

## Invitation to an ETUI Education training

28 May 2019

### To all ETUC Affiliates

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise, in conjunction with the national confederations, members of the European Trade Union Confederation, a course entitled “**European training for young trade union leaders 2019-2020**”.

### Aims

The objectives of this course are to:

1. **Develop the capacity to integrate the European and national dimension/perspective into the trade union work**, by
  - improving the knowledge of economic and social realities in Europe;
  - developing knowledge of, and the ability to assess the main European policies and the national trade unions’ realities and positions;
2. **Develop the capacity to work in a multicultural environment**, by
  - understanding the advantages and specific aspects of cultural diversity within Europe;
  - building, coordinating and leading multicultural groups;
  - developing participants’ ability to cooperate at European level;
3. **Develop the capacity to communicate on the trade union topics**, by
  - using a shared trade union terminology;
  - conducting and participate in debates;
  - using online tools for collaborative work via distance;
  - improving drafting skills for written message/ presentation/ report/ synthesis;
4. **Analyse complex situations and design trade union strategies**
  - developing their observation skills;
  - developing the capacity to analyse different trade union realities;
  - setting objectives and propose solutions;
  - drafting trade union action plans;
5. **Contribute to the development of the European trade union identity by enhancing leadership skills.**
  - adopting a leadership style;
  - enhancing critical thinking;
  - developing a project management approach.

## Certification

By successfully completing the training, participants will have the possibility of gaining an officially recognised **qualification**, accredited by the UK NOCN through a partnership with the TUC and the Edinburgh College. This qualification is mapped to the European Qualifications Framework.

## Structure of the course

The full course will cover a 9-month period from October 2019 to June 2020. It will include three residential weeks, as follows:

**Week I:** 1 - 5 October 2019, Budapest – Hungary (arrival 30/09, departure 06/10)

**Week II:** 17 - 21 February 2020, Brussels - Belgium (arrival 16/02, departure 22/02)

**Week III:** 15 - 19 June 2020, Brussels (arrival 14/06, departure 20/06)

The table below offers an overview of all the elements comprising the full training.

WHEN	WHAT	HOW
September 2019	<p><b>Preparation</b></p> <p>Tutors will get in touch with participants to start familiarise and provide additional information about the training.</p>	via e-mail
from October 2019 onward	<p><b>Online English</b></p> <p>Each participant, who does not have English as a mother tongue, is expected to participate in the Online English training organised by the ETUI. Participation is free of charge. Participants will familiarise themselves with the English used in trade unions and in industrial relations.</p>	at distance (online platform)
October 2019 – June 2020	<p><b>Certification process</b></p> <p>A TUC assessor will check the progress and the work done by each participant during residential training and intermediate periods.</p>	observation
1-5 October 2019	<p><b>1° training week</b></p>	residential training in Budapest
October 2019 – February 2020	<p><b>1° intermediate period</b></p> <p>Participants will work in groups on assigned tasks.</p>	at distance
17-21 February 2020	<p><b>2° training week</b></p>	residential training in Brussels
February - June 2020	<p><b>2° intermediate period</b></p> <p>Participants will work in groups on assigned tasks.</p>	at distance
15-19 June 2020	<p><b>3° training week</b></p>	residential training in Brussels

## Working languages

### English, French.

It is essential that participants can communicate effectively in one of the working languages of the training.

It is desirable that participants have a basic understanding of English. The participation to the ETUI **English Online training** is highly recommended and offered to participants free of charge.

## Participants

Eligible participants are young trade union officers working for Organizations affiliated to ETUC. Limit age is no more than **40 years old**.

Participants should have been recently elected or appointed, or are being considered for posts, at the regional/sectorial or national level and have already followed a series of trade union education courses at regional/sectorial/national level.

Participants should be able to attend **all three residential stages** of the European training and to work at distance during the two intermediate periods.

It is preferable that participants have a basic understanding of European affairs and have ICT skills.

Each participant pledge to act as a 'multiplier' for the trade union movement and to meet the following requirements:

- to help establishing informal networks with other participants in the training,
- to apply the knowledge and skills acquired within his/her own trade union working environment
- to be able to bring the national and trade union realities to the European training.

## Guarantor

For each participant, the sending Organization must indicate the name of a Guarantor who will assure that:

- the participant is put in the conditions to attend the training and spend time during the two intermediate periods;
- the Organization gives value to the investment done on the participant;
- the participant is supported in bringing a positive impact on the Organization;

The Guarantor is an experienced trade unionist who knows very well the sending Organization – functioning, priorities, people – and has an influence on the internal decision-making process. ETUI will rely on the Guarantor during the course duration.

### How are enrolments processed?

A maximum of **25 participants** can be accepted. The final confirmation of the participants will be done by the team of trainers on the basis of the requirements for the target group.

We ask you to bear in mind the recommendations of the ETUC Action Plan for **gender equality** which call for the proportional representation of women and men in trade union activities.

The two national Confederations partners of this course edition – FGTB Belgium and SZEF Hungary – have both the right to 4 participants each.

### Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (Sylviane Mathy, [smathy@etui.org](mailto:smathy@etui.org)) **no later than 23 August 2019.**

### Payment of registration

Participation fees vary depending on which group your country is from. (See tables on last page).

Participation fees for this course are:

- For group I: 900€ (15 days at 60€)
- For group II: 360€ (15 days at 24€)
- For group III: 225€ (15 days at 15€)

An invoice will be sent to the organisation. We kindly ask you to pay this invoice before the start of the course. It is **essential** that you mention in your payment order the number of the invoice and customer reference number.

**Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted (the total amount of respectively 900€, 360€ or 225€ will be invoiced).**

### Reimbursement of travel and accommodation costs

Travel and accommodation costs will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Serbia, Montenegro, North Macedonia and Turkey. Travel costs will be reimbursed on the basis of the most economic fare available (economy/APEX/PEX air fares) in accordance with European Commission regulations. **Taxis will not be reimbursed.**

### Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Assistant, Sylviane Mathy, e-mail: [smathy@etui.org](mailto:smathy@etui.org)

Yours sincerely,

Vera Dos Santos Costa  
Director  
ETUI Education

Enclosed:      Registration form  
                  Provisional programme of Week 1

<b>Group I : 100% of participation fees or 60€/day</b>	<b>Group II : 40% of participation fees or 24€/day</b>
Andorra	Croatia
Austria	Czech Republic
Belgium	Estonia
Cyprus	Hungary
Denmark	Latvia
Finland	Lithuania
France	Poland
Germany	Slovak Republic
Iceland	Slovenia
Ireland	Portugal
Italy	
Liechtenstein	<b>Group III : 25% of participation fees or 15€/day</b>
Luxembourg	
Malta	Albania
Monaco	Bulgaria
Norway	Montenegro
San Marino	North Macedonia
Spain	Romania
Sweden	Serbia
Switzerland	Turkey
The Netherlands	Greece
United Kingdom	