



Labour Research Service

ASSOCIATION NOT FOR GAIN
Incorporating the Trade Union Library
Registration number; 1986/002993/08

“Knowledge is too important to be left in the hands of the bosses”

Dear Comrade,

Information Management and Communication Skills Course for Trade Unions

Under the aegis of the new Trade Union Library, the LRS will be hosting a three-day workshop focused on and tailored toward trade union information and communication needs. This workshop will be chiefly aimed at trade union administrators and resource workers but also for organisers and educators.

The workshop will seek to:

- 1) Train participants in identifying, searching for and storing needed information
- 2) Using that information, establishing its value and identifying who needs such info
- 3) Sharing and making available such information to union members who need it through various systems of support

The first workshop will take place in the Western Cape (at Community House, Cape Town) on 1-3 February. The second workshop is planned for KwaZulu Natal on the 14-16 March, (at Workers College, UKZN).

Proposed programme:

1st day:	2nd day:	3rd day:
Identifying information	Using information	Communication of information
a. Identifying information	a. Establishing value of or importance of information and usage	a. Collating information (summaries, reports)
b. Sourcing and collecting information	b. Establishing how information can be used within the union	b. Forming contact databases of relevant union leaders, members and officials.
c. Storing information	c. Establishing who in the union needs what info	c. Distributing information (email, social network sites)

Participants:

Each union can send up to two participants. The course is targeted at administrators, information officers, organisers or full time shop stewards.

Costs:

The three-day workshop will cost R10 000 per union and includes course pack; access to LRS online databases and meals during the course. Transport and accommodation is **not** covered.

For the LRS to run these workshops in a sustainable manner a minimum of 10 unions should participate in each workshop. Should your union be interested in participating in any of the above workshop, please fill in the Confirmation Form below and contact the Labour Research Service:

Yours truly,
Matthew Grant
Trade Union Library Project Manager | Labour Research Service



Confirmation Form

(Complete and Fax)

Matthew Grant: library@lrs.org.za
 Tel: 021 447 1677.
 Fax: 021 447 9244
 OR
 Anilla: anilla@lrs.org.za
 Tel: 021 447 1677

CONFIRMATION FORM:	
Western Cape (tick)	Kwazulu Natal (tick)
Trade Union:	
Contact Details: →	Tel:
Authorised by:	Email:
Position in Union:	
Names of Participants:	Contact Details:
1)	Tel:
	Mobile:
	Email
2)	Contact Details
	Tel:
	Mobile:
	Email

PLEASE NOTE: Payment should be made two weeks in advance of each workshop.
Payment of the Western Cape Workshop by the 18 January, 2012
Payment for the KwaZulu Natal Workshop by the 29 February, 2012

Payment details:

Bank: Standard Bank
 Name of Acc Holder: Labour Research Service
 Account Number: 071 125 582
 Branch Code: 020 909
 Branch: Mowbray

Please fax proof of payment on 021 447 9244