

Amicus Education & Training Centre's



Amicus Education & Training Courses 2005

BELFAST

Amicus the union
Unit 1, Citylink Business Park
8 Albert Street, Belfast BT12 4HB
Tel: 028 9024 5785 Fax: 028 9024 5939

BRISTOL

Amicus the union
11 Belgrave Road Clifton, Bristol BS8 2AA
Tel: 0117 973 4039 Fax: 0117 946 6069

DERBY

Amicus the union
210 Osmaston Road, Derby DE23 8JX
Tel: 01332 346617 Fax: 01332 202764

ESHER

Amicus the union
Education Department
Hayes Court, West Common Road
Hayes, Bromley BR2 7AU
Tel: 020 8462 7755 Fax: 020 8315 8229

GLASGOW

Amicus the union
John Smith House
145-165 West Regent Street
Glasgow G2 4RZ
Tel: 0141 248 7131 Fax: 0141 221 3898

MANCHESTER & SOUTHPORT

Amicus the union
Parkgates, Bury New Road
Prestwich, Manchester M25 0JW
Tel: 0161 798 8976 Fax: 0161 798 9721

NEEDHAM MARKET

Amicus the union
Unit 6, Maitland Road
Lion Barn Business Park, Needham Market
Ipswich, Suffolk IP6 8NW
Tel: 01449 723 387 Fax: 01449 723 389

PLYMOUTH

Amicus the union
52 Stuart Road, Plymouth, Devon PL3 4EE
Tel: 01752 663 114 Fax: 01752 229 489

RESIDENTIAL TRAINING – You can apply to attend Residential course at Esher Place or Wortley Hall by completing the Amicus education enrolment form and send/fax to the **Education Dept**, Hayes Court, West Common Road, Hayes, Bromley BR2 7AU Fax: 020 8315 8524

REGIONAL NON-RESIDENTIAL TRAINING – You can apply to attend a non-residential course by completing the Amicus education enrolment form and send/fax to the appropriate regional office organising the course.

SHEFFIELD

Amicus the union
Sovereign Court,
300 Barrow Road,
Sheffield S9 1JQ
Tel: 0114 243 5672 Fax: 0114 244 7490

SOUTHAMPTON

Amicus the union
Hatch Lodge, 27 High Street,
West End, Southampton,
Hants SO30 3AA
Tel: 023 8047 4688 Fax: 023 8047 7402

SWANSEA

Amicus the union
North Hill, 7 St. James Crescent
Swansea SA1 6DZ
Tel: 01792 470434 Fax: 01792 478 249

WAKEFIELD

Amicus the union
Citrine House, Borough Road
Wakefield, West Yorkshire WF1 3AZ
Tel: 01924 371765 Fax: 01924 290327

WEST BROMWICH, COVENTRY & STOKE

Amicus the union
Terry Duffy House, Thomas St
West Bromwich B70 6NN
Tel: 0121 569 8989 Fax: 0121 569 8970

WORTLEY HALL

Amicus the union
Education Department
Hayes Court, West Common Road
Hayes, Bromley BR2 7AU
Tel: 020 8462 7755 Fax: 020 8315 8229



7 new training courses have been developed by the Education and Training Department and many of the existing training programmes re-vamped to bring them bang up to date. The number of courses available to representatives is now 27. In the industrial relations section of the training portfolio the Shop stewards – stage 1, 2 and 3 courses, as well as being updated, have been re-named Workplace representatives – stage 1, 2 and 3. The line up of 2005 courses looks like this: -



INDUSTRIAL RELATIONS

Workplace representatives – stage 1
replaces Shop stewards – stage 1
Workplace representatives – stage 2
replaces Shop stewards – stage 2
Workplace representatives – stage 3
replaces Shop stewards – stage 3
Advocacy skills
Human resource management

HEALTH & SAFETY

Working safely/risk assessment
Managing safely
New – Organising for health and safety

EQUAL OPPORTUNITIES

Equal opportunities
New – Discrimination and disability
Developing leadership – black members
New – Stress, harassment, and bullying
Organising works for women
New – Young members

Courses are accredited by the National Open College Network – delegates receiving a NOCN Certificate of Unit Credit on successful completion of the training programme. These accumulated credits can be used to access further and higher education courses. In addition two of the Health and Safety courses – Working safely/risk assessment and Managing safely – are accredited by IOSH (Institution of Safety and Health) and the risk assessment module certificated by RoSPA (Royal Society for the Prevention of Accidents).

