



training 2010 nomination form



Officials – Please ensure all fields are completed

Course

Title: _____

Date: _____

Member Details

Surname: _____ Given Names: _____

Member Number: _____

Occupation: _____

Address: _____

Email: _____

Contact Number (Mobile) _____ (Work) _____ (Home) _____

Release letter to be sent to:

Name: _____ Title: _____

Company Name: _____

Company Address: _____

Email: _____

OFFICIALS' USE ONLY

Official's Name _____
Verbal Leave Approved? Yes No
Development Plan? Yes No
Delegate? Yes No

ADMINISTRATION USE ONLY

Release Letter Sent: Yes No
Release Letter Attached Yes No
Confirmed Attendance Yes No
Notes _____



training 2010 nomination form



Our vision is to empower workers to act collectively to achieve better working conditions, dignity, fairness and overcome injustice.

To assist in your role, the following training sessions have been developed for you to attend.

WORKPLACE REPRESENTATION SKILLS

- | | |
|--|--|
| ◆ Handle disputes and grievances | <input type="checkbox"/> WRS 1A Metro – Mon 15 th & Tue 16 th Feb & Follow up Wed 29 th Mar |
| ◆ Conduct negotiations | <input type="checkbox"/> WRS 1B Metro – Thur 11 th & Fri 12 th Mar & Follow up Mon 12 th April |
| ◆ Understand meeting procedures | <input type="checkbox"/> WRS 1C Cairns – Mon 15 th & Tues 16 th Mar & Follow up Tues 27 th April |
| ◆ Speak with potential members about joining | <input type="checkbox"/> WRS 1D Townsville – Mon 22 nd & Tue 23 rd Mar & Follow up Tues 4 th May |
| ◆ Understand your workplace | <input type="checkbox"/> WRS 1E Bundaberg – Tue 20 th & Wed 21 st Apr & Follow up Thur 20 th May |
| ◆ Inform your co-workers about issues | <input type="checkbox"/> WRS 1F Metro – Tue 11 th & Wed 12 th May & Follow up Tue 15 th June |
| | <input type="checkbox"/> WRS 1G Gympie – Mon 17 th & Tue 18 th May & Follow up Mon 21 st June |
| | <input type="checkbox"/> WRS 1H* Metro – Tue 25 th & Wed 26 th May & Follow up Mon 28 th June |
| | <input type="checkbox"/> WRS 1I Toowoomba – Tue 8 th & Wed 9 th June & Follow up Tue 6 th July |
| | <input type="checkbox"/> WRS 1J Rockhampton – Wed 16 th & Thur 17 th June & Follow up Wed 14 th July |

ORGANISING FOR STRENGTH

- | | |
|--|--|
| ◆ Understand issues in your workplace/industry | <input type="checkbox"/> OFS 2A Metro – Wed 24 th & Thur 25 th Feb & Follow up Tue 13 th Apr |
| ◆ Build strong and democratic union structures in your workplace | <input type="checkbox"/> OFS 2B Mackay – Thur 25 th & Fri 26 th Mar & Follow up Thurs 6 th May |
| ◆ Educate your co-workers about issues and how to resolve them | <input type="checkbox"/> OFS 2C Metro – Tue 22 nd & Wed 23 rd June & Follow up Mon 19 th July |
| ◆ Get people active to resolve issues | |

MAKING WORKPLACES SAFE

- | | |
|---|---|
| ◆ Understand the Workplace Health and Safety (WH&S) Act | <input type="checkbox"/> MWS A Metro – Fri 19 th Feb & Follow up Wed 31 st Mar |
| ◆ Identify what you need to know about WH&S | <input type="checkbox"/> MWS B Metro – Wed 10 th Mar & Follow up Thurs 15 th April |
| ◆ Deal with WH&S issues | <input type="checkbox"/> MWS C Cairns – Wed 17 th Mar & Follow up Wed 28 th April |
| ◆ Identify Hazard Control Methods | <input type="checkbox"/> MWS D* Gympie – Wed 19 th May & Follow up Tues 29 th June |
| ◆ Define what is a WH&S Representative | <input type="checkbox"/> MWS E Metro – Fri 28 th May & Follow up Fri 25 th June |
| ◆ Set up WH&S committees | |

** Courses marked with an * indicate that one or more days fall on school holidays.*

All courses run from 8:30am – 4:30pm and metropolitan (metro) courses will be held at LHMU, 27 Peel Street, South Brisbane unless otherwise stated. Lunch will be provided.

PLEASE RETURN YOUR COMPLETED NOMINATION FORM TO YOUR ORGANISER

Once we have received your form we will write to your employer requesting your release.

If you have any queries about this training, please contact your organiser, or ask for a Training Officer at the union office on 1800 065 885

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