

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 organiser 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 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 dedicated organiser 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

Dedicated organiser delivers greenfield sessions 1 & 2.

Organiser 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 dedicated organiser.

<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 organiser 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

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.

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, the training will not be recorded centrally.

10