

TRAINERS PACK



ONE DAY POLITICAL SCHOOL

AN INTRODUCTION TO THE LABOUR PARTY FOR TRADE

UNIONISTS - Tutor Guide

This training is designed for trade union members who may be interested in becoming more politically active in the Labour Party, or who want to find out more about why trade unions 'do' politics.

We want participants to come away with a better understanding of why trade unions engage in politics, the importance of the trade union link to the Party and why the link means Labour is the only Party that can speak for working people.

We also want this course to get people to take the next step on their political journey. Participants will be encouraged to join the Party (if they are not already members), campaign for a Labour Government and think about what roles they may like to play within their local Labour Party.

Who is the training for?

This training is aimed at trade union members that are about to begin, or are near the beginning, of their political journey in the Labour Party.

National TULO will be able to assist you with promoting your event, but ultimately it is down to those delivering and hosting the training to promote and ensure attendance, as you will have the important local contacts and networks.

Training Delivery

This is a one day course designed to be delivered by Regional TULOs, but it could be used by a union branch or region as well.

As with all teaching and facilitating there are some things to bear in mind that should help make this training more successful and enjoyable.

- Let your passion, interest and experience shine through, use anecdotes and tell your personal story where relevant.
- Make sure all the logistics, materials and room set up is in place well in advance.
- Try to create an open and trusting atmosphere where people are happy to share and ask questions without judgement.

- Encourage all members of the group to join in.
- People learn in different ways. Try to provide a range of activities so there's something for everyone.
- Bear in mind diversity and gender balance of those delivering the training, as well as those attending.
- Keep to time.

Example Agenda

10:00	Arrivals and Coffee
10:30	Welcome, ground rules, announcements,
11:00	Icebreaker
11:30	Why unions do politics
12:30	Lunch
13:30	Why unions do Labour politics
14:15	The importance of Labour and the link today
14:45	Your role in the Party
15:15	Break
15:30	Why we campaign
16:15	Check Out
16:45	Ends

Materials and Technology Requirements

We have provided all the materials in digital form for you to carry out this training, however you will need to print the handouts and secure use of the technology required.

Session 1: Welcome, ground rules, outline of the day

Item	Quantity
Projector, projector screen, Wi-Fi	1
TULO training slides	1
Sign in Sheet	1
Flip charts	Ideally 1–4
Flip chart pads	1 per table
Flip chart pens	3–4 per
<i>unionstogether</i> Labour Party membership forms	1 each
The Labour Party's 20 point plan for security and equality at work	1 each
'Campaigning 101' handout	1 each
Pens	1 each
White tac	1 each
Working together guidelines	1 each
Feedback forms	1 each
Case studies	1 each
Bingo sheets	1 each

Time: 30 minutes

Outline:

- Introduce yourself (Slide 1) – 5 minutes
- Aims and content (Slides 2–3) – 10 minutes
- Establish ground rules and housekeeping – 10 minutes

Materials needed:

- Slides: 1–3
- Working together guidelines
- 1 Flipchart, pen and white tac

Aims:

- Introduce the tutors
- Create welcoming atmosphere and set up the day
- Establish ground rules
- Make any health and safety or housekeeping announcements

Introduce yourself (Slide 1) – 5 minutes

Introduce yourself and any other tutors or organisers who are there. Give some background on your involvement in the union movement and in the Party – you might want to explain what it was that first got you involved.

Aims and content (Slides 2–3) – 10 minutes

Outline the broad aim for the day, using Slide 2. Explain why this is important.

- To give you the knowledge and confidence to become an active Labour Party campaigner.

Use Slide 3 to run through what the course will cover.

- Why trade unions 'do politics'
- The trade union and Labour Party link
- How the trade union and Labour Party link works
- The importance of the link today
- Why we campaign
- Your role in the Labour Party

Ask whether anyone has come to the day with particular questions they would like answering. If anything is raised that probably won't be addressed throughout the day feel free to answer it then or note the question and answer it later in the day.

Establish ground rules – 10 minutes

Introduce the 'working together' guidelines to the group, highlighting the bullet points on the first page. Ask them to take a couple of minutes to read the document.

Ask the group if they have any suggestions for other ground rules they would like to add. Write them on a flipchart and stick them on the wall so they are visible throughout the day.

Housekeeping

Make any health and safety announcements (eg fire and evacuation procedures), and any housekeeping announcements (eg location of bathrooms, availability of drinks etc).

Session 2: Icebreaker

Time: 30 minutes

Outline:

- Pair introductions – 20 mins
- Theme bunching – 10 mins

Materials needed:

- 4 Flipcharts and a pen (or as many flip charts as you have)
- White tac

Aims:

- Get participants talking and opening up about their experiences and build up their confidence.
- Ensure that any questions that participants would like answered are addressed during the course of the day.
- Reinforce important themes and trade union values such as collective solidarity and the industrial/political link.

