



The New South Wales Nurses and Midwives' Association has a range of courses that are tailored to meet the needs of members who want to help make a better healthcare system or are involved in branch issues within their workplace. Association Member Training courses cover a range of topics and are **FREE** to all members (you do not need to be a branch official to attend these courses).

WE CAN COME TO YOU!

If you work in a regional area of NSW speak with your organiser about the possibility of running a course in your area.

Maybe there are district wide issues that members want to campaign around, maybe you are looking to form networks amongst the branches of the Association within your area. Either way, if there are at least 10 people committed to attending we're happy to look at running one of our courses in your district.

HOW TO REGISTER

Registering is easy – you can either: call us on **8595 1234**, email us at training@nswnma.asn.au or go on line at bit.ly/NSWNMA-AMT

TRAVEL AND ACCOMMODATION

If you live more than 50kms from the venue where training is being held you may be eligible for travel and accommodation costs to be covered by the Association. The Association will book and pay for travel and accommodation where required.

ACCESSING LEAVE TO ATTEND

Under the *Public Health System (Cl. 54C(ii))* and *Crown Employees Award (Cl. 55.1.2)* access to trade union leave is available. Some Private Sector Agreements may contain similar entitlement.

Private Sector and Aged Care Sector members who cannot access either trade union training leave, or other paid leave, and have to take un-paid leave may be financially reimbursed by the Association on application and completion of the workshop.

GETTING TO THE NSWNMA OFFICE IN WATERLOO

DRIVING HERE

 The Association is located at 50 O'Dea Avenue Waterloo amongst some of Sydney's newest high-rise apartments and shopping areas. Local land marks include Moore Park Golf Course and Moore Park Super Centre.

We're just off the Eastern Distributor Motorway (South Dowling St) with O'Dea Avenue running between Bourke St and South Dowling.

There is limited free parking under the NSWNMA building (use the intercom button to gain access) and there is timed parking in some of the surrounding streets.

PUBLIC TRANSPORT OPTIONS

 **BY BUS:** Sydney Buses have a stop down the road from the NSWNMA on O'Dea Ave.

 **BY TRAIN:** The Airport & South Line runs from Macarthur Station through to Central, stopping at the Domestic Airport and Green Square. From Green Square Station it is a flat 1.1km walk via Bourke St, turning right onto O'Dea Avenue.

Check transportnsw.info for updated travel routes and live information.

For more information on any of the courses outlined please give us a call on either **1300 367 962** or email us at training@nswnma.asn.au

Registration forms and copies of the course outlines are available on our website: bit.ly/NSWNMA-AMT

The NSWNMA also offers the courses on assisting members during fact finding and disciplinary processes and a range of professional development subjects. For more information on any of these courses please give us a call on **1300 367 962** or email us at gensec@nswnma.asn.au

NSW NURSES AND MIDWIVES' ASSOCIATION

50 O'Dea Avenue, Waterloo NSW 2017

P 8595 1234 **METRO** • 1300 367 962 **NON-METRO**

F 9662 1414

E gensec@nswnma.asn.au

bit.ly/NSWNMA-AMT



Trade Union training for NSWNMA members



REGISTER NOW!

Scan the QR code or go to

bit.ly/NSWNMA-AMT

BRANCH ESSENTIALS (Two-day course)

WHEN AND WHERE?

- 22-23 February
- 22-23 March
- 3-4 May (CALD)
- 17-18 May
- 20-21 June
- 19-20 July
- 20-21 September (CALD)
- 22-23 November

8:30am registration for 9am start, 5pm close
NSWNMA Waterloo Office

The most effective unions are those that have active workplace representatives. This course aims to provide you with the skills and knowledge you need to understand how the NSWNMA can work improvements in your workplace, across the industry, and how you can be an effective branch member. This is a MUST DO for newly elected branch officials, those wanting to brush up, or any members keen to become more involved in the Association. It examines:

Welcome

- History of the NSWNMA and Unions in Australia
- Why unions matter

Structure and purpose of the NSWNMA

- How does the NSWNMA function?
- NSWNMA's goals and vision

The union in the workplace

- Purpose of branch
- Branch structure
- The branch meeting
- When and where
- Agenda
- Resolutions
- Minutes
- Communication
- Taking Action

Understanding Your Rights at Work

- Where do our rights come from?
- How do Unions win workers' rights?
- How to read a Workplace Agreement

What issues should a branch pursue and how do we achieve change?

