

Union capability building plan

#	Topic	Description	Target Audience	Schedule	Trainer
1	Advisory visits, and Advisory Guidelines	This training offers a general, non-exhaustive overview of tasks for TU in the advisory process including the BWJ improvement	All TU staff and new representatives who is responsible to conduct the advisory visits	19 th of June, 2022	Abed Aljwad Alnatsheh
2	Industrial relation and international labour standards	This training will provide participants with a thorough understanding of Labour and Industrial Relations (IR). Industrial Relations is concerned with the maintenance of the employment relationship, essentially how trade unions and management of an organization interact. https://workspace.betterwork.org/working-groups/training/Training%20Documents/05.%20Other%20Training/Industrial%20Relations	All TU staff and new representatives	2 nd of July, 2022	Abed Aljwad Alnatsheh
3	Facilitation Skills	This training will cover: <ul style="list-style-type: none"> • Adult learning theory • Learning styles • Learning pyramid • Communication • Planning, delivery and evaluation 	All TU staff and new representatives	16 of July, 2022	Sumana or Arabian ex-col
4	TOT Sexual Harassment Prevention (SHP) training	<ul style="list-style-type: none"> • Define sexual harassment; • Identify the Policies on the Prevention of harassment; • Discuss what is and what is not sexual harassment; • Discuss how to prevent sexual harassment; and • List the role & responsibilities as a manager or employee relating to sexual harassment 	All TU staff and new representatives	17 of July, 2022	Sumana or Arabian ex-col
5	Soft Skills Training Sessions	This training session aims to improve the factory management and workers' understanding of dialogue-based problem solving. It focuses on understanding the importance of communication in the workplace, assessing the communications systems at the factory level	All TU staff and new representatives	18 of July, 2022	Abed (Sumana is

		and improving the communication at the workplace, problem-solving and grievance mechanisms?			not available)
6	TOT Rights and Responsibilities	The main objective of this session is helping workers develop a basic understanding of their responsibilities in the workplace and inform them of their rights in order to establish a community of value and integrity.	All TU staff and new representatives	19 of July, 2022	Sumana or Arabian ex-col
7	TOT Workplace Communication	to improve the factory management and workers' understanding of dialogue-based problem solving. It focuses on understanding the importance of communication in the workplace, assessing the communications systems at the factory level and improving the communication at the workplace.	All TU staff and new representatives	20 of July, 2022	Sumana or Arabian ex-col

**** Based on the availability of the trade union staff, the trainer may divide the attendees into two batches.***

***** Each trainee should set his/her own training plan within ten days after receiving the training.***

****** Each trainee will be subject to evaluation in the beginning of delivery and implementation his/her own training plan according to BWJ QA/QC system.***