Pair introductions – 20 minutes

Ask participants to turn to their neighbour and introduce themselves. Tell them they should make notes as they'll have to introduce their partner to the rest of the room afterwards.

Participants should give their name, their union and answer the following questions – Why did you join your trade union? What would you like to get out of today? After the pairs have been talking for

a few minutes, work around the room and ask each person to introduce their partner to the rest of the group succinctly.

Theme bunching – 10 mins

While they are introducing their partners, make a note of any answers to the question of what they would like to get out of the training that fit under the following headings. It's best to have 4 flipcharts lined up with these titles ready.

1. I want to find out **why politics matters**
2. I want to **work together with others to create change** in my workplace and beyond
3. I want to **find out more about the link** between the unions and the Labour Party
4. Other

Do a quick summary of what the room is hoping to get out of the day. Display the flip charts on the wall afterwards to remind you to make sure all these themes are addressed.

Session 3: Why unions do politics

Time: 1 hour

Outline:

- Case Study Task – 20 minutes
- Case Study Group Task Report Back – 20 minutes
- How does politics affect your life? Mingle Bingo – 15 minutes
- Summary – 5 minutes

Materials needed:

- 1 case study handout per person
- 1 marker pen and flipchart paper per group
- 1 flipchart pad and pen for the tutor
- 'Mingle Bingo' handout

Aims:

- Highlight the link between workplace issues and the broader political context they are

operating in and that often it is impossible to separate the two.

- Try to draw together the common issues that working people face inside and outside the workplace.
- Make the argument that politics happens to all of us and we can use trade union values politically to fight for a better deal for working people.

Case Study Group Task – 20 minutes

Each group gets given a workplace case study to analyse. In each case, a union has a workplace issue to resolve, but the solutions to the problems require both political and industrial action. The task is to discuss and then write down which issues could be achieved through trade union workplace organising and what requires political change? Some issues might require both political change and an organising approach.

Case Study Group Task Report Back – 20 minutes

Give each group 2 minutes to report back. Using 2 sheets of flipchart, note down what can be resolved organisationally and what requires political change.

By the end of the reporting back session you should have lots of issues e.g. outsourcing, public sector pay cap, Trade Union Act etc. Some actions may need to go on both sheets.

Summarise this activity by saying that there are limits to what trade unions can achieve organisationally in the workplace and our ability to organise effectively in the workplace can be constrained by restrictive laws. That is why trade unions 'do politics' – because in order to change the workplace for the better, we often need to change the law. Whether it's campaigning to remove unfair restrictions on workplace organising or to scrap the Trade Union Act, or fighting for unions' right of access to workplaces, better individual rights, a higher minimum wage, better health and safety protections, better maternity pay, more protection from unfair dismissal, or for decent investment in public services – so much of

what unions do has to be political.

How does politics affect you or your members' lives? Mingle bingo – 15 minutes

'Mingle bingo' – Participants must cross off all the issues to win. To cross out an issue they must get up, move around the room find someone else (or someone they have represented) who has been affected by these political issues.

Summarise – *Working people have many issues in common, inside and outside the workplace.*

We all joined unions because we want to stand together with other workers to make a change in our workplace, but there are limits to what trade unions can achieve organisationally in the workplace and our ability to organise effectively in the workplace can be constrained by restrictive laws. Unions do politics because if we want to change our workplaces, then we often need to change the law.

Also, because our members aren't only affected by issues at work, because they are affected by housing, transport, the health service, schools, crime, access to childcare, unions do politics to fight for a better deal for working people on all these issues too.

Trade unions don't just campaign – we don't just want to ask the government of the day to give us a better deal, we want a government that is made up of working people that governs in the interests of working people. That's why the trade unions founded the Labour Party over 100 years ago, and that's why they do Labour politics today. We'll be looking more at the link between the unions and the Labour Party in the next session.

Session 4: Why unions do Labour Party politics

Time: 45 minutes

Outline:

- Video 1 and discussion – 20 minutes
- Video 2, discussion, feedback and summary – 25 minutes

Materials needed:

- Wi-Fi enabled computer connected to a projector and speakers

Aims:

- Communicate that the Labour Party was founded because of the limits of workplace organising alone to achieve a decent life for working people.
- It was also founded because working people need their own collective voice in Parliament and couldn't rely on the good will of other Parties or classes.
- Despite a very different economy and society today the issues faced by the founders of the Party are similar in many ways– secure jobs, decent pay, dignity in the workplace and society.

