

Dear Member

I'm writing to invite you to attend UNISON courses in the Highlands.

If you would like to attend any of the courses listed below, please reserve a place. Please don't delay because we can only proceed with a course if a minimum of 12 learners is achieved.

To make a provisional booking please email Marta Chaba, UNISON Learning and Development Organiser at [m.chaba@unison.co.uk](mailto:m.chaba@unison.co.uk) or call on 01463 723968. All courses are fully funded by UNISON Member Learning Project.

8 April	Broadford (Skye)	<b>Tackling Bullying and Harassment in the Workplace</b>
Course outline: <ul style="list-style-type: none"><li>➤ What bullying and harassment is;</li><li>➤ How to introduce practical actions to prevent the development of a culture of bullying and harassment;</li><li>➤ How to implement practical actions to stop bullying and harassment in the workplace</li><li>➤ Importance of work policies</li><li>➤ Responsibilities of those involved.</li></ul>		
29 April	Inverness	<b>Planning for Retirement</b>
Course outline: <ul style="list-style-type: none"><li>➤ Changes to lifestyle</li><li>➤ State pension &amp; benefits, Workplace pension</li><li>➤ Inflation, Savings &amp; investments</li><li>➤ Personal taxation</li><li>➤ Estate planning</li><li>➤ Long term care</li></ul>		
29 April	Fort William	<b>End of Life Care</b>
Course outline: <ul style="list-style-type: none"><li>➤ Overview of palliative care and definition of a "good death";</li><li>➤ Shifting focus from curative to palliative care;</li><li>➤ Communication with people who are dying - the importance of listening;</li></ul>		

<ul style="list-style-type: none"> <li>➤ Talking with family members about death;</li> <li>➤ Common signs of approaching death;</li> <li>➤ Management of carers' grief;</li> <li>➤ Addressing and managing anger and distrust in family members;</li> </ul>		
30 April	Invergordon	<b>Understanding Depression</b>
<p>Course outline:</p> <ul style="list-style-type: none"> <li>➤ Different types of depression;</li> <li>➤ Understanding the difference between grief, sadness and depression;</li> <li>➤ Benefits of psychological therapies;</li> <li>➤ Self-help for depression;</li> <li>➤ How to identify triggers of depression;</li> <li>➤ Lifestyle changes that can benefit depression;</li> <li>➤ Life after depression.</li> </ul>		
4,5,6 May	Inverness	<b>Introduction to First Line Management – Unit No. 3017v1 SCQF Level: 6 Credits: 6</b>
<p>This course will introduce the learners to the necessary skills and competencies to become an efficient first line manager. This unit is about the foundation skills and knowledge required of a first line manager.</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> <li>➤ Understand the role of the first line manager</li> <li>➤ Be able to construct a personal development plan</li> <li>➤ Understand stakeholders and their needs</li> <li>➤ Be able to plan to meet those needs</li> <li>➤ Understand the need to develop and maintain working relationships</li> <li>➤ Be able to manage team performance</li> </ul>		
13 May	Thurso	<b>Planning for Retirement</b>

Course outline:

- Changes to lifestyle
- State pension & benefits, Workplace pension
- Inflation, Savings & investments
- Personal taxation
- Estate planning
- Long term care

21 May

Inverness

**Equality and Diversity in the Workplace**

Course outline:

- The business, moral and legal case for promoting equality;
- Requirements of the Equality Act;
- Key concepts relevant to promoting equality and valuing diversity including prejudice, unconscious bias and exclusion
- The thorny issue of language
- Tackling discriminatory behaviour

1 June

Inverness

**Paediatric First Aid**

Course outline:

- Introduction to First Aid
- Respiration and resuscitation
- CPR
- Circulation, wounds and bleeding
- Shock
- Unconsciousness
- Treatment of unconscious casualty
- Examination of casualty
- Recovery position
- Poisoning
- Burns and Scalds
- Infectious Diseases
- Minor Ailments

2 June

Inverness

**Understanding Autism**

Course outline:

- What is autism?
- Difference between autism and Asperger Syndrome
- Conditions related to Autistic Spectrum Disorder
- Typical behaviours displayed by individuals with autism
- Communication/Positive interaction with individuals affected by

autism		
22 June	Inverness	<b>Mental Health Awareness</b>
<p>Course outline:</p> <ul style="list-style-type: none"> <li>➤ Understand the most common mental health problems that people face;</li> <li>➤ Gain an insight into the experience of having mental distress;</li> </ul> <p>Explore some strategies for promoting good mental health;</p>		
24 June	Kingussie	<b>Managing Menopause at Work</b>
<p>Course outline:</p> <ul style="list-style-type: none"> <li>➤ Improved awareness regarding the symptoms and impact of the menopause at work.</li> <li>➤ Improved awareness of employers health and safety responsibilities regarding the menopause, including what should be covered in a risk assessment</li> <li>➤ Understand better the role of line managers and trade unions in supporting women experiencing problems with the menopause</li> <li>➤ Increased understanding, empathy and support for colleagues going through the menopause</li> </ul>		
14 September	Inverness	<b>Foetal Alcohol Spectrum Disorder</b>
<p>Course Content:</p> <ul style="list-style-type: none"> <li>➤ FASD – a lifelong neurological disorder;</li> <li>➤ Condition and Symptoms – physical and neurological;</li> <li>➤ Hidden Disability and Diagnosis – how professions can contribute to the diagnostic process);</li> <li>➤ Ages and Stages – how symptoms present across the lifespan</li> <li>➤ Secondary Disabilities</li> <li>➤ Risk and Protective Factors – how to minimise secondary symptoms</li> <li>➤ Impact on Learning and Development (dysmaturity, executive functioning, slow processing, reframe and behaviour – strategies for FASD, transition planning, the need for structure, support and supervision, building on strengths, FASD activities).</li> </ul>		
15 September	Inverness	<b>Mental Health First Aid for Young People</b>
<p>Youth Mental Health First Aid (MHFA) courses are for anyone who works with, lives with or supports young people aged 8-18. We train the adults in a young person's life to have the skills and confidence to step in, offer first aid and guide them towards the support they need. In doing so, they can speed up a young person's recovery, stop issues from developing into a crisis, and ultimately save lives.</p>		

