

EMPLOYEE FORUM WORKSHOP

This workshop is for new Employee Forum Members, sometimes known as a Workers' Representative Forum. The focus of the event is on how an Employee Forum can function to ensure maximum effectiveness. Workshops are tailored to specific organisational needs.

Objectives

On completion of the training, participants will be able to:

- Confidently and consistently operate as a Forum Member in achieving positive outcomes with others, as part of a team, and for the benefit of the organisation.
- Take action to raise the profile of the Forum with the people they represent
- Participate fully at Forum meetings, recognising the need for preparation, positive contributions, respecting confidentiality and accepting decisions
- Distinguish between important the less important items for discussion at meetings, explaining their reasoning and signposting where appropriate
- Establish effective strategies for feedback to staff before and after meetings
- Provide support as a Representative at Disciplinary Meetings
- Understand the link between elements of employment law and the function of a Forum
- Recognise the importance of the role of the Forum and consider any further personal development needs with regard to fulfilling the role

Content

- What does the role involve and what is a Forum supposed to do?
- Consultation – what it is and how this differs from negotiation
- Information and consultation legislation that underpins the Forum and your 'Constitution'
- The role and responsibilities of the Forum Member – expectations and boundaries
- Marketing the role and function of a Forum to raise its profile – what will you do?
- Team working – supporting each other – identifying strengths and skills
- Managing meetings – best practice
- The importance of maintaining confidentiality – when and why
- Communication skills
- Handling questions, presenting ideas, and responding to others
- Guidance on the selection of items on the meeting agenda
- Relaying positive and negative meeting outcomes in a clear and succinct manner
- Challenging decisions in a positive and constructive manner to obtain results
- Being assertive in order to get a point across
- Planning an idea for presentation to the Forum as business case for change
- Sourcing and organising information to identify facts and influence others with credibility
- Producing a resource list – including BERR, ACAS, CIPD, IDS etc
- The role of the Representative in disciplinary meetings – what is required?
- Action planning and opportunities for further personal development

Relevant internal Policies will be referred to during the training and appropriate ACAS publications will be provided for the delegates to take away. This workshop is pragmatic and based around local issues.