EMPLOYMENT LAW

Employment law – stage 1
Employment law – stage 2

FINANCE

Branch officers
New – Trade union view of company accounts
New – Trade unions and the economy

PENSIONS

Pensions – stage 1
Pensions – stage 2

PERSONAL DEVELOPMENT

Lifelong learning – stage 1
Lifelong learning – stage 2
New – Communication and development skills

INFORMATION TECHNOLOGY

Computer skills – stage 1
New – Computer skills – stage 2
Computer skills – stage 3

Education Department – Hayes Court, West Common Road, Hayes, Bromley BR2 7AU.
Tel: 020 8462 7755 **Fax:** 020 8315 8524 **Email:** education@amicustheunion.org

For more information on any of the courses or to enquire about the development of sector specific training programmes please contact the **Education Department** – Hayes Court, West Common Road, Hayes, Bromley BR2 7AU.
Tel: 020 8462 7755 **Fax:** 020 8315 8524 **Email:** education@amicustheunion.org



Amicus Education Training Courses 2005

Amicus Education Training Key

Belfast	Derby	Manchester	Sheffield	Stoke	West Bromwich
Bristol	Esher Place	Needham Market	Southampton	Swansea	Wortley Hall
Coventry	Glasgow	Plymouth	Southport	Wakefield	

Course No.	Start Date	End Date	Venue
Workplace Representative's - Stage 1			
1941	17 JAN 2005	20 JAN 2005	Belfast
1842	17 JAN 2005	21 JAN 2005	Esher Place
1744	18 JAN 2005	21 JAN 2005	Newcastle
1816	24 JAN 2005	28 JAN 2005	Wortley Hall
1773	25 JAN 2005	28 JAN 2005	Manchester
1763	25 JAN 2005	28 JAN 2005	Southampton
1756	01 FEB 2005	04 FEB 2005	Derby
1780	01 FEB 2005	04 FEB 2005	Glasgow
1843	07 FEB 2005	11 FEB 2005	Esher Place
1751	08 FEB 2005	11 FEB 2005	Wakefield
1760	15 FEB 2005	18 FEB 2005	Needham Market
1784	15 FEB 2005	18 FEB 2005	Swansea
1817	21 FEB 2005	25 FEB 2005	Wortley Hall
1948	22 FEB 2005	25 FEB 2005	Bristol
1768	01 MAR 2005	04 MAR 2005	West Bromwich
1942	07 MAR 2005	10 MAR 2005	Belfast
1844	07 MAR 2005	11 MAR 2005	Esher Place
1766	15 MAR 2005	18 MAR 2005	Plymouth
1774	15 MAR 2005	18 MAR 2005	Southport
1754	15 MAR 2005	18 MAR 2005	Sheffield
1845	04 APR 2005	08 APR 2005	Esher Place
1752	05 APR 2005	08 APR 2005	Wakefield
1764	12 APR 2005	15 APR 2005	Southampton
1818	18 APR 2005	22 APR 2005	Wortley Hall
1846	09 MAY 2005	13 MAY 2005	Esher Place
1745	09 MAY 2005	13 MAY 2005	Newcastle
1781	17 MAY 2005	20 MAY 2005	Glasgow
1761	17 MAY 2005	20 MAY 2005	Needham Market
1757	24 MAY 2005	27 MAY 2005	Derby
1755	24 MAY 2005	27 MAY 2005	Sheffield
1847	06 JUN 2005	10 JUN 2005	Esher Place
1746	07 JUN 2005	10 JUN 2005	Newcastle
1769	14 JUN 2005	17 JUN 2005	Stoke
1785	14 JUN 2005	17 JUN 2005	Swansea
1819	20 JUN 2005	24 JUN 2005	Wortley Hall
1775	21 JUN 2005	24 JUN 2005	Manchester
1848	04 JUL 2005	08 JUL 2005	Esher Place
1776	12 JUL 2005	15 JUL 2005	Manchester
1820	18 JUL 2005	22 JUL 2005	Wortley Hall
1765	19 JUL 2005	22 JUL 2005	Southampton
1849	08 AUG 2005	12 AUG 2005	Esher Place
1759	09 AUG 2005	12 AUG 2005	Sheffield
1758	16 AUG 2005	19 AUG 2005	Derby
1821	22 AUG 2005	25 AUG 2005	Wortley Hall
1782	23 AUG 2005	26 AUG 2005	Glasgow
1850	05 SEP 2005	09 SEP 2005	Esher Place
1747	06 SEP 2005	09 SEP 2005	Newcastle
1770	06 SEP 2005	09 SEP 2005	West Bromwich
1943	12 SEP 2005	15 SEP 2005	Belfast
1783	13 SEP 2005	16 SEP 2005	Glasgow
1767	13 SEP 2005	16 SEP 2005	Plymouth
1950	20 SEP 2005	23 SEP 2005	Bristol
1786	27 SEP 2005	30 SEP 2005	Swansea
1851	03 OCT 2005	07 OCT 2005	Esher Place
1748	04 OCT 2005	07 OCT 2005	Newcastle
1753	04 OCT 2005	07 OCT 2005	Wakefield
1762	11 OCT 2005	14 OCT 2005	Needham Market
1822	17 OCT 2005	21 OCT 2005	Wortley Hall
1771	18 OCT 2005	21 OCT 2005	Coventry
1944	24 OCT 2005	27 OCT 2005	Belfast

