POSTAL ORGANISING

A guide for Branches & workplace Reps

#Posties4organising

The communications union
Since taking over as DGS(P) in July 2015 I have set out to ensure that organising and recruitment for all representatives, at all levels, has equal status and is at the forefront of our strategic thinking if we are serious about addressing long term membership decline and remaining an effective workplace Industrial trade union. Recruitment and organising is crucial to all we do and all we hope to achieve as a union.

Our proactive approach to achieve this has seen a consultation exercise carried out to gauge ideas, views and opinions of all key postal constituents, including branches, field officials and the Postal Organising Team, designed to encourage a far greater joined up approach between all key stakeholders to fully unite us around the organising agenda.

In response to the consultation process we held the first ever national briefing on organising and recruitment to bring together all senior lead representatives, both branch and IR Representatives, to encourage and promote working together on the issue of organising and ensure we are aligned in our strategy for the future.

This guide booklet produced by the Postal Organising Team is yet another excellent tool that has been developed to enable us all to achieve the highest standards of organising.
INTRODUCTION
FROM LYNN BROWNE
SENIOR ORGANISER POSTAL

Welcome to the first guide for Reps and members on the issue of organising. The guide is there to assist you in making the CWU the primary union for all postal workers. As a union we are constantly striving to reach 100% membership, this is a task for which we are all responsible.

The guide talks you through all of the recognised techniques for organising workers; it contains some useful tips in dealing with one to one recruitment and how to establish workplace committees.

In 2012 organising became part of the Postal Department and as a consequence of this; it is an item which is regularly discussed at the very top of the union. Moreover the Postal Executive are committed to the Organising Agenda and have a regular input to the policies we develop in this area.

Each branch has a field organiser attached to them to assist branches in not only recruiting new members but developing strategies to make the CWU more relevant and better represented in the workplace. To find out who the field organiser responsible for your branch please visit: www.cwu.org/postal/workplace-organisers/

We also have a wealth of recruitment literature, which is always being updated and added to which you can access via www.cwu.org/postal/agreements/ under the heading 2017

Effective organising is crucial to not only the survival of the CWU, but it is essential to ensuring that CWU Representatives at all levels have the full backing of the workforce to enable them to achieve the best possible agreements in order to give our members the best possible terms and conditions of employment.

This guide has been produced by the Postal Organising Team.
What is Organising? 
Why is it important to the CWU in the current climate?

Organising is a particular approach to trade union work that involves not only recruitment of members but improving union structures and communications. The focus is to involve as many members as possible in the activity of the union and provide them with the training and confidence to run the union in their workplace as they see fit, including being able to represent each other and campaign for change. A successfully organised workplace is one that is ‘self sustainable’.

Organising is nothing new. It is what unions have always done since they were created. In fact the CWU and its antecedent unions have been organising and representing postal workers since the early 1800’s. Modern day organising is an extension of this historical work of trade unions it is part and parcel of everyday trade unionism.

However the Postal Industry and the CWU have undergone much change in recent years. The nature of work in the industry is changing at a fast pace, privatisation means that we are now at the behest of the shareholders who are driven purely by profit. In this new environment our union must adapt to ensure we remain strong enough to defend our members jobs, terms and conditions well into the future.

The only way to do that is to strengthen our union at its base, out there in the workplaces. We must ensure we increase our membership, increase our reps and activists and make sure they have the skills, support and confidence to stand up and defend our conditions at work.

This must not only happen within Royal Mail but the CWU must become a force for all workers in the postal industry.
What is the Postal Organising Agenda?

The Postal Organising Agenda is about delivering these goals and putting in place strategies to campaign for better now and secure our union for the future.

The organising agenda is focused on delivering in four main areas:

- Increasing and maintaining union membership
- Improving our communications and workplace structures
- Getting more members actively involved in the union
- Assisting on local or national campaigns as needed

This agenda is based on three key Conference motions and two projects agreed/promoted by the Postal Executive:

1. Workplace committees
2. Improving organising training
3. Increasing overall membership
4. Welcome to Royal Mail sessions
5. Project 20 Plus
1. Workplace committees

The Postal Organising Team recognises that our workplace reps are central to the functioning of the union. It is also clear that many of our reps, who are volunteers, are under an immense amount of pressure in the workplace and, in particular our reps out in delivery offices can become quite isolated from the union or from issues being negotiated at a national level.

Historically the CWU had committees of active members in most workplaces and Conference motions have sought to resurrect these committees as a way to help support workplace Reps, create a more active membership at workplace level and to help increase membership numbers and indeed activism.

While the IR work must remain the responsibility of the IR Rep there is a variety of roles for committee members to undertake and get involved in. All of which can help us deliver on the union’s organising agenda.

