

ITF ORGANISING MANUAL

FACILITATOR'S GUIDE

WHEN TO USE THE ORGANISING MATERIALS

The ITF Organising Manual, which includes a handbook and PowerPoint modules, is an excellent resource for increasing our skills and gaining information about how to organise. Many transport unions are already using the methods contained in these materials to successfully strengthen their organising.

The materials are also designed to help participants to create specific organising plans. The course can be used (1) to plan to organise one group of workers or (2) to create several organising work plans covering different groups of workers. The planning can be done in small groups or one large group.

This planning methodology relies on using real organising examples brought by union leaders and participants. The materials will

help participants develop an organising plan which can be presented and shared. Participants will need to bring with them an understanding of the organising situation and information about the workers and the employer.

Using real organising examples requires that facilitators spend adequate time with union leaders to prepare for the training. This methodology may at first require extra attention from the facilitators, but trade unionists will find that the methodology makes the educational experience immediately relevant and useful. Facilitators need to be familiar with union structures, decision-making, availability of resources, union organising strategy, and company and industry research.

Union leaders and facilitators will need to think ahead about how to best utilise the workshops and what follow-up will be needed.

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Aim to include participants who are union members and activists, union staff, elected union leaders and non-union workers. Include the union decision makers and also the people who will be doing the organising work.

OVERVIEW OF CONTENT

The training materials are organised in PowerPoint modules. Each module focuses on an important component of organising. But each organising situation is different, so the modules are designed to be used flexibly. They can be used in any order and in any combination. The facilitator will need to decide which modules best fit the situation and needs of the union and the workers involved.

Opposite is a diagram which shows the different modules and how they are organised. The first four modules cover the preparation and planning needed to begin organising. The next modules cover six key topics that are part of the organising process. The public

mobilisation is usually the final stage of the organising process.

HOW TO USE THE ORGANISING MATERIALS

Each module has a PowerPoint presentation. The PowerPoint presentation includes notes for the facilitator below each slide.

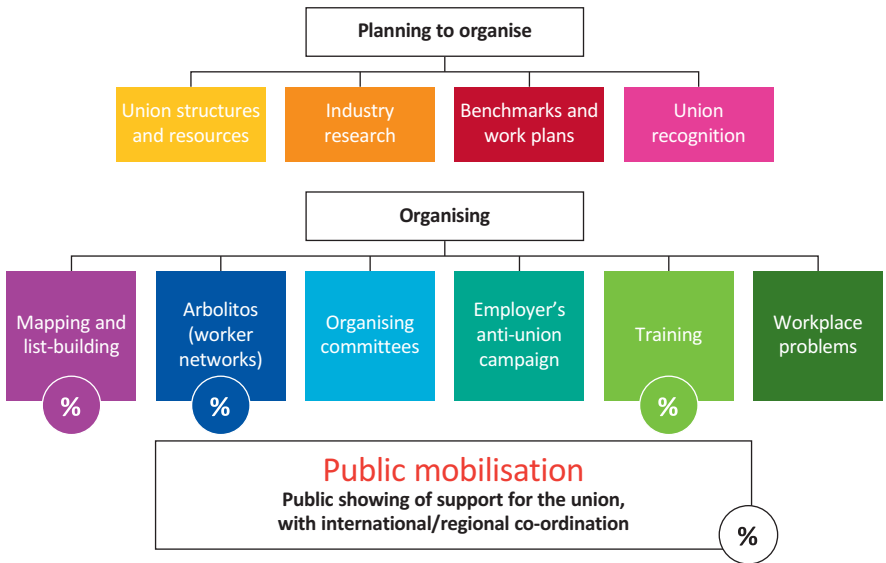
At the beginning of each PowerPoint module, you will find:

- * *Aims*
- * *Preparation*
- * *Activities*
- * *Suggested time frame*

The activities for small groups need to be printed ahead of time, one copy for each small group. These slides are marked "Activity" in the lower left-hand corner of the slide.

In the facilitator notes below each slide, you will also find many additional opportunities for small working groups. Review the PowerPoint presentations carefully to plan which slides you might want to delete or add and how many of the extra small-group activities you will want to use.

ORGANISING STRATEGY



Learning from each other

Please share your strategies, stories and advice about how to organise and increase worker participation in unions. The ITF can assist with translation, writing and editing, and educational forums on organising. We can all learn from each other. Email your suggestions to education@itf.org.uk or organising@itf.org.uk.

When preparing for an education programme, you will want to use the handbook to decide which modules fit your situation. Even if you are only using a few modules, the handbook will help you understand all the concepts used.

You will need to delete modules and slides that are not relevant to your situation. For example, if you are organising a workplace where the union has a presence and structures, you will probably want to delete the module on “Union Recognition” and most of the slides from the module on “Employer’s Anti-Union Campaign”.

Distributing the handbook ahead of the programme will help participants prepare and participate. It will give participants a good idea of the content of the curriculum.