Course No.	Start Date	End Date	Venue
Workplace Representative's - Stage 1 (Cont)			
1777	25 OCT 2005	28 OCT 2005	Southport
1852	07 NOV 2005	11 NOV 2005	Esher Place
1778	15 NOV 2005	18 NOV 2005	Manchester
1772	22 NOV 2005	25 NOV 2005	West Bromwich
1853	06 DEC 2005	09 DEC 2005	Esher Place
1788	06 DEC 2005	09 DEC 2005	Newcastle
1779	06 DEC 2005	09 DEC 2005	Southport
Workplace Representative's - Stage 2			
1823	31 JAN 2005	04 FEB 2005	Wortley Hall
1854	14 FEB 2005	18 FEB 2005	Esher Place
1855	14 MAR 2005	18 MAR 2005	Esher Place
1856	11 APR 2005	15 APR 2005	Esher Place
1857	16 MAY 2005	20 MAY 2005	Esher Place
1945	06 JUN 2005	09 JUN 2005	Belfast
1858	13 JUN 2005	17 JUN 2005	Esher Place
1859	11 JUL 2005	15 JUL 2005	Esher Place
1860	15 AUG 2005	19 AUG 2005	Esher Place
1824	12 SEP 2005	16 SEP 2005	Wortley Hall
1861	26 SEP 2005	30 SEP 2005	Esher Place
1862	10 OCT 2005	14 OCT 2005	Esher Place
1825	24 OCT 2005	28 OCT 2005	Wortley Hall
1863	14 NOV 2005	18 NOV 2005	Esher Place
1946	05 DEC 2005	08 DEC 2005	Belfast
1826	12 DEC 2005	16 DEC 2005	Wortley Hall
Workplace Representative's - Stage 3			
1864	25 APR 2005	29 APR 2005	Esher Place
1865	19 SEP 2005	23 SEP 2005	Esher Place
1866	31 OCT 2005	04 NOV 2005	Esher Place
Employment Law - Stage 1			
1867	21 FEB 2005	25 FEB 2005	Esher Place
1868	14 MAR 2005	18 MAR 2005	Esher Place
1869	11 APR 2005	15 APR 2005	Esher Place
1870	13 JUN 2005	17 JUN 2005	Esher Place
1871	25 JUL 2005	29 JUL 2005	Esher Place
1872	15 AUG 2005	19 AUG 2005	Esher Place
1873	12 SEP 2005	16 SEP 2005	Esher Place
1874	10 OCT 2005	14 OCT 2005	Esher Place
1875	14 NOV 2005	18 NOV 2005	Esher Place
Employment Law - Stage 2			
1876	28 FEB 2005	04 MAR 2005	Esher Place
1877	16 MAY 2005	20 MAY 2005	Esher Place
1878	22 AUG 2005	26 AUG 2005	Esher Place
1879	26 SEP 2005	30 SEP 2005	Esher Place
1880	12 DEC 2005	16 DEC 2005	Esher Place
Human Resource Management			
1938	11 JUL 2005	15 JUL 2005	Esher Place
1937	28 NOV 2005	02 DEC 2005	Esher Place
Advocacy Skills			
1900	21 MAR 2005	24 MAR 2005	Esher Place
1901	27 JUN 2005	01 JUL 2005	Esher Place
Discrimination and Disability			
1904	30 MAR 2005	01 APR 2005	Esher Place
1905	01 JUN 2005	03 JUN 2005	Esher Place
Equal Opportunities			
1906	25 APR 2005	29 APR 2005	Esher Place
1907	01 AUG 2005	05 AUG 2005	Esher Place
Stress, Harassment and Bullying			
1898	17 JAN 2005	19 JAN 2005	Esher Place
1899	09 MAR 2005	11 MAR 2005	Esher Place
1939	04 MAY 2005	06 MAY 2005	Esher Place

