

The GMB logo is displayed in white, bold, sans-serif capital letters within an orange square. This square is part of a larger orange header bar that spans the top of the page and has a wavy bottom edge.

GMB

NORTH EAST, YORKSHIRE
AND HUMBER

Regional Training Programme September 2023 to July 2024

A solid orange horizontal bar at the bottom of the page, matching the header's color.

A message from NEYH Education Officer

We would like to say a massive thank you for volunteering as a workplace representative, without you the trade union movement could not exist.

You have undertaken an incredibly challenging but rewarding role which will require you to represent GMB members in all aspects of workplace issues. As the NEYH Education Officer, it is our job to ensure you are equipped with the knowledge, skills, and confidence to be an effective workplace representative.

So where do you start?

On completion of your initial support meeting, you will be invited to attend your first 10 days of training. This course will equip you with the skills to represent members in health & safety and learning matters also disciplinary, grievance and capability hearings. It will also get you thinking about campaigning and negotiating with your employer along with growing the union in your workplace to ensure the GMB has a strong say in members terms and conditions.

And it does not end there, once you have completed your induction training there are several follow-on courses which will help enhance your skills.

Please see over the course descriptions and locations available this year.

We look forward to seeing you on one of our 10-day induction courses soon.



Colin Kirkham
Regional Education Officer

Note, you need to have completed a full 10-day Induction Course before you are able to attend any of the other courses.

Induction Course – 10 days

This course covers:

- The role of the GMB workplace organiser
- GMB membership and its structures
- Dealing with members and employers
- Recruiting, organising and building the GMB
- Handling grievances and disciplinary cases
- Communication skills
- Negotiation skills

Employment Law Course – 10 days

This course is aimed at experienced reps who have completed their 10-day induction course and is also a refresher for Reps who have not had training for some time.

The course covers:

- Exploring, questioning, and using employment law
- Developing and consolidating research skills to help gather information on how the law impacts upon workplace rights
- Reviewing changes and challenges to workplace rights
- Applying representational, organising, and collective bargaining skills to making the most of the law at work

Health and Safety Stage 1 Course – 5 days

This 5-day course is aimed at reps who have completed their 10 Day Induction course or for reps that may have completed their Health & Safety training many years ago and would like to update their knowledge.

The course covers:

- Applying the Law
- Safety Reps Rights
- The Management of Health and Safety Regulations 1999
- Inspections
- Writing a Safety Report
- Identifying Hazards and associated risks
- Preventing ill health at work

Health and Safety Stage 2 Course – 5 days

This 5-day course builds on the stage 1 Health & Safety Course by further developing experience, knowledge and skills in health and safety matters.

The course covers:

- Identifying, preventing, and controlling risks to build a safer and healthier workplace
- Involving members more in health and safety issues and develop a collective approach to health and safety
- Ensure that an equal opportunities approach to health and safety at work is adopted
- Finding out information about the law and use it more effectively
- Keeping up to date on health and safety law and information
- Further building health and safety organisation in the workplace
- Getting things done and effect changes in health and safety in the workplace

Dealing with Stress & Mental Health in the workplace – 5 days

(You must have completed H&S Stage 1 to be eligible for this course. H&S2 isn't required but is desirable)

The course covers:

- What causes stress and mental health in the workplace?
- What effect does stress and mental health have?
- Why is understanding stress and mental health a trade union issue?
- How to approach tackling workplace stress and mental health issues with the employer

Equality Course – 6 days

This course brings together all threads of the equality agenda so that representatives have grounding in union policy, best practice and equality law. It will help students understand issues in the workplace, current equality legislation and how these can be applied in the workplace.

The course covers:

- Understanding of equality issues and how that affects diverse groups
- The GMB approach to equalities
- An understanding of the Equalities Act 2010 and how to use it when representing members
- Organising for equality in the workplace and in wider society
- A look at the role of Equality Reps and Branch Officers

Redundancy Course – 3 days

Is your workplace facing potential redundancies or has redundancy notification already been served?

If so, this course will help you:

- Challenge redundancies
- Organise campaigns around redundancies
- Negotiate effectively in redundancy situations

Collective Bargaining Course – 3 days

The course is aimed at Reps who have completed their 10 Day Induction training.

The course covers:

- Understanding bargaining, negotiation, and consultation in the workplace
- Preparing for bargaining, negotiating and consultation
- Developing skills to negotiate
- Different bargaining and negotiating styles
- Practical skills for bargaining, negotiation, and consultation

You can complete these courses in any order.

