**Tutor – crib sheet for online training.**

**General notes;**

**For all sessions, before signing into the zoom account, open the PowerPoint you need for that day’s session. Opening PowerPoint can take a few minutes, so allow for this.**

**Log into the Prospect education zoom account**

[**https://zoom.us/**](https://zoom.us/)

**Then click ‘sign in’ (far right corner before the sign in, it’s free option) or it’ll ask for the email address below;**

**Our email address to use is;** [**education@prospect.org.uk**](mailto:education@prospect.org.uk)

**Password is Pr05p3ct!**

**We also have another zoom account for BECTU training – you will be advised as to which account the training has been booked onto.**

**2nd account log in details;** [**lburt@bectu.org.uk**](mailto:lburt@bectu.org.uk)

**Password Monday123**

**(**It is worth noting if you enter the wrong details in 4 times in a row; it blocks the account for 30 minutes. Not ideal when you are about to start a session) so avoid this and double check details if necessary. I will ensure I am around on the start times of the training dates just in case you need to call/message urgently.

If you click on my meetings it should then display a list of all the training sessions, we have listed. Please click ‘start meeting’ only on the day you are delivering. I will always add the name of the tutor to the meeting for ease and so you know this is the right one.

**Make sure you click on the right day and time otherwise it may be a very quiet training session!**

Once you are in the meeting,

Click on share and share PowerPoint, (therefore you open it before logging in)

Click slide show and click from beginning – this will ensure the PowerPoint is ready to share without showing tutors notes etc.

Then click stop share and you will go back to your zoom video meeting.

You can also do the same for any handouts you would like to open and for the whiteboard function.

Click on the ‘participants’ tab and the ‘more’ button next to the host to change it to your name

**Session 1 9.30 – 11.am**

PowerPoint open

You may also want to open the word documents ready as well (servicing V organising) and add ‘what can unions negotiate on?’ on the wipe board ready. Once you click back to the zoom meeting, all these will save and be there when you need them in the session.

Prep

1. **Set up on zoom/skype at least 15 mins prior to the actual start time to ensure everything is working. Familiarise yourself where the various functions are.**
2. **Set your skype to off or do not disturb, turn off any other likely distraction – mobile, home phone, doorbell etc….**
3. **Prepare materials needed for each session. The folders hold each of the sessions and within each folder, everything is included that you will need.**
4. **Delegates will already have been sent the workbook, the zoom link and the homework (for session 1).**
5. **You may wish to change your name as you will be logged in as Prospect education or Lesley Burt (worth checking you are not logged in as a previous tutor name). You can do this by clicking on participants and then right clicking to reveal options – 1 of which will be to rename. It is also worth adding your pronouns at the end of you name – as a reminder to introduce yourself with them and encourage anyone else to add/use.**

**For homework session 1 – just in case;**

**Video link;** [**https://vimeo.com/showcase/prospect-ed**](https://vimeo.com/showcase/prospect-ed)

**Password – education**

Tutor to ask during the first session

**5 minutes**

1. Welcome the reps as they arrive (the waiting room will be enabled and so you can start on time without feeling rushed beforehand) Check your volume levels and ensure you can be seen in the centre of the screen.
2. All reps will be muted on entry to the training room and they will need to unmute themselves to talk. Use this as an opportunity to run through the basics of raise hand, other reactions and chat function.
3. Remind reps that everyone will have a better experience by using their camera/mention if the session is being recorded. (we are not planning on recording any of your sessions, unless you really would like to)

**15 minutes**

1. Once everyone is ready you can start
2. Run through the learning outcomes for the next three sessions
3. Start the first activity (A) – introductions. You should introduce yourself first. (page 10- 11 in workbooks)
4. Note down what reps want to get out of the session so you can refer to it at the end of session 3 (end of the course).

**15 minutes**

Check everyone is happy and then start to share PowerPoint

1. What is a trade union – self-explanatory and go through slides

**25 minutes**

1. Activity B compare other options. Show the slide and then stop sharing so group interacts

Run as usual but as one large group and then ask reps how they respond to following common rebuttals to joining a union.

Facebook reply – ‘I get the benefits anyway’ Do you through facebook?

Workers/employee forum reply - ‘the management look after us’ how would your employer react if you didn’t comply

Single employee action – No one asked me to join or I cannot afford it.