Roles on committees can include: Recruitment; Women’s/Youth/BAME Officer or Contact Point; communications for example handing out newsletters or updating notice boards; Contact Points to report issues back to IR Rep; ULR’ H&S or any other role that the Rep feels able to delegate (other than IR issues/ conduct)
2. Improving organising training for branches and reps

An issue which we often get feedback from Branches on is that reps need more training on what organising and recruitment is, and in particular how to recruit someone face to face and deal with objections:

• The Postal Organising Team has put together a training course that can be delivered informally with branches and reps at a venue and in a manner that best suits the branch or region. This looks into key organising activities and provides relevant resources for branches and reps

• There is now a range of organising materials and resources available to branches to help them recruit members. These cover a variety of issues and can be accessed via **www.cwu.org/postal/agreements 2017**

• An online introductory course to Organising is now available on *Left Click*. This course will be added to and expanded over the next few months. This course was developed in response to issues raised by branches. It provides basic organising skills to get reps started in their workplace. To register for this course go to **www.leftclick.org**

3. Increasing overall membership

For all unions, now more than ever, maintaining and increasing membership is vital. While the organisers can assist branches in developing strategies to increase membership in specific workplaces or areas it simply isn’t possible for Organisers to solely shoulder the burden of recruitment; we do not have an army of organisers like many other unions.

In the CWU it is accepted that organising is everyone’s responsibility and this means we must all play a role in ensuring that all CWU Reps are supported by the membership.

Many workplace issues and problems, such as revisions etc, can open up opportunities to recruit members, what we need is a coherent action plan in
each workplace to ensure these opportunities are not missed. Your organiser and branch can assist you in creating and delivering on an organising action plan that address issues in your workplace that you identify.

4. Welcome to Royal Mail

As part of our the union agreement with Royal Mail the CWU are entitled to speak to all new entrants into the business during their induction class. This is a massive opportunity to ensure we recruit all new starters to the CWU from the outset and that they know immediately what the CWU is and how it can deliver for them in the workplace. Throughout 2016/17 the Postal Organising Team has been working with the PEC to improve and standardise our approach to recruitment at WRTM sessions. This has included:

• introducing specific training for all activists who wish to help with recruitment at inductions

• creating a pack of materials and resources to hand out on the day

• developing a CWU recruitment DVD which directly addresses many of the questions raised by potential members

• introducing a tracking system to ensure we do not miss any new entrants and are able to inform branches who was an was not recruited to the union

5. Project 20 Plus

*Project 20 Plus* is an organising initiative introduced by the Postal Executive in conjunction with the Senior Organiser Postal at the end of 2016. This initiative has identified all workplaces which have more than 20 non-members and has requested that branches work with their PEC member and organiser to develop workplace appropriate action plans to attempt improve membership. To get involved in this project contact your organiser, there is more info on this on the CWU website.
Guide for Branches and Workplace Reps
Role of CWU Postal Organisers: What your Organiser can do for you!

The Organising Team is based in the Postal Department and has eight dedicated postal organisers.

The postal organisers have been professionally trained in organising techniques and strategies. It is their role to work with branches and reps and make sure they have resources and action plans that will allow the union to meet its organising goals.

Each organiser has responsibility for between 1-13 branches, it is not possible for organisers to visit all workplaces on a regular enough basis to consistently recruit or engage activists. This work can only be done by branches and members on the ground.

Organisers can however:

• Help branches identify areas to increase members and get more members active
• Help put in place strategies to engage in the organising agenda over the long term
• Meet with workplace reps and provide assistance in establishing workplace committees
• Provide training in organising techniques
• Provide and develop resources to help organise each workplace
• Provide advice and practical help for improving branch and workplace communications
• Help workplace reps identify non-members and put in place an action plan for recruiting them over the short and medium term
• Help branches address areas of organisation they think need improved, for example involving women, youth or BAME members or in particular work areas.

To find your branch organiser, please go to www.cwu.org/postal/workplace-organisers/
Role for Branches and Reps in Organising

Organising – everyone’s responsibility

Only a well organised union can hope to deliver for members, the more members we have the stronger we are and the more of these members who play an active part in the union the even stronger we are.

That means it is everyone’s responsibility to take part in organising.

It is also important that recruitment and organising doesn’t just get left to one or two people in each branch or only left on the shoulders of IR reps in the workplace.

Any union member who is interested in getting involved in the union could take on small tasks that will help us improve and build organising.

For example:

Members of a workplace committee can be responsible for getting members active in different parts of the workplace. They could help hand out news bulletins or information from the union rep and reporting problems back to the Rep/Committee

A Women’s/Youth Officer can play a role in encouraging others, recruiting people or communicating with particular groups

You can even explore having a workplace organiser to take on the role of checking membership info and approaching non-members about why they are not in the union

By keeping recruitment and organising in mind when doing other work for the union it is possible to be actively organising all the time without much additional resources
Having more active members in a workplace can take some pressure off the IR Rep allowing them to concentrate on pressing IR issues, it also means the union is better placed to campaign for change in the workplace and to deal with challenging situations like revisions or industrial action.