Should you no longer be able to attend your course please inform us as soon as possible on the below details, so your place can be allocated to someone else on the waiting list.

Education contact details

03000 133 377 option 3 & option 3 again
neyh.education@gmb.org.uk

One Day Courses:

Disciplinary Procedures – The focus of this course is to teach the workplace rep the disciplinary procedure from start to end and develop the reps skills in representing members in a disciplinary investigation and hearing.

Grievance Procedures – The focus of this course is to teach the workplace rep the grievance procedure from start to end and develop the reps skills in representing members in grievance investigations and meetings.

Redundancy, Dismissal & Retention – This course focuses on the retention of members during dismissals in the workplace.

Risk Assessment – This Health & Safety course will help reps develop skills in carrying out workplace risk assessments in conjunction with the 1977 SRSC Regulations.

Workplace Inspection – This course will help reps develop skills in carrying out workplace inspections in line with the SRSC regulations.

You can complete these courses in any order.

Should you no longer be able to attend your course please inform us as soon as possible on the below details, so your place can be allocated to someone else on the waiting list.

Education contact details

03000 133 377 option 3 & option 3 again
neyh.education@gmb.org.uk

Application Process

Courses will be advertised via contact preferences we hold for you and also on our website <https://www.gmbneyh.org.uk/>

For all induction courses an email will be sent with a link to an application form for you to confirm your place on the course.

There is a link to an application form for follow on courses included under each office within this document so should you wish to attend, simply complete the form, and submit it. Once we receive this, you will receive confirmation of your space on the course and any further relevant information.

Should you no longer be able to attend your course please inform us as soon as possible on the below details, so your place can be allocated to someone else on the waiting list.

Education contact details

Grove Hall, 60 College Grove Road, Wakefield, WF1 3RN

03000 133 377 option 3 & option 3 again
neyh.education@gmb.org.uk

Hartlepool Office
GMB, Seymour House, Harbour Walk, Hartlepool, TS24 0UX
03000 133 377 option 3, option 3 again or neyh.education@gmb.org.uk

Induction Courses:

HP1 – 16, 17, 18, 19, 20 October & 6, 7, 8, 9, 10 November 2023

HP2 – 10, 11, 12, 13, 14 June & 1, 2, 3, 4, 5 July 2024

Follow on Courses: [Click here to apply!](#) or scan the QR code



Disciplinary Procedures	11 October 2023
Health & Safety Stage 2 – 5 days training	2, 3, 4, 5, 6 October 2023
Grievance Procedures	21 November 2023
Employment Law – 10 days training	15, 16, 17, 18, 19 January & 5, 6, 7, 8, 9 February 2024
Redundancy, Dismissal & Retention	15 February 2024
Risk Assessment	18 April 2024
Dealing with Stress & Mental Health in the Workplace – 5 days training	13, 14, 15, 16, 17 May 2024
Workplace Inspection	20 June 2024
Health & Safety Stage 1 – 5 days training	24, 25, 26, 27, 28 June 2024

Hull Office
GMB, 62 Russell Street, Hull, HU2 9AD
03000 133 377 option 3, option 3 again or neyh.education@gmb.org.uk

Induction Courses:

HL1 – 6, 7, 8, 9, 10 November & 20, 21, 22, 23, 24 November 2023

HL2 – 22, 23, 24, 25, 26 April & 13, 14, 15, 16, 17 May 2024

Follow on Courses: [Click here to apply!](#) or scan the QR code



Disciplinary Procedures	4 October 2023
Grievance Procedures	2 November 2023
Health & Safety Stage 1 – 5 days training	16, 17 November & 27, 28, 29 November 2023
Redundancy, Dismissal & Retention	1 February 2024
Health & Safety Stage 1 – 5 days training	12, 13, 14, 15, 16 February 2024
Employment Law – 10 days training	26, 27, 28, 29 February, 1 March & 18, 19, 20, 21, 22 March 2024
Risk Assessment	2 May 2024
Workplace Inspection	27 June 2024

Newcastle Office
GMB, Lifton House, Eslington Road, Jesmond, Newcastle upon Tyne, NE2 4RH
03000 133 377 option 3, option 3 again or neyh.education@gmb.org.uk

Induction Courses:

