Dear Rep,

I hope this email finds you and your families well.

Thank you for your interest in our online Bargaining for a Sustainable Workplace training sessions.

**When**

The sessions will run;

…………….., 10am – 1pm

…………….., 10am – 1pm

**What is it?**

• This course is delivered online via Zoom – an interactive platform.

• This course is a level 2 course for reps who have Reps part 1 or and effective H&S rep and would like to get more active around Environmental issues within their branch

**Materials**

You’ll find all the materials for this course under the Bargaining for a Sustainable Workplace section here; <https://prospect.org.uk/course-resources/> if you do have facility to print it off, this may be easier for you.

**What will it involve?**

• Up to 30 minutes of pre reading prior to the 1st session of the course commencing.

• Participating in two, 3-hour sessions, with a follow up action meeting facilitated by your organiser (scheduled up to 2-4 weeks later).

• Up to 60 mins “homework” sessions.

**What do I need?**

• A pc or laptop (not a phone) from which to participate in each of the sessions.

• Dedicated time and space to participate (2.5 hours; plus a minimum of 45 minutes in between to do the homework).

• Pen and paper (to make notes).

**Please confirm if you can attend or, if you are no longer able to attend, please let me know asap so your place can be re-allocated**.

**Course etiquette**

We would invite you to read through the equality and diversity section on page 10 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.

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.

Please also find attached ‘top tips for zoom delivery’ – please read ahead of the course.

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**Preliminary work**

Ahead of the first session, if you could read the article on Discourses of Delay <https://www.carbonbrief.org/guest-post-how-discourses-of-delay-are-used-to-slow-climate-action>

**Your access to the online course is below;**

NAME OF TUTOR/s is inviting you to a scheduled Zoom meeting. This link is valid for both sessions.

Join Zoom Meeting

……………………………………………………

I wish you well with your forthcoming online reps training.

Do let me know if you have any questions, and it’s okay to let us know you are unable to attend - please email [education@prospect.org.uk](mailto:education@prospect.org.uk)

*Do you have any access requirements, or anything that would help you contribute to the sessions and undertake the homework?*

Best wishes,

**Additional Information**

**Zoom/online guidance**

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 wish 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.

**Live captioning** is also now available on Zoom to assist colleagues with accessibility. If you require any further support to access the training session, please contact us a few days in advance of the training on education@prospect.org.uk

Privacy disclaimer is:

• These training sessions will not be recorded.

• Closed caption may be used to enable accessibility for students and will only be used at the request of students. Transcripts of the sessions will not be recorded.

• Students should note that any personal data revealed during the training session either in the chat or during discussions will be in the public domain.

• Personal data revealed in the chat function should not be copied or shared unless consent has been given.