**Example organising projects for your branch:**

- Establishing a workplace committee
- Increasing active members from equality sections
- Mapping out non-members in each unit
- Filling branch / workplace vacancies
- H&S Projects
- Improving communications - notice boards, newsletters, social media
- Training for reps and members in 1-2-1 recruitment
- Engaging with non members
- Surveying Reps
- Surveying members
- Campaigning on an issue
- Building membership during a revision
How to get started?

Contact your organiser

Organisers are available to come into your branch or workplace and help you put in place an action plan to help you get started! In addition they can offer advice via phone and email.

Get some training

Organisers and the Education Department offer organising training specific to postal branches and reps. For more information please visit: www.cwu.org/education/

Use organising resources

There are a variety of materials and resources available to help you organise your workplace. They include leaflets targeting different types of members, sheets to track your non-members and new starts, member’s surveys, revisions materials and packs for new starters: www.cwu.org/postal/agreements/2017
Organising 101: Some Basic Organising Skills

Mapping: what is it?

Mapping is the process of building up a picture of the workplace or branch in which you are organising and recruiting. It may even be used to build up a picture of a particular shift.

Why Map?

- To identify areas of the workplace or branch where we have low numbers of members or activists (means we target resources more effectively)

- Information will help us to target potential members in areas where the union might be under-represented

- To identify issues affecting workers. (Issues that are relevant to workers can be used to recruit and organise around)

- To help establish membership density (% of members). Useful to establish baseline figure as a starting point to measure progress

- To help with communication networks: the map can make sure that there are contacts / reps in all parts of the workplace who can be relied upon to gather information and get it out to members
What to put on the map?

Anything that will be useful in helping you plan, target resources, and help to identify and recruit new members and activists.

• Numbers working here (including gender, race, age)
• Working patterns (full/part time/permanent/contract)
• Job role/work area
• Members
• Members of other unions
• Shift patterns
• Potential members
• Details and location of reps and activists (think of all reps including ULRs, Health and Safety)
• Issues that are relevant to workers in their job

Evaluate membership profile:

• How much do we know about the workforce?
• What factors might influence their joining the union or getting active?
• Is there any identifiable difference in the profile of members and those not in the union?
• Are there differences between members and activists?
1-2-1 Recruitment

Before embarking on a recruitment “walk round” it is important that you are prepared, below are some of things you may need to consider before you begin.

• What do I need to know about the person I wish to recruit?
• How will I approach/introduce myself?
• What issues might they raise?
• What information do I have about these issues?
• Are there current issues at work I could usefully introduce if necessary?
• How will I show that I am listening to them and that I understand?
• Do I need to be aware of any language/cultural barriers?
• What should I do to help me with this?
• What union material/resources do I have that will help?
• What else do I need to have?
• Do I know what will happen when they join? (e.g. process of membership, date of next meeting, newsletter, letter from Membership Department, membership card)
• What can I ask them to do that will get them involved?
• If they don’t want to sign up what can I do to ensure that I arrange to go back and talk to them again?
• How will I end the meeting?
If your recruitment has been successful - great, now how can you continue to engage them in union activity?

If your recruitment has been unsuccessful, what information have you learnt (remember to add this info to your map)? Based on what you have learnt when will be a good time to follow up? For example: a worker won't join because of particular issue, can you involve them in a campaign to resolve it?