- Collective agreements and Award matters
- An overview of Work Health & Safety and your rights at work

We know the problem, we've got a solution; what next?

- Deeply, widely felt issues and mapping your workplace
- Grievance processes within an agreement
- Meeting with management; the basics of negotiation skills

How do we encourage people to join and become active in the NSWNMA?

- By exploring why people join unions, why people become active, and identifying leaders, we can increase the effectiveness of the NSWNMA in your workplace.



DELEGATE SKILLS (One-day course)

WHEN AND WHERE?

- 21 March
- 16 May
- 18 July
- 29 August (prior to Annual Conference)
- 21 November

10.00 – 4pm (followed by Committee of Delegates)
NSWNMA Waterloo Office

This course looks at the role of delegates and how your role fits within the NSWNMA. It will help you build confidence around participating as a delegate in your Branch, at Committee of Delegates and Annual Conference.

The structure and Democracy of the NSWNMA

- How can members, through their delegate, shape the future of the NSWNMA and health care?
- What is the purpose of the Committee of Delegates and Annual Conference meetings?
- What is the role of the delegate at meetings?
- Governance of the Association

How does the Association work?

- How are issues discussed and debated?
- How are the decisions of Committee of Delegates and Annual Conference enacted? (The Rules of the Association)

Resolution writing practice

Tips on speaking at Committee of Delegates and Annual Conference

INDUSTRIAL RELATIONS BASICS (Two-day course)

WHEN AND WHERE?

- 22-23 March
- 17-18 May
- 19-20 July
- 22-23 November

8:30am registration for 9am start 5pm close
NSWNMA Waterloo Office

Day one of this course will provide branch officials and activists with an overview of a range of common workplace issues for which they might be required to support members or provide representation. Topics include employer investigations, workplace grievances, bullying and harassment, workers compensation claims, disputes and unfair dismissal proceedings as well as preparation and strategies to approach negotiation and advocacy.

Day two members will attend the professional education session Law, Ethics and Professional Standards in nursing and midwifery.

WINNING AT WORK (Two-day course)

WHEN AND WHERE?

- 19-20 April
 - 18-19 October
- 8:30am registration for 9am start, 5pm close
NSWNMA Waterloo Office or CBD venue

This course is aimed at members who are ready to take it up a notch. Perhaps there's a long standing issue at work that needs a bigger campaign, perhaps your branch is involved in the state-wide issues or perhaps you want to develop skills to campaign in your community. This two day course explores how we achieve change and how we encourage decision makers to make the right choice for our communities.

Health Care in Australia: Where is it going and what do we want it to look like?

Nursing in a Global Economy

- What is Universal Healthcare?
- The true cost of healthcare, can we afford Medicare?
- In whose interest? – Profit, community and healthcare

NSWNMA Campaigns

- An overview of the major campaigns
- Campaigning skills
- Start your local campaign plan

Building Power at Work

- Activist Identification
- Leadership development

Winning at Work and in the Community

- Develop a public narrative
- Designing strategies and actions that work
- Building support within and beyond the workplace

Engaging with our democracy

- Getting time with your elected officials can be useful, with the right skills you can make it powerful

Making the Most of Media

- How does the media work and do you have the right to speak with them?
- Developing skills in working with the media

ASSOCIATION IN THE WORKPLACE

These are a series of one to two hour workshops designed to be delivered by the Association in your workplace. Speak with your NSWNMA Organiser, or contact us at training@nswnma.asn.au to arrange for one of the following workshops:

- Industrial rights and entitlements (Know your Award/Enterprise Bargaining Agreement);
- NSWNMA structure & history;
- NSWNMA campaign updates;
- How unions win change;
- How to encourage people to join your Association;
- Safe Staffing Arrangements (Nurse:Patient advocacy) – eligible for CPD points;
- Reasonable Workload Committees;
- Workplace Health & Safety; and
- Bullying in the workplace.