

## **“COPING WITH CHANGE” (2 day course)**

**10 & 11 OCTOBER 2011  
NOTTINGHAM VENUE**

Closing date to apply is 12 September 2011

### **Aimed at UNISON members facing reorganisation or redundancy at work**

This free two-day workshop has been developed by the WEA (Workers Educational Association) and UNISON East Midland Region. It is aimed at UNISON members who are facing reorganisation or change in the work place and is delivered by an impartial, external provider.

The course will cover “Understanding Change and Me” and “Developing Skills to Cope with Change”. For Nottinghamshire County Council staff facing redundancy, your employer has agreed to paid time off to attend this course.

By the end of the course you will:

- Have an understanding of change and how it affects you
- Be able to look positively and proactively at change
- Have developed and practised some skills for coping with change
- Be able to make a positive contribution to change at work
- Have set your own personal action plan for change

The course is delivered by an experienced tutor from the WEA (Workers Educational Association).

Course Times: 9.30 am – 4.30 pm each day (Nottingham venue to be confirmed)  
Catering: Refreshments and buffet lunch provided each day

Notts County UNISON members who want to apply for a place on the course should:

1. Check with your line manager first that you are able to attend
2. Complete a UNISON course application form
3. Mail that form to **UNISON Notts County Branch, 47 Loughborough Road, West Bridgford, Nottingham, NG2 7LA (Tel 0115 981 0405)** for approval
4. UNISON will then write to you to confirm a place and joining details

FOR QUERIES ABOUT COURSE CONTENT AND SUITABILITY PLEASE CONTACT  
MICHAEL ROGERS (WEA) ON 07768 237 169 OR EMAIL [mrogers@wea.org.uk](mailto:mrogers@wea.org.uk)

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# COURSE APPLICATION FORM

You **MUST** return this form via the Notts UNISON, 47 Loughborough Road, West Bridgford, Nottingham NG2 7LA

Name	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Home address	Branch		
	Position in branch		
	Membership number		
Daytime phone number	Mobile phone number		
E-mail address			
Emergency contact name and tel. number			
Course title	<b>COPING WITH CHANGE</b>		
Course code	<b>02110095</b>	Course date(s)	<b>10 &amp; 11 OCTOBER 2011</b>
Course venue / location (town)	<b>NOTTINGHAM</b>		
Dietary requirements – please give details			
Special requirements – please give details (e.g. disabled parking, large print, dyslexia, etc.)			
I wish to claim care allowance for a child/adult dependant for additional costs incurred <input type="checkbox"/>			
Signature of applicant			
Signed ..... Date .....			
<p><b>To be completed by your Branch Education Co-ordinator / Branch Secretary</b>            I confirm the applicant has branch approval to attend the above course.</p> <p>Signed ..... Date .....</p> <p>*Branch Education Co-ordinator / Branch Secretary (*please circle as appropriate) via Branch office</p>			
<p>Once fully complete and countersigned, please return this form to the UNISON Learning &amp; Member Development Team, UNISON Regional Centre, Vivian Avenue, Nottingham NG5 1AF</p> <p>Please note, your application may be declined if you do not return a completed Proportionality and Fair Representation form in addition to this application form.</p> <p>To receive an acknowledgement of receipt via e-mail, please tick <input type="checkbox"/></p> <p>N.B. The information you provide and the record of your attendance of UNISON education courses may be shared within UNISON to ensure that membership and branch records are accurate and up to date. Course information may also be used for statistical purposes.</p>			

# PROPORTIONALITY AND FAIR REPRESENTATION FORM

Name ..... Membership Number .....

Branch ..... Course Title .....COPING WITH CHANGE.....

Please tick the boxes that apply

**1. Which of UNISON's service groups are you in?**

- Local Government                       Health Care                       Higher Education
- Energy     Police & Justice                       Community
- Water, Environment and Transport

**2. Are you?**

- Female     Male

**3. How would you describe your ethnic origin?**

- 4 Bangladeshi                       3 Chinese                       5 Indian                       6 Pakistani
- 15 Asian UK                       8 Asian Other                       0 Black African                       1 Black Caribbean
- 14 Black UK                       2 Black Other                       12 White UK                       11 Irish
- 13 White Other

**4. UNISON has self-organised groups for women, lesbian, gay, bisexual and transgender, black, and disabled members. In which, if any, of the groups do you participate?**

- Women members                                            Black members                                            Disabled members
- Lesbian, gay, bisexual & transgender members

**5. What is your age group?**                       16 - 26                       27 - 39                       40 - 49                       50+

**6. Which UNISON subscription band are you in?**

<u>Band</u>	<u>Yearly income £</u>	<u>Band</u>	<u>Yearly income £</u>
<input type="checkbox"/> A	Up to 2,000	<input type="checkbox"/> B	2,001 to 5,000
<input type="checkbox"/> C	5,001 to 8,000	<input type="checkbox"/> D	8,001 to 11,000
<input type="checkbox"/> E	11,001 to 14,000	<input type="checkbox"/> F	14,001 to 17,000
<input type="checkbox"/> G	17,001 to 20,000	<input type="checkbox"/> H	20,001 to 25,000
<input type="checkbox"/> I	25,001 to 30,000	<input type="checkbox"/> J	30,001 to 35,000
<input type="checkbox"/> K	35,000 +		

**7. How many hours per week do you work?**

- Less than 16                       16-29                       30-34                       35 or more

**8. In which occupational group is your job?**

- Managers     Technical
- Professional     Personal and caring services
- Administrators     Clerical and secretarial
- Other non-manual     Other manual
- Other occupation (please specify) .....

UNISON is committed to achieving fair representation and proportionality in all its structures. The Education and Training Committee asks each course applicant to fill in this form to assist us in achieving this aim. This form is used to monitor and evaluate participation in regional education and branch training opportunities. Thank you for your co-operation. Please note, you do not have to disclose this information to your Branch. You may prefer to photocopy this form and send it direct to: UNISON, Learning & Member Development Team, Vivian Avenue, Nottingham NG5 1AF.