Video 1 and discussion – 20 minutes

Show 'The rise of Labour' to 7:17, the link is

<https://youtu.be/SyhHqY6bbZ0>

Ask each group to discuss this question amongst themselves – according to this video and from your own knowledge, why was the Labour Party created? Ask each group to agree a 1-sentence answer to this question, and to write it down.

Video 2, discussion, feedback and summary – 25 minutes

Show Dan Snow's 5 minute history of the Labour Party, the link is https://youtu.be/_3A_nChO1G8

Ask each group to discuss this question amongst themselves – according to this video and from

your own knowledge, what have been the Labour Party's biggest achievements for working people? Ask them to agree a list of 3 achievements that have made the biggest difference to working people, and three changes that the next Labour Government could make that would make a big difference to working people's lives. Give them about 10 minutes to have a group discussion.

Feedback – After they've discussed this, ask each group to appoint a spokesperson. Ask them to feed back their 1-sentence summary of why the Labour Party was created, and to list their 3 top achievements, and the 3 changes they'd want the next Labour Government to make.

Summarise – *The Labour Party was founded because of the limits of workplace organising alone to achieve a decent life for working people. It was also founded because working people need their own collective voice in Parliament and couldn't rely on the good will of other Parties or classes to act in their interests.*

That's why trade unions work hard today to support trade union activists to get involved in the Party, and to stand to be MPs. Many of Labour's current MPs have come from the trade union movement. They're in Parliament to make workplaces and society better for working people. They're also there to make sure that working people have real voice and power in politics.

Despite a very different economy and society, and the issues founding the founders of the Party are similar in many ways those facing working people today – secure jobs, decent pay, dignity in the workplace and society.

Session 5: The importance of the Labour link today

Time: 30 minutes

Outline:

- Presentation of how the Labour link works today and makes both unions and Labour stronger – 30 minutes

Materials needed:

- Wi-Fi enabled computer connected to a projector
- TULO training slides 5–9

Aims:

- Communicate how the partnership between the Party and the affiliated unions works at every level today
- Outline the role of TULO
- Give contemporary examples of how the link benefits the unions and Party at a local level

Slide 5

The partnership between the unions and the Party exists at every level.

- National – The National TULO office (2 people at present!) is here to strengthen the link nationally. The National TULO Committee brings together Party leadership and Union Gen Secs quarterly. Trade unions make up half of Annual Conference, and are represented on the NEC and National Policy Forum.
- Regional – Regional TULO Committees are made up of representatives of the affiliated unions and the Party in the English regions, and in Scotland and Wales. TUs have a 1/3rd of places on regional Party structures like Regional Executive Committees.
- Local – Branches of affiliated unions can affiliate to CLPs where they have members living in the constituency. They can then get involved in the CLP's decision-making. CLP TULO Reps, along with other CLP Officers,

are responsible for involving trade unions and union members in the Party's structures and campaigns locally.

Slide 6

TULO stands for the National Trade Union & Labour Party Liaison Organisation, we are separate from the party but have a close relationship. They act as the collective voice of the affiliated trade unions within the party to make sure that Labour speaks for working people & their families. They also campaign within the union movement for Labour as *unionstogether* – because we believe that only Labour will govern in the interests of working people.

Slide 7

Case Study 1 – Baker's Union and Young People's Voter Registration

- The BFAWU organised in fast food restaurants during the 2017 general election – linking workplace and political issues
- They said to workers that if they wanted a £10 an hour minimum wage then they needed to register to vote and vote Labour!
- They also forged links with CLPs across Nottingham/Yorkshire/Cambridge and engaged in joint fundraising events telling the story of the Mcstrike industrial action. Union speakers can be a draw and benefits of fundraisers can be shared.

Slide 8

Case Study 2 – UNISON and the Ethical Care Charter

- UNISON delegates in Southwark raised the issues of care quality, low pay, job insecurity and rushed client visits with Labour councillors at Party meetings.
- Southwark UNISON made a request that council consider adopting The Ethical Care Charter.
- The Ethical Care Charter adopted by Southwark Council and now it's been adopted 30 other councils in England, Wales and Scotland.

- Mutual benefit for Labour council and UNISON members to improve care, provide better value for the council and improve T&Cs of care workers.

Slide 9

Solidarity is a two-way street that makes unions and the Party stronger. We want trade unionists to campaign for Labour, but we also want a Labour Party that's grounded in trade unions and in the workplace that will deliver a fairer deal for all our members.

That's why we campaign for Labour, and why we campaign inside the Party for policies that will make things better for working people and their families. In the next session we're going to look at how you can be part of that.

Any questions?