Course No.	Start Date	End Date	Venue
Stress Harassment and Bullying (Cont)			
1940	17 OCT 2005	21 OCT 2005	Esher Place
Communication/Time Management/Team Building			
1932	14 FEB 2005	18 FEB 2005	Esher Place
1933	06 JUN 2005	10 JUN 2005	Esher Place
1934	01 AUG 2005	05 AUG 2005	Esher Place
1935	31 OCT 2005	04 NOV 2005	Esher Place
1936	21 NOV 2005	25 NOV 2005	Esher Place
Developing Leadership - Black Members			
1926	27-JUN-2005	01-JUL-2005	Esher Place
Organising Works for Women			
1925	20 JUN 2005	24 JUN 2005	Esher Place
Pensions Stage 1			
1908	07 FEB 2005	11 FEB 2005	Esher Place
1909	18 APR 2005	22 APR 2005	Esher Place
1910	25 JUL 2005	29 JUL 2005	Esher Place
1911	12 SEP 2005	16 SEP 2005	Esher Place
1912	05 DEC 2005	09 DEC 2005	Esher Place
Pensions Stage 2			
1913	28 FEB 2005	04 MAR 2005	Esher Place
1914	23 MAY 2005	27 MAY 2005	Esher Place
1915	01 AUG 2005	05 AUG 2005	Esher Place
1916	24 OCT 2005	28 OCT 2005	Esher Place
Trade Union View of Company Accounts			
1896	19 JAN 2005	21 JAN 2005	Esher Place
1897	04 MAY 2005	06 MAY 2005	Esher Place
Trade Unions and the Economy			
1902	07 MAR 2005	09 MAR 2005	Esher Place
1903	31 AUG 2005	02 SEP 2005	Esher Place
Young Members			
1924	13 JUN 2005	17 JUN 2005	Esher Place
Computer Skills - Beginners (Stage 1)			
1917	24 JAN 2005	28 JAN 2005	Esher Place
1918	18 APR 2005	22 APR 2005	Esher Place
1919	05 SEP 2005	09 SEP 2005	Esher Place
Computer Skills - Intermediate (Stage 2)			
1920	21 FEB 2005	25 FEB 2005	Esher Place
1921	24 OCT 2005	28 OCT 2005	Esher Place
Computer Skills - Advanced (Stage 3)			
1922	04 JUL 2005	08 JUL 2005	Esher Place
1923	21 NOV 2005	25 NOV 2005	Esher Place
Organising for Safety			
1960	07 MAR 2005	11 MAR 2005	Esher Place
1961	16 MAY 2005	20 MAY 2005	Esher Place
1962	11 JUL 2005	15 JUL 2005	Esher Place
1963	22 AUG 2005	26 AUG 2005	Esher Place
1964	17 OCT 2005	21 OCT 2005	Esher Place
IOSH - Working Safely/Risk Ass for Safety Representative's			
1881	17 JAN 2005	21 JAN 2005	Esher Place
1947	31 JAN 2005	04 FEB 2005	Belfast
1882	31 JAN 2005	04 FEB 2005	Esher Place
1749	07 FEB 2005	11 FEB 2005	Newcastle
1791	14 FEB 2005	18 FEB 2005	Sheffield
1793	21 FEB 2005	25 FEB 2005	Derby
1883	28 FEB 2005	04 MAR 2005	Esher Place
1796	28 FEB 2005	04 MAR 2005	Needham Market
1951	07 MAR 2005	11 MAR 2005	Bristol
1803	07 MAR 2005	11 MAR 2005	West Bromwich
1799	14 MAR 2005	18 MAR 2005	Southampton
1806	04 APR 2005	08 APR 2005	Southport
1810	11 APR 2005	15 APR 2005	Glasgow
1827	11 APR 2005	15 APR 2005	Wortley Hall
1801	25 APR 2005	29 APR 2005	Plymouth

