**Mapping the workplace**

* **During your activist training we looked at and should consider further how you might organise your workplace to maximise membership and gaining recognition.**
* **Firstly, you need to consider who to talk to. Having a conversation with colleagues about the union can be straightforward and will work better the more you try it.**

Mapping your workplace is an organising and recruitment tool. Your tutor may have talked about ways that workplace mapping can take place. It is always important to be mindful of GDPR when making lists of members/non-members.

Once you have collected the information you can use the results table as your mapping guide in terms of membership levels, issues for a potential campaign and highlighting low membership density areas of your workplace

You will need to start to build a map of your workplace (based on the workplace example below). Think about:

* Who your colleagues are.
* How the organisation is structured – HQ and regional offices
* How the workplace is structured – physical departments/buildings/floors
* What are the working patterns – full or part time/shift work/rotas?
* What teams work together – teams may work across departments?
* Where do people socialise/eat/take breaks?
* Based on the activity your tutor will have provided and talked through, you may find the mapping template below a useful way of starting your own workplace mapping.
* Initially list different areas in your workplace; this may be ‘engineering, distribution, manufacturing, administration etc. List every staff member in these areas.
* Give every staff member a score between one and five as to how pro-union they are.

1 - actively anti-union, 2 – not supportive 3 – neutral (non-member/member) 4 – supportive member 5 being a supportive active member.

* draw a map of your workplace showing the sections/areas group together and a summary of the number of members vs non-members. This will provide a clear picture in terms of areas in which promotion of the union has worked and areas it needs further promotion.

Please use the empty template to help map your own workplace – this helps to highlight potential activists and reps of the future as well as staff who will promote the union in a positive way. It’ll also ensure you focus your efforts on areas of the workplace where you can gain members rather than tackling historic non-members/anti-union staff.

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| Name | Description  | Rating 1-5  | Are they a member | Department |
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**Results**

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| Work area | No of staff | Members | Activists | Density e.g (% or fraction) | Issues |
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