Professional body – I do not believe in trade unions; the union didn’t help when I had an issue.

Use as many non-recruit reasons as you have time for.

Ready to move on? Share screen and select wipeboard.

**15 minutes**

1. Activity C – what can a union negotiate on? Should be written ready on the wipe board and ask delegates to respond to what they think? Can go over the inform, consult etc if time.

Make the list.

**15 minutes**

**Tutor at the end of the session**

Keep sharing screen and select the word document to show to lead into homework

1. Homework – go over the Servicing V Organising sheet (page 14 in workbooks) – already up as a word document.

Stop sharing screen.

Ask reps to complete keeping members in mind and ask them to watch the video in preparation of the next day. (**once they are on the vimeo page, it’s only the first video on the union structure they have to watch ‘How Prospect works’) There is another 3 videos on there for when we deliver reps part 2, just so you know. Reps part 1 just need to watch the first video. )**

1. Start poll – click on poll on bottom tab and select Tuesday poll and launch.
2. Wait until all reps have responded and then if you want to share you can, but I’d suggest not to.
3. The responses will automatically collate and I can run the report and save the information in a feedback document for future reference. Please let me know if you forget to run the poll – it’s easily done and there is a lot to remember in the hour. If its forgotten you can run it on the next day (give out two polls) or I can send out if need be. I just don’t want to be searching for the results if there aren’t any!

Poll at the end of session 1 – for your information

1. Did you receive all necessary paperwork beforehand (workbook as attachment)

2. Did you find the instructions were clear for joining the training?

3. Did you get a choice of training session?

Thank delegates for the contributions during the session – any questions and remind them time tomorrow. Be prompt! Ask them to join a minute or two before so you can be sure to start on time.

Finish session – end meeting for all

For information – you won’t be kicked out of the session but try to stick to times for your own sake. We do allow 15 minutes over if you need it

**Don’t forget to log out of the education account**

**Session 2. 11.00 – 13.00**

**Set up as the previous general notes**

**PowerPoint open**

**You may also want to open the ebranch via Prospect website and also add ‘what is the role of the rep?’ on the wipe board ready. Once you click back to the zoom meeting, all these will save and will be there when you need them in the session.**

**Prep**

Tutor to ask during the second session.

**15 minutes**

1. Did everyone have a good break?
2. Did you manage to complete the homework? (go over any issues)
3. Run over the plan for the session
4. Check everyone is happy and then start to share powerpoint

**25 minutes**

4. Brief overview of branch as per the video and introduce tasks in page 39 in workbooks, where they need to find out who is their branch chair and secretary if they don’t already know.

5. Why is it important for members to be put in the right branch – go over the types of questions they may be asked as reps when recruiting new members.

6. Recap on the union – not politically affiliated but still need members to tick the political fund box on the application forms so we can lobby any party to get results relevant to our membership and we work as a democracy. Give e.g of motions passing that they may be aware of and how members steer the union in terms of policy making and the issues important to them. You may want to use examples of issues that are talked about at different levels of the union. Where pay talks happen, where funding is talked about etc.

7. Establish the branch support as well as support for them as new reps. Perhaps briefly run over the functions of these areas of support and Prospect structure as a drawing and how the member is at the centre of everything we do. There is a colour code to help distinguish level of support.

Stop sharing PowerPoint and engage a bit about the next part of the workbook.

**20 minutes**

8. The role of the rep. Activity E. Go over the importance of the role as they know their working landscape etc.

Once reps are ready, share the wipe board and create the list of the role of the rep/ skills/4 key points. Careful of time with this activity! You may wish to stop sharing part way through to engage with the group.

Once you’ve completed this you may wish to share the slide on the different types of reps and encourage them to use their strengths in their role as a rep. Mention the jigsaw on page – a model branch is made up a variety of roles and this makes it the most representative it can be and the most engaging.

New section on expectation and values of Reps – useful to go over these points

**15 minutes**

9. Highlight GDPR (this is in more detail in their workbooks), go over key points.

**15 minutes**

Tutor at the end of session

10. Set the homework; sign up to Prospect website (if not already) and also familiarise themselves with ebranch – is it active? Details are in the workbook on page 23 to maximise content and set up

Stop sharing

11. Activity K in workbooks – how organised is their branch/workplace? (Reflect back on Servicing V Organising activity and use this to help.