NC1 – 25, 26, 27, 28, 29 September 2023 & 9, 10, 11, 12, 13 October 2023

NC2 – 8, 9, 10, 11, 12 January & 29, 30, 31 January, 1, 2, February 2024

NC3 – 13, 14, 15, 16, 17 May & 3, 4, 5, 6, 7 June 2024

Follow on Courses: [Click here to apply!](#) or scan the QR Code



Disciplinary Procedures	25 October 2023
Employment Law – 10 days training	16, 17, 18, 19, 20 October & 30, 31 October, 1, 2, 3 November 2023
Grievance Procedures	14 November 2023
Equality – 6 days training	15, 16, 17 November & 28, 29, 30 November 2023
Collective Bargaining – 3 days training	6, 7, 8 December 2023
Redundancy, Dismissal & Retention	7 February 2024
Dealing with Stress & Mental Health in the Workplace – 5 days training	12, 13, 14, 15, 16 February 2024
Health & Safety Stage 1 – 5 days training	11, 12, 13, 14, 15 March 2024

Newcastle continued.....

Redundancy – 3 days training	17, 18, 19 April 2024
Risk Assessment	25 April 2024
Health & Safety Stage 2 – 5 days training	20, 21, 22, 23, 24 May 2024
Workplace Inspection	13 June 2024
Employment Law – 10 days training	17, 18, 19, 20, 21 June & 8, 9, 10, 11, 12 July 2024

Wakefield Office
GMB, Grove Hall, 60 College Grove Road, Wakefield, WF1 3RN
03000 133 377 option 3, option 3 again or neyh.education@gmb.org.uk

Induction Courses:

WK1 – 18, 19, 20, 21, 22 September 2023 & 2, 3, 4, 5, 6 October 2023

WK2 – 25, 26, 27, 28, 29 September & 9, 10, 11, 12, 13 October 2023

WK3 – 13, 14, 15, 16, 17 November & 27, 28, 29, 30 November to 1 December 2023

WK4 – 5, 6, 7, 8, 9 February & 19, 20, 21, 22, 23 February 2024

WK5 – 22, 23, 24, 25, 26 April & 13, 14, 15, 16, 17 May 2024

WK6 – 17, 18, 19, 20, 21 June & 1, 2, 3, 4, 5 July 2024

Follow on Courses: [Click here to apply!](#) or scan the QR Code



Disciplinary Procedures	17 October 2023
Collective Bargaining – 3 days training	5, 6, 7 December 2023
Grievance Procedures	23 November 2023
Redundancy – 3 days training	12, 13, 14 December 2023
Equality – 6 days training	3, 4, 5 January & 24, 25, 26 January 2024
Employment Law – 10 days training	8, 9, 10, 11, 12 January & 29, 30, 31 January, 1, 2 February 2024
Health & Safety Stage 1 – 5 days training	15, 16, 17, 18, 19 January 2024

Wakefield Continued.....

Redundancy, Dismissal & Retention	13 February 2024
Dealing with Stress & Mental Health in the Workplace – 5 days training	11, 12, 13, 14, 15 March 2024
Risk Assessment	17 April 2024
Health & Safety Stage 1 – 5 days training	29, 30 April, 1, 2, 3 May 2024
Employment Law– 10 days training	20, 21, 22, 23, 24 May & 3, 4, 5, 6, 7 June 2024
Workplace Inspection	11 June 2024

Online Training Courses

03000 133 377 option 3, option 3 again or neyh.education@gmb.org.uk

Induction Courses:

ON1 – 2, 3, 4 & 16, 17, 18 October & 6, 7 & 13, 14 November 2023

ON2 – 7, 8, 9 & 13, 14, 15 May & 3, 4, 5, 6 June 2024

ON3 – 15, 16, 17, & 22, 23, 24, 25 & 29, 30, 31 July 2024



Follow on Training: [Click here to apply!](#) or scan the QR Code

Dealing with Stress & Mental Health in the Workplace – 5 days training	9, 10, 11 October & 30, 31 October 2023
Equality – 6 days training	3, 4, 5 & 22, 23, 24 January 2024
Employment Law – 10 days training	4, 5, 6, 7 & 18, 19, 20, 21 & 25, 26 March 2024
Health & Safety Stage 1 – 5 days training	22, 23, 24 & 29, 30 April 2024
Redundancy – 3 days training	17, 18, 19 June 2024
Collective Bargaining – 3 days training	8, 9, 10 July 2024

The logo consists of a large orange square on top and a smaller black square on the bottom. The letters 'GMB' are written in white, bold, sans-serif font across the orange square. The text 'NORTH EAST, YORKSHIRE AND HUMBER' is written in white, bold, sans-serif font across the black square.

GMB

**NORTH EAST, YORKSHIRE
AND HUMBER**