Dear Reps,

Thank you for your interest in our online Reps part 1 (Key Skills) training sessions. Please find below the details of your place on**…………………...**

**When**

The sessions will run (time approx dependent on numbers);

09.30 – 11.00

11.30 - 13.00

14.00 – 15.30

(Please note some sessions may run slightly over dependent on questions and discussions)

**Materials**

You’ll find all the materials for this course under the Reps part 1 section here; <https://prospect.org.uk/course-resources/> (online/in person, dependent on course type)

if you do have facility to print it off, this may be easier for you but we provide the activities materials you need during the sessions.

**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.

**‘Homework’**

As the initial options email stated, you will be required to complete a small piece of work outside of the online session to prepare for the next session. Please find part of the ‘homework’ in the vimeo link below and your tutor will provide further details on……………., after the first session.

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

Password - education

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

**Prospect Education is inviting you to a scheduled Zoom meeting.**

**Topic: Reps part 1 – Tutor Name**

**Time: ……………………………………..**

**Join zoom meeting**

**Zoom link………………………………………………………………………………………**

Meeting ID: 841 8489 XXXX

Passcode: 17XXXX

For the best connectivity, we recommend using Chrome browser.

The link will take you through to the waiting room and the first session will start at 9.30am prompt. The link is valid for only these three sessions. **( ……………………….)** will be your tutor for this course. If you have problem on the day, please contact your tutor directly, (**Tutor Email………..)**

If you can let me know you’ve received this email that would be much appreciated. Do let me know if you have any questions, and it’s okay to let us know you are unable to attend as soon as you can so we can offer your place to another new rep.

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

I wish you well with your forthcoming online reps training.

Best wishes & keep safe,

**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.

ew Representative,

**Re: Online delivery of Union’s Reps 1 course (key Skills)**

Our online training has been running successfully for the past year. You should have already received some information regarding the expectation of the role and if you’re in a recognised workplace, permitted paid time off for this training.

We now have new dates to offer you as reps all waiting for the next available course. Places are limited so please only commit if you’re able to attend, have organised your time off to attend and your employer/branch secretary is aware.