Following on from the previous activities – this is an opportunity for reps to access, where they feel their branch is at present in terms of how well organised, does the delegate feel the branch has adopted the right approach to recruiting and organising and union activity

• Where would the reps like to see if going in the future

• Following on from activities which have asked you to complete element of the action plan, please look at the 4th point in the action plan and use ideas from the following activity to help complete it

Poll at the end of session 2 – equality and diversity form.

Again launch poll – this is anonymous, remind delegates there is the option of ‘prefer not to say.’

Thank everyone and remind them of time tomorrow and to be prompt. There is a lot to cover in session 3, so if people can arrive slightly earlier, the better.

End meeting for all

Sign out of the account.

**Session 3. (14.00 – 15.30) or asked preferred by delegates**

**Set up as the previous general notes**

**PowerPoint open**

**You may also want to open the Activity F (rights worksheet) and activity L worksheets. Two sheets for L as one is the completed one when going over with the reps.**

**Wipe board not needed today**

**5 minutes**

Tutor to ask at the beginning of session 3.

1. Did you manage to complete the homework?
2. Did everyone have a good break etc?

**15 minutes**

Check everyone is happy and then start to share PowerPoint.

1. Rights of the reps. Go over the ACAS code of practice and establish the difference between a duty and activity as evident in the code. (clarify these are the minimum terms and some local agreements may have improved upon these terms) Stop sharing PowerPoint.
2. Once you have gone over the key points, turn to the statements on page 27 and share the activity F word document. You don’t have to go over every point, but double check reps have understood and perhaps go through 8-10 and add them to the word doc.
3. Stop sharing documents.

**20 minutes**

1. Follow up with Activity G. Mentioning that as new reps, they will need to offer some advice but to complete reps part 2 before handling case work.
2. You should choose a rep to answer each scenario to ensure their understanding.

5 scenarios for 5 reps

**10 minutes**

1. Brief overview of the ingredients. And cover points on 31 & 32 re recruitment advice if needed.
2. Activity K will be to follow up with and use as reflection (activity J not used)

Reflecting back to the questionnaire on servicing and organising on activity D and the previous activities, please add your responses into point 4 in your action plan

On a scale of 1 – 10 how organised do you feel your workplace is?

How is your workplace organised? Do you have a branch development plan?

If reps respond with 10 as their finding – ask them why – what are they doing to make it successful?

**30 minutes**

10. Activity L Charting your workplace. This recognises how a branch may need to communicate and organise to put the best reasoned points to management. Use the Activity L sheet to go over the activity.

Split group in pairs and assign a department to them, ask them to think about how they may approach their particular department’s issues to help the overall goal.

Start sharing the activity L document (filled in)

12. Go to/share the completed sheet and go through answers together. This seems to work well for time.

Stop sharing document.

**5-10 minutes**

13. Go over points on page 38 and highlight the action plan on 39 – mention this is a culmination of the last 3 sessions and to ensure they complete ahead of their session with their organisers.

Ensure they know this follow up will happen in the next 1-3 weeks, following this follow up with their appropriate organiser, they will be recognised as correspondence reps on the system (not case handlers). This follow up is also a chance for them to check over anything and ask questions on anything they’re not sure on.

Explain you’ll be providing feedback to be passed to the appropriate organisers as your follow on to the sessions.

Tutor at the end of the session;

1. Mention follow ups (if not already)
2. Remember any further feedback is welcome and encouraged to email [education@prospect.org,uk](mailto:education@prospect.org,uk)

**Poll at the end of session 3;**

1. Did you have good interaction with your tutor and fellow participants?

2. Did you find the session informative?

3. Did you have the opportunity to ask questions?

4. Did you have time to complete all of the homework?

5. Do you know where to send further feedback to?

Thank everyone for their contributions and hope everyone has enjoyed. Mention further training - reps 2 and TUC other online courses.

End meeting for all.

Sign out of the account.

You now have the time allocated from 15.30 – 16.00 to complete your tutor feedback.

I hope this helps! Good Luck!

Many thanks.

Kathryn

On behalf of the Education Team.