsa Induction Wed 8th Online</div>	<div>Fórsa Induction Wed 12th Online</div>
3	<div>Communications Training Mon 15th Nerney's Court</div> <div>Building Effective Local IR Practices (L1) Civil Service Thurs 18th Nerney's Court</div>	<div>Data Protection Wed 15th Online</div> <div>Branch Training Officer Network Thurs 16th Nerney's Court</div>	<div>Building Effective Local IR Practices (L1) Tues 18th Nerney's Court</div> <div>Negotiation Skills Workshop Wed 19th Woodford, Dublin</div>		<div>Solas Training Tues 13th Cork</div> <div>Leadership Programme Day 5 Tues 13th Day 6 Wed 14th Nerney's Court</div> <div>Fórsa Induction Wed 14th Online</div> <div>Annual Branch Returns Thurs 15th Nerney's Court</div>	<div>Presentation Skills Day 1 Tues 17th Nerney's Court</div> <div>Industrial Conflict Resolution (L2) Thurs 19th Nerney's Court</div>	<div>Branch Chairs & Secretaries Wed 18th Nerney's Court</div> <div>Level 2 WRT HS&W Thurs 19th Galway</div> <div>Level 2 WRT E&D Thurs 19th Cork</div>	<div>Time Management Tues 14th Nerneys Court</div> <div>Public Speaking Tues 14th Nerney's Court</div> <div>Level 2 WRT HS&W Tues 14th Cork</div> <div>Industrial Conflict Resolution (L2) Wed 15th Nerney's Court</div> <div>Data Protection Thurs 16th Online</div> <div>Branch Training Officer Network Thurs 16th Nerney's Court</div>	<div>Branch Chairs & Secretaries Tues 12th Woodford, Dublin</div> <div>Fórsa Induction Wed 13th Online</div>	-	-	-
4	<div>Digital and Social Media (L1) Tues 23rd Nerney's Court</div> <div>Level 1 WRT Tues 23rd - Thurs 25th Galway</div> <div>Lunch & Learn Fri 26th Online</div>	<div>Annual Branch Returns Thurs 23rd Nerney's Court</div>	<div>Annual Branch Returns Thurs 20th Nerney's Court</div>		<div>Communications Training Tues 20th Galway</div> <div>Conflict Resolution Tues 20th Nerney's Court</div> <div>Level 2 WRT E&D Wed 21st Galway</div> <div>Level 2 WRT HS&W Wed 21st Woodford</div>	<div>Level 1 WRT Tues 24th - Thurs 26th Sligo</div> <div>Lunch & Learn Fri 27th Online</div>	<div>Level 1 WRT Tues 24th - Thurs 26th Wexford</div> <div>Lunch & Learn Fri 27th Online</div>	<div>Resilience Building Workshop Tues 21st Nerney's Court</div> <div>Lunch & Learn Fri 24th Online</div>	<div>Annual Branch Returns Thurs 21st Nerney's Court</div>	-	-	-
5	<div>Digital and Social Media (L1) Tues 30th Limerick</div>	<div>Social Media & Digital Activism (L2) Tues 28th & Wed 29th Nerney's Court</div> <div>Level 1 WRT Tues 28th - Thurs 30th Limerick</div> <div>Resilience Building Workshop Thur 30th Nerney's Court</div> <div>Lunch & Learn Fri 31st Online</div>	<div>Level 1 WRT Tues 25th - Thurs 27th Cork</div> <div>Communications Training Wed 26th Cork</div> <div>Annual Branch Returns Thurs 27th Nerney's Court</div> <div>Lunch & Learn Fri 28th Online</div>		<div>Level 1 WRT Tues 27th - Thurs 29th Woodford</div> <div>Resilience Workshop Thur 29th Nerney's Court</div> <div>Lunch & Learn Fri 30th Online</div>	-	<div>Communications Training Tues 31st Woodford, Dublin</div>	<div>Level 1 WRT Tues 28th - Thurs 30th Woodford, Dublin</div>	<div>Level 1 WRT Tues 26th - Thurs 28th Nerney's Court</div> <div>Lunch & Learn Fri 29th Online</div>	<div>Lunch & Learn Fri 26th Online</div>	<div>Lunch & Learn Fri 24th Online</div>	<div>Lunch & Learn Fri 28th Online</div>