

## Prospect bespoke/ greenfield training

### Key Skills

Ahead of any Prospect or Bectu training course, we advise prospective reps to read/watch the following as part of a consistent induction process:

#### Induction page

<https://prospect.org.uk/course-resources/#induction>

New reps should be added to the membership system either as holding reps or holding Health & Safety reps.

#### Greenfield activists page

<https://prospect.org.uk/course-resources-prospect-activists/>

1

New reps to be added by the official on their appropriate pitch/division **superheroes spreadsheet**. This can only be for Reps 1, Health & Safety and Greenfield activists courses.

Spreadsheets can be found here: <https://bit.ly/Training-superheroes>

2

For bespoke training needs, staff/official should complete a bespoke request form: <https://forms.office.com/e/TjEeFGDuFv>

*This step is vital to inform Education of your intention to deliver training.*

3

Once up to eight new reps/activists are identified (up to 16 if in-person training), the official should set up and deliver the bespoke/greenfield training, wherever possible, online. The planned training must be updated in the 'date offered' column on the spreadsheet.

**For bespoke courses, now go straight to box 7.**

4

Official delivers greenfield sessions 1 & 2.

Official completes tutor feedback form at <https://library.prospect.org.uk/download/2020/01353>

*Education will update activists training records.*

5

Greenfield site recognition gained. Activists complete session 3.

*Activists will have full access to reps resources and status amended if required.*

<https://prospect.org.uk/course-resources>

6

The course resources plus online link/dates/venue are sent out two weeks beforehand by official.

<https://prospect.org.uk/course-resources>

7

Reps attend the course and complete the action plan.

*If a rep is a no-show/no-contact, the official should outline this and further support/training on the Tutor Feedback form.*

*Please colour code the attendees on the spreadsheet green to show they've attended.*

8

The tutor returns the feedback to [education@prospect.org.uk](mailto:education@prospect.org.uk)

*Education will share tutor feedback and list of attendees on bespoke/greenfield channel on Teams for reference.*

*Once reps have been recorded on the channel, they can be deleted from the spreadsheet by the official/team.*

*If they wish to go on to other training, copy and paste into the appropriate spreadsheet.*

9

These reps will be added to the system as either branch/section/sub reps and Reps 1 will be added to their training record.

*Unless we receive tutor feedback and list of attendees from the official/team, the training will not be recorded centrally.*

10