

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 or call on 01463 723968. All courses are fully funded by UNISON Member Learning Project.

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

- Talking with family members about death;
- Common signs of approaching death;
- Management of carers' grief;
- Addressing and managing anger and distrust in family members;

30 April	Invergordon	Understanding Depression
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Course outline:

- Different types of depression;
- Understanding the difference between grief, sadness and depression;
- Benefits of psychological therapies;
- Self-help for depression;
- How to identify triggers of depression;
- Lifestyle changes that can benefit depression;
- Life after depression.

4,5,6 May	Inverness	Introduction to First Line Management – Unit No. 3017v1 SCQF Level: 6 Credits: 6
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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.

Learning Outcomes:

- Understand the role of the first line manager
- Be able to construct a personal development plan
- Understand stakeholders and their needs
- Be able to plan to meet those needs
- Understand the need to develop and maintain working relationships
- Be able to manage team performance

13 May	Thurso	Planning for Retirement
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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
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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
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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
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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	Mental Health Awareness
Course outline:		
<ul style="list-style-type: none"> ➤ Understand the most common mental health problems that people face; ➤ Gain an insight into the experience of having mental distress; <p>Explore some strategies for promoting good mental health;</p>		
24 June	Kingussie	Managing Menopause at Work
Course outline:		
<ul style="list-style-type: none"> ➤ Improved awareness regarding the symptoms and impact of the menopause at work. ➤ Improved awareness of employers health and safety responsibilities regarding the menopause, including what should be covered in a risk assessment ➤ Understand better the role of line managers and trade unions in supporting women experiencing problems with the menopause ➤ Increased understanding, empathy and support for colleagues going through the menopause 		
14 September	Inverness	Foetal Alcohol Spectrum Disorder
Course Content:		
<ul style="list-style-type: none"> ➤ FASD – a lifelong neurological disorder; ➤ Condition and Symptoms – physical and neurological; ➤ Hidden Disability and Diagnosis – how professions can contribute to the diagnostic process); ➤ Ages and Stages – how symptoms present across the lifespan ➤ Secondary Disabilities ➤ Risk and Protective Factors – how to minimise secondary symptoms ➤ 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). 		
15 September	Inverness	Mental Health First Aid for Young People
<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>		

