Dear Delegates,

Thank you for your interest in our online reps part 2 training sessions. Please find below the details of your place on your preferred date, starting on

**When**

The sessions will run;

**Materials**

Please find attached the workbook we will be working from over the week, if you do have facility to print it off, this may be easier for you but we will be providing the materials you need during the sessions.

**Course etiquette**

We would invite you to read through the equality and diversity section, which should be on page 9 in the workbooks and to remind you that all course attendees are entitled to respect in line with our trade union values. As this is a training course, we would also encourage active participation to ensure you get the most out of the sessions.

We would suggest you download the zoom app (if you are using your own computer/have owner’s permission), as this will enhance the online quality as well as access to the online feedback polls. If you haven’t used zoom before, please allow 5 minutes to download the app, which will happen when you click on the session link and you follow the download instructions. If you don't want to do this you will also be given the option to access the session on your browser by rejecting the request to download the app and following a link at the bottom of the window. We recommend using chrome browser for the best connectivity.

These online training sessions work best when they are fully interactive and therefore, if you’re able to use/access your online camera, please do so.

**‘Homework’**

As the initial options email stated, you will be required to complete up to 1 hour of work outside of the online session to prepare for the next day. Please find part of the ‘homework’ for the end of session 1 and 2 attached (as sheets) and a link below, your tutor will provide further details on ……. after the first session.

The Vimeo link below will give access to further homework as instructed by your tutor after the first session.

<https://vimeo.com/showcase/prospect-ed>

Password - education

There is also some pre reading to do before the course, which will help with an interviewing exercise on session 1. Please read the disciplinary and grievance procedures for activity E as should be on pages 56-61 of the workbooks.  Take note of any sanctions and procedures, meetings and possible timetables. The tutor will play the role of Alex and will read out the email and letter they’ve received on page 49 and 50. If you wish to read these beforehand as well, please do but there is no requirement to do so.

Your access to the online course is below;

The link will take you through to the waiting room and the sessions will start at……….. prompt. The link is valid for the next three sessions, so do contact me asap if you’re unable to attend a session. Your tutor for this session is………….. and their contact details for sending the homework are………………………………………

If you have any queries or questions, please don’t hesitate to contact me. If you can let me know you’ve received this email and details, that would be much appreciated.

I wish you well on your course.

Best wishes & keep safe,

…………………………………………………..