Dear Delegates,

Thank you for your interest in our online Effective Campaign Training for Union Reps. Please find below the details of your place on [Date of Course]

**When**

The course will run online over one day in two sessions. The times of these sessions are;

9:30 - 1pm

2:30 – 4pm

You will need to attend both sessions and please be aware that the extended lunch break includes time to work on a presentation for the beginning of Session 2.

**Materials**

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

All the materials for the course you require can be found on this link, click on link and then on the course you’re attending – you can then download/save the workbook as you prefer and the checklist ahead of the session.

**‘Pre-work’**

Please come to the session with an idea for a campaign you could run in your branch**.**

**Course etiquette**

We would invite you to read through the equality and diversity section, which should be on page 7 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, it important you do so.

**The session will run using Teams.**

Your invite should go directly into your calendar along with the link required to join the session. You will then be held in the lobby area until your tutor opens the training room.

If you require anything additional to aid your learning, please let us know at Education@prospect.org.uk or by contacting your tutor.

**Your tutor** for this session is [Name] [email address]

If you have any queries or questions, please don’t hesitate to contact me. If you can let me know you’ve received this email and details, that would be much appreciated.

I wish you well on your course.

Best wishes & keep safe,

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