



Newcastle City Branch

## ORGANISING STEWARDS COURSE (including Sickness Absence, Disciplinary & Grievance)

The next 4-day course for new/untrained Stewards (or for more experienced Shop Stewards who want a refresher – if you have only completed part of the course you need to attend for the remaining days to become ERA accredited) will be held in **January 2017 at Newcastle Civic Centre & UNISON Regional Office, 140-150 Pilgrim Street, Newcastle upon Tyne, NE1 6TH**. Facility time has been agreed for Stewards to attend this course.

The course is informal, and as well as learning about the role of the Steward and meeting Branch Officers, you will have an opportunity to discuss issues that you have to deal with in your workplace.

New Stewards should attend all 3 days.

**Course dates are 12<sup>th</sup>, 24<sup>th</sup> & 26<sup>th</sup> January 2017**

If you wish to attend the course and **have agreed the dates with your line manager**, please complete and return the slip to: **UNISON Office** – address below or email: [unison.newcastle@newcastle.gov.uk](mailto:unison.newcastle@newcastle.gov.uk) Please note all new Stewards must have handed in a completed **Stewards' Nomination Form** prior to taking up the course.

If you have any queries please contact - Wendy Aitman at UNISON Office – 0191-2116592

**Name:**..... **Directorate:**.....

**Section:**..... **Workplace:** .....

**Job Title:** .....

**Contact No.:** ..... **Payroll ID.:** .....

**Admin Team No.:**..... **Membership No.:**.....

**Email Address:** .....

**Return to: UNISON, Newcastle City Branch, Room 145, Civic Centre, Newcastle upon Tyne, NE1 8QH before Friday 30<sup>th</sup> December 2016.**