

To All EIS-ULA Members

Ref: AM/RC/ULATraining
14 February 2017

Dear Colleague

EIS-ULA Representatives' Training Course

I am writing to let you know that a two-day training course has been organised to provide EIS-ULA representatives, or any member considering becoming a representative*, with an opportunity to widen their knowledge and further develop the skills required to fulfil the role.

The course will be offered over two days and will cover-

- the role and rights of the EIS-ULA rep;
- advising and representing members;
- case study discussion;
- organising an effective union branch and;
- negotiation.

Day 1 will be held on **Wednesday 15 March 2017** and Day 2 on **Wednesday 17 May 2017** in the EIS Training Suite, 46 Moray Place, Edinburgh, EH3 6BH. Both days will run from 9.30 am till 4.00 pm and lunch will be provided.

Members wishing to attend must sign up to both days in order to get the full benefit of the training. Places will be allocated on a first come, first served basis and priority will be given to existing Branch reps.

Time off should be sought in line with local University procedures. Any members wishing to attend who encounter any difficulty in being granted time off i.e. potential reps who are not covered by Trade Union time off agreements, should contact this office ASAP and we will contact your HEI on your behalf.

To register for a place on the course please contact RHONA CARR by e-mail at rcarr@eis.org.uk **by Friday 3 March 2017 if possible** and confirm:

- the name of your institution;
- the position you hold within your Branch (if any);
- any dietary or other requirements.

Please do not hesitate to contact Rhona or me should you have any queries.

Yours sincerely

Annie McCrae

Annie McCrae
EIS Organiser

*You may wish to refer to the following EIS booklet:

Why You Should Consider Becoming an EIS-ULA Branch Representative

http://www.eis.org.uk/ULA_Publications/ULA_Become_a_Rep.htm