**Putting what you’ve learnt into practice**

Spend a few minutes thinking about what you would like to do when you get back to your workplace and what you need to achieve this.

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| **Task** |
| Has your employer been informed you are an elected rep? **Y / N** |
| Find out the name of the **branch chair** and engage in conversation about recognition/ facilities agreements and what they can negotiate, be informed and consult on.  Find out the name of the **branch secretary**.  Find out the names of the **committee members**, and when they meet. |
| Find out the name of your **organiser (if appropriate to your branch).**  Find out the name of your **negotiations officer**. |
| Sign up to the Prospect or Bectu website and view your branch’s electronic communications. |
| Reflecting on activity D and K, how could you improve your branch organisation? |
| Does your branch have a development plan? |
| After attending this course, what will you stop doing? |
| After attending this course, what will you continue to do? |
| Based on your new knowledge, what three practical things will you do?  1.  2.  3. |