



WORKS COUNCILS AND EMPLOYEE REPRESENTATIVE STRUCTURES

This course is for newly formed Employee Representative Group members who require initial training to get started in their roles. The event covers the ways in which individuals can increase confidence and effectiveness and consider the value the role brings to the organisation and its staff.

Aims -

- To provide course delegates with the skills needed to operate a successful Employee Representative Group.

Objectives -

- To demonstrate best practice in the professional representation of staff
- To establish effective strategies for feeding back information to others
- To confidently and consistently operate as an Employee Representative Member who is focused on achieving positive outcomes
- To take action to raise the profile of the Employee Representative Group with the people they represent
- To establish ways of developing well thought through business cases for change
- To enhance inner confidence and consider any further personal development needs with regard to fulfilling the role.

Content -

- Role of the Employee Representative Group – how can we be even better?
- Impact of new legislation and the Information & Consultation Regulations
- Challenges for the Employee Representative Group
- Marketing the Employee Representative Group role
- Developing personal skills – how I see myself and how others see me
- Communication skills toolbox
- Exploring barriers to communication
- How to manage questions and generate enthusiasm in others
- Encouraging meaningful suggestions and initiatives
- Boundaries of responsibility
- Representation – discipline and grievance

Workshop ethos and comfort factors ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

www.ndk-group.com