

Hull College TU Studies Department

Trade Union Representatives Stage 2

Week 1 Date ____/____/____

09:00 INDUCTION

- Welcome to Hull College
- Course Methods
- Fire Procedure / valuables
- Session Times – Paid release, officially at work – expenses
- Lunch Arrangements
- Car parking
- Equal Opps
- Facilities / Smoking Policy
- Accreditation

Enrolment forms / Name cards

09:15 INTRODUCTIONS

Activity 'Introductions', Page 15

Students to pair up and interview each other based upon the following questions:-

- Your Name
- Your Union / Positions held
- Your Workplace & Job
- How many Members do you represent?
- Information about members (shifts part time etc)
- Union experiences (H&S rep etc)
- When did they do the stage 1 course?
- What do you want from this course?
- What do you hope to cover?
- What skills do they want to develop?

10 / 15 minutes to prepare and feedback to rest of group

Hull College TU Studies Department

Trade Union Representatives Stage 2

09:45 FEEDBACK

Take feedback from all students beginning with self.

Name				
Workplace				
Union				
Stage 1				
Skill				
Aim				
Name				
Workplace				
Union				
Stage 1				
Skill				
Aim				
Name				
Workplace				
Union				
Stage 1				
Skill				
Aim				

10:05 BUILDING TOUR

10:20 BREAK

Hull College TU Studies Department

Trade Union Representatives Stage 2

10:40 YOUR WORKPLACE?

In the next activity we will start to look at your own union organisations in your workplace. This will enable us to begin to audit your organisation and identify some other issues for this course. We can add these to the points you raised earlier.

Activity "Your Workplace" - page 16

In your groups discuss the issues outlined in the activity such as:-

- How many people work at your site
- What unions are represented
- Percentage membership
- Membership rising or falling?
- Is the union working well?
- How good is members morale
- Recent successes / setbacks
- What are the key issues for your members?

The groups for this activity are:-

Group 1	Group 2	Group 3	Group 4

20 minutes for the activity.

11:10 FEEDBACK ON ACTIVITY

Workplace	Unions	Membership	Morale	Key Issues

Hull College TU Studies Department

Trade Union Representatives Stage 2

11:30 PRIORITISE THE COURSE AIMS

Following on from the introductions we will take this further and think about what we want to achieve from this stage 2 course. We will then move on to prioritise the schedule for this course and make sure that it meets your needs as well as the learning outcomes defined by the TUC.

Write up all the Skills and Aims from the feedback on the white board:-

Working in groups prioritise the Skills and Aims into order. Within your groups you must achieve consensus. If one or more group members cannot agree then debate the issue until you can come up with an order that everyone is happy with.

Skills	1	2	3	4	tot

Aims	1	2	3	4	tot

By averaging these out we will establish a prioritised list of aims for our course.

12:00 LUNCH

13:00 CHANGE AT WORK

This afternoon we will start to look at change in the workplace. The 80's and 90's saw new management techniques that had the common thread of employee involvement and the closer integration of management and personnel. These techniques became known as Human Resource Management - HRM. Many Trade Union organisations saw this as a threat, others tried to use the new working practices to their own ends and become true partners.

Whilst HRM techniques were changing industrial relations management teams were also looking for ways of reducing production costs. The traditional approach of bulk buying and batch manufacture resulted in high stock costs and long lead times for new products and product variations. Many of the terms and methodologies adopted came from the United States and Japan:-

- **Kan Ban controls** - where product orders are triggered by the use of the previous stock.
- **Just In Time** - where parts are supplied to an assembly line as they are required.
- **Lean Manufacturing** - where machines and processes are arranged to minimise the need to transport components between processes.

The advantages for the employer are reduced costs and increased production rates. The advantages for the customer are lower cost, increased product variation and shorter delivery times, but where does this leave the unions?

There is no doubt that Lean Manufacturing impacts on jobs. Huge savings can be made by removing the need for manned stores, internal transportation etc. Almost by definition, however, the jobs that remain are higher skilled, higher quality and as such higher paid. The role of the union in a change process is to ensure that compulsory redundancy situations are avoided and re-training and re-deployment of staff are the priority.

The unions also have a key role to play in helping their members through the change process. People are traditionally happy with the status quo and fearful of change. Psychologists use a model called the Transitional Curve to demonstrate this: -

Draw and explain Transitional Curve.

What I want you do now is look at changes that have been introduced in your workplaces. Look at change under the headings of

- Communications Methods
- Work Organisation
- Payment Systems

Hull College TU Studies Department

Trade Union Representatives Stage 2

14:40 New Management Techniques

Working in the same groups as before break look at the activity on page 19.

Activity 'New Management Techniques, Page 19

This time look at HRM methods that have been introduced in your workplace and think about how they work in practice and the effects that they have on industrial relations. If there are any schemes that have been introduced that are working well, think about how you and the workforce felt before the start of the scheme - was there a fear of the change? Did the morale of the workforce fit the Transitional Curve model?

20 Minutes for exercise.

15:10 FEEDBACK

Workplace	Technique	Work Well?	Effect on Morale

15:40 WORKPLACE REPORT

Each week I will set you a task in the form of a workplace report. This is not homework, it is designed to be carried out in your workplace as part of your TU duties.

Workplace Report 'Finding Out Member's Views' page 21

This week's task is to talk to a cross section of your members and find out their views about change and their working environment. Try to find out about:-

- How they feel about changes that are taking place
- What their main areas of concern are
- What help and support would they like from their union.

Try to get the members talking - talk freely even with people you disagree with. Make notes of what you find out for next weeks course.