Course No.	Start Date	End Date	Venue
IOSH - Working Safely/Risk Ass for Safety Representative's (Cont)			
1813	25 APR 2005	29 APR 2005	Swansea
1949	09 MAY 2005	13 MAY 2005	Belfast
1828	09 MAY 2005	13 MAY 2005	Wortley Hall
1789	16 MAY 2005	20 MAY 2005	Wakefield
1884	23 MAY 2005	27 MAY 2005	Esher Place
1794	06 JUN 2005	10 JUN 2005	Derby
1829	13 JUN 2005	17 JUN 2005	Wortley Hall
1797	20 JUN 2005	24 JUN 2005	Needham Market
1807	04 JUL 2005	08 JUL 2005	Southport
1804	04 JUL 2005	08 JUL 2005	West Bromwich
1885	18 JUL 2005	22 JUL 2005	Esher Place
1750	18 JUL 2005	22 JUL 2005	Newcastle
1811	25 JUL 2005	29 JUL 2005	Glasgow
1814	25 JUL 2005	29 JUL 2005	Swansea
1830	08 AUG 2005	12 AUG 2005	Wortley Hall
1787	15 AUG 2005	19 AUG 2005	Newcastle
1792	22 AUG 2005	26 AUG 2005	Sheffield
1790	19 SEP 2005	23 SEP 2005	Wakefield
1886	26 SEP 2005	30 SEP 2005	Esher Place
1831	26 SEP 2005	30 SEP 2005	Wortley Hall
1805	03 OCT 2005	07 OCT 2005	Stoke
1808	10 OCT 2005	14 OCT 2005	Manchester
1802	10 OCT 2005	14 OCT 2005	Plymouth
1887	17 OCT 2005	21 OCT 2005	Esher Place
1812	17 OCT 2005	21 OCT 2005	Glasgow
1952	25 OCT 2005	28 OCT 2005	Bristol
1795	31 OCT 2005	04 NOV 2005	Derby
1815	31 OCT 2005	04 NOV 2005	Swansea
1953	07 NOV 2005	11 NOV 2005	Belfast
1798	07 NOV 2005	11 NOV 2005	Needham Market
1832	14 NOV 2005	18 NOV 2005	Wortley Hall
1809	28 NOV 2005	02 DEC 2005	Manchester
1800	28 NOV 2005	02 DEC 2005	Southampton
IOSH - Managing Safely for Safety Representative's			
1954	10 JAN 2005	14 JAN 2005	Belfast
1888	24 JAN 2005	28 JAN 2005	Esher Place
1833	07 FEB 2005	11 FEB 2005	Wortley Hall
1955	28 FEB 2005	04 MAR 2005	Belfast
1834	07 MAR 2005	11 MAR 2005	Wortley Hall
1889	04 APR 2005	08 APR 2005	Esher Place
1835	06 JUN 2005	10 JUN 2005	Wortley Hall
1890	20 JUN 2005	24 JUN 2005	Esher Place
1836	11 JUL 2005	15 JUL 2005	Wortley Hall
1891	08 AUG 2005	12 AUG 2005	Esher Place
1837	05 SEP 2005	09 SEP 2005	Wortley Hall
1956	19 SEP 2005	23 SEP 2005	Belfast
1892	19 SEP 2005	23 SEP 2005	Esher Place
1893	03 OCT 2005	07 OCT 2005	Esher Place
1894	07 NOV 2005	11 NOV 2005	Esher Place
1895	28 NOV 2005	02 DEC 2005	Esher Place
1928	05 DEC 2005	09 DEC 2005	Wortley Hall
Lifelong Learning Part 1			
1966	31 JAN 2005	04 FEB 2005	Esher Place
1838	04 APR 2005	08 APR 2005	Wortley Hall
1927	09 MAY 2005	13 MAY 2005	Esher Place
1929	19 SEP 2005	23 SEP 2005	Esher Place
1839	28 NOV 2005	02 DEC 2005	Wortley Hall
Lifelong Learning Part 2			
1930	14 FEB 2005	18 FEB 2005	Esher Place
1931	18 APR 2005	22 APR 2005	Esher Place
1840	27 JUN 2005	01 JUL 2005	Wortley Hall
1841	01 AUG 2005	05 AUG 2005	Wortley Hall