Session 6: Your role in the Labour Party

Time: 30 minutes

Outline:

- Presentation of slides 10–16 – 15 minutes
- Discussion and feedback – 15 minutes
- Materials needed:
- Wi-Fi enabled computer connected to a projector
- TULO training slides

Aims:

- Give a broad overview of Labour Party structures and roles
- Give examples of how trade unionists can strengthen the union link locally and become more active in their local Party.
- Encourage participants to become more active in their local Party

Presentation of slides 10–16 – 5 minutes

These slides outline the basic structure of the Party from branch to NEC with a short breakdown of their composition and role. Slide 16 gives some ideas for participants to become more active within their local Party.

Discussion and feedback – 15 minutes

Invite questions on the workings of the Labour Party and on ways members can become active. Invite participants to share their experience of the Labour Party if they have any, and how they are already involved. If not you can tell them a little about your experiences – be positive

Session 7: Why we campaign

Time: 45 minutes

Outline:

- Give out handout and briefly summarise why we campaign – 5 minutes
- Door knocking role play – 30 minutes
- Questions and feedback – 10 minutes
- Materials needed:
- 1 copy each of 'Campaigning 101' handout

Aims:

- Encourage people to sign up to a campaign event
- Communicate why we campaign and how
- Reassure those new to canvassing and ask answer any questions they may have so they are more likely to
- Let them know campaigning is fun!
- Summarise why we campaign – 5 minutes
- Elections are won between polling days, because talking with voters all year-round builds relationships and makes people more likely to vote Labour
- It helps the Labour Party understand what issues people care about
- We can collect information on who supports Labour and who we still need to persuade

- The Tories are funded by big corporate donors and can spend lots of money on glossy leaflets and billboards; we need to have millions of face to face conversations to cut through this imbalance.
- It's fun!

Door-knocking role play – 30 minutes

Hand out the '*Campaigning 101*' handout, and give them 5 minutes to read and familiarise themselves with it. Answer any practical questions.

Ask participants to get into pairs for three door knocking role plays. One person is a canvasser and the other is a potential voter.

For the first scenario, ask them to keep it simple. The voter should be a strong Labour supporter – a Labour voter who always votes Labour, and votes at every election. Ask them to swap roles so they both get a go.

For the second scenario, ask them to have a longer conversation. The voter sometimes votes Labour, but isn't sure this time. Ask them to use the issues briefing to briefly explain why voting Labour is important. Again, ask them to swap roles so they both get a go.

For the final scenario, ask the person playing the voter to be unfriendly and to not want to talk or share their voting intentions. Once more, ask them to swap roles so they both get a go.

Questions and feedback – 10 minutes

Give the participants an opportunity to reflect their experiences and whether they have any questions. Ask them how they felt during the three different scenarios. What have they learned that they would put into practice on the doorstep?

Do a quick recap of some top tips for campaigning. Remind them that during their first campaign session they will be paired up with a more experienced campaigner.

- Be friendly, introduce yourself and who you are representing.
- Know the practical facts (like the name of the candidate!)
- Get to know the questions, so you are confident in what you are asking.
- Read the briefing, and familiarise yourself with the big issues. Ask the person leading the campaigning session if there are any particular local issues that might come up.
- Be prepared to do a small pitch for why voting Labour is important, if they are undecided, but don't spend too long on it – this is more about gathering information than about persuasion.
- Occasionally, people are unfriendly or don't want to talk, or they say they don't want to share their voting intention. That's their right and we should respect it. Be polite, say thanks for your time, and move on quickly.

Session 8: Check out

Time: 45 minutes

Outline:

- Group checkout – 20 minutes
- Feedback forms and other form filling – 25 minutes
- Materials needed:
- *unionstogether* Labour Party join form
- Campaign day sign up form
- Feedback form

Aims:

- Make sure participants go away feeling positive
- Get participants to sign up to a future campaign event in the region – preferably you will have something planned in advance
- Get participants to join the Party if they haven't already

Group checkout – 20 minutes

Go round everybody in the room and ask them to say one thing that they learned from today and one action they will take as a result. Thank them for their participation and make them feel valued. Ask them to sign up for a future campaign day if you have one scheduled. Encourage them to sign up for Labour Party membership if they aren't already.

Feedback and other form filling – 25 mins

Hand out feedback forms with Labour Party membership forms and ask for them to fill them in.

After the event

After the event it is always good practice to follow up with participants. You should email them thanking them again for their time and give them a list of follow up actions they can take if they haven't already such as joining the Party, signing up to a campaign event etc.

Your experience

We would really value tutor feedback on how you found facilitating the day. Every bit of feedback allows us to improve the course and make it better for future tutors and participants.

Please send your feedback to

joe@labourunions.org.uk