



E – Learning Online Short Courses

21/06/2019 / Induction Training

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GMB London Region

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Dear Colleagues

Alongside your GMB London Region core training, we would like to draw your attention to e-learning, as a way of enhancing and updating your skills and knowledge, strengthening your ability to represent GMB members in your workplace and further your efforts in building GMB Organisation there.

You can access these courses via the Regional website www.gmblondon.org.uk and clicking on the link there, or by following the links in the information here.

It is important to remember that whilst undertaking these e-learning courses that as a GMB representative you are still entitled to paid release time to enable you to complete the course.

As a start it would be good practice to negotiate your paid release with your employer prior to commencing the course, you may also want to involve your Branch Secretary or full time Officer when doing this.

When you have completed courses please let us know at the Education department so that we can add this information to your training record, also let us know about your experience of e-learning so that we can work to enhance this.

These courses are not a replacement of our core training programme, rather they complement it and enable you to deliver the best service to members that GMB can provide.

Yours in comradeship

Paul Ward

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Regional Education Officer

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GMB/GFTU Courses

Health & Safety Representatives

Introduction to Health & Safety

Control of Substances Hazardous to Health

Stress Awareness

Mental Well-being

Drug and Alcohol Awareness

Fire Safety

Shop Stewards

A General Guide to Disciplinary Procedures

Effective Minute Writing

Meeting Skills

General Interest

Writing a CV

Self-Development

Managing Yourself and Your Time

Managing your Priorities

Assert Yourself

Personal Resilience

Guidance Notes

To enrol on the GMB/GFTU e-learning courses, you will need:

- An e-mail account, and
- To create a user name and password which you must keep private. The user name is usually your e-mail address

To begin, use the link <http://gftu.learningpool.com>

This will direct you to 'GFTU e-learning centre' where you can create your account

Please note you must enable cookies or 'pop ups' in order to view course content. This usually appears in a white oblong pop-up box at the bottom of your screen.

Once you have registered you will receive an e-mail which will confirm your details, you should save this for future reference.

You will now have your own page to where you will be automatically be directed each time you log into your account. From here you will be able to keep track of your progress through the different educational routes available. It is important to note that there is no specific order in which you are required to do the training and no time limits on the courses.

Following the completion of each course, you will be required to complete a short questionnaire before your certificate can be downloaded.

GMB/ACAS

Content

Discipline and Grievance

Contacts of Employment & Written Statements

Conflict Resolution

Handling Redundancy

Bullying & Harassment

Working Time & Holidays

Equality & Diversity

Performance & Management

Managing People

Pay & Reward

Guidance Notes

To enrol on the GMB/ACAS e-learning courses, you will need:

- An e-mail account
- To create a user name and password which you must keep private. The user name is usually you e-mail address.

<http://www.acas.org.uk/index.aspx?articleid=2113>

This link will direct you to the ACAS Learning Online page. In the first paragraph, after the bullet pointed course list, click **Learning Online** which will be in bold print.

By clicking on **Learning Online** you will be directed to a new page. Please see '5 steps to success' on the right hand side of the page where you will begin your learning journey by creating a new account.

Once you have registered you will receive an e-mail which will confirm your details, you should save this for future reference.

It is important to note that there is no specific order in which you are required to do the training and no time limits on the courses

Most of the courses have a short test at the end in order to measure your understanding. Once a course has been completed you will be able to download your certificate by clicking on the tab (as directed at the end of the training)