Objection handling

Often we hear reps telling us they find it difficult to deal with objections raised by staff when they are asked to join the union. Don’t forget sometimes there might be someone else who is better placed to ask a non-member about joining, for example a friend or relative who is already in the union. If you need more guidance on objection handling check out the online training available via the Education Departments Left Click programme. Our chart on the following two pages lists the possible answers that could be given in response to typical objections.
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<tr>
<th>OBJECTION</th>
<th>POSSIBLE ANSWER</th>
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<tr>
<td>IT COSTS TOO MUCH MONEY!</td>
<td>The improvements in your pay and benefits that a strong union can achieve far outweigh the cost of membership, you can’t afford not to be in the union. The CWU is a fair organisation and has different sub rates dependent on the hours you work, so part-time workers don’t pay as much as full-time. The money you pay in subs goes towards the cost of free legal advice and training reps to be able to better negotiate and represent members. MAKE SURE YOU HAVE THE CURRENT MEMBERSHIP FEES TO HAND!</td>
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<tr>
<td>I DON’T WANT TO PAY MONEY TO THE LABOUR PARTY.</td>
<td>The CWU understands that everyone has a right to their own political beliefs. However the political levy is not just a contribution to the labour party but enables us to run campaigns on many issues like the Dog Bite Legislation, Digital Britain and Save the NHS. All members are able to opt out of the political levy.</td>
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<tr>
<td>WHY JOIN, WHEN I GET ALL THE SAME BENEFITS AS A MEMBER ANYWAY?</td>
<td>Not being a union member means that you don’t get to have a say over pay, industrial disputes and who represents you. It also means that you’re not automatically entitled to representation should you need it. The CWU has achieved a great deal for all postal workers and will continue to do so. However, the more members we have the stronger we are and the more able we are to fight to improve as well as keep the current benefits you enjoy.</td>
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<tr>
<td>I DON’T SEE THE POINT IN JOINING THE CWU, THE ROYAL MAIL DOES WHAT IT WANTS ANYWAY!</td>
<td>Without the CWU, privatisation would have happened sooner in our key businesses and this would have meant, a loss in pay, benefits and job security. Being a strong union means that the employer has to consider our members views before making decisions.</td>
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<td>I’M NEVER IN TROUBLE AT WORK; I GET MY JOB DONE SO I DON’T NEED A UNION?</td>
<td>Being in a union isn’t just about having “insurance” in case you have a problem at work - although it’s always good to have that back up. Our union is about working together to bring about changes that improve working in the industry and supporting our colleagues.</td>
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<tr>
<td>I WAS IN A UNION BEFORE BUT THEY DIDN’T HELP ME</td>
<td>I understand how that must feel, but our union is different. The CWU has one of the best rep structures across the UK trade union movement, so that we have trained reps working locally in every workplace.</td>
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<tr>
<td>I WAS IN THE CWU BEFORE AND THEY DIDN’T HELP ME</td>
<td>I understand how that must feel, but as a union we are always willing to listen and learn from our past mistakes. The stronger our union is both locally and nationally the better placed our reps will be to help everyone.</td>
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<tr>
<td>I DON’T AGREE WITH THE REVISION CHANGES THAT OUR REP AGREED</td>
<td>I understand that a revision can be really difficult, what our reps do is to try to negotiate the fairest solution for all so that it minimises the pressure across the delivery office.</td>
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<tr>
<td>I DIDN’T AGREE WITH THE LAST STRIKE ACTION</td>
<td>I understand not everyone did, however we’re a democratic union and as a last resort members voted to strike. If you became a member you’d get a say over any action the union takes, the stronger we are locally the more likely RM is to agree to negotiate with us.</td>
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<td>THERE’S NO POINT ME JOINING AS I WANT TO BECOME A MANAGER</td>
<td>I think it’s good to be ambitious. However it can take time to get there, the CWU can offer you support and advice along the way. Equally once you are a manager it’ll be good for your staff to know you supported your colleagues as you worked your way up. Did you know lots of manager’s in RM are members of a trade union too.</td>
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<tr>
<td>I DON’T WANT TO JOIN, BECAUSE THE UNION JUST WANTS TO STOP ME COMING IN EARLY TO GET MY JOB DONE.</td>
<td>I understand that you often feel under pressure to come in early so that you can get through your work. However, the reason we recommend that everyone does their correct hours is so that RM know accurately how long the job takes and take on extra staff or agree proper overtime to cover the extra work.</td>
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Finding issues to campaign and organise around

Campaigns can help improve perceptions of the union’s relevance amongst a wider group of workers whether they are already members or not. They can be built around issues that affect everybody in to increase membership or activity.

**BENEFITS OF RUNNING CAMPAIGNS:**

- Increase understanding of what the union does ✔
- Demonstrate that the union acts on member’s concerns ✔
- Create opportunities for members to get active ✔
- Build a sense of collectivism amongst workers ✔
- Demonstrate to workers that working together they can change things ✔
TEST FOR CHOOSING THE RIGHT ISSUES:

■ WIDELY FELT - Does the issue affect enough of the workers - either across the whole workplace or those in a particular group or department?

■ DEEPLY FELT - Are the workers affected sufficiently angry or concerned about an issue to want to do something about it?

■ WINNABLE - Is there a realistic chance of achieving something in relation to the issue via the campaign?

■ VISIBLE - Will taking on the issue raise the profile of the union in the workplace and allow members to take part in the campaign?

We can find out the potential campaigning issues through - listening to people in the workplace one to one:

• by using surveys

• via mapping

• through meetings
North Tyneside Delivery Office – Organiser Steve Brown

In September 2015 a workplace committee was established in the North Tyneside Delivery Office in the Newcastle Amal branch. The office consisted of 3 units: North Tyneside, Whitley Bay and Wallsend.

At the beginning we had only one rep which was in the Wallsend unit. After setting up a workplace committee we had 8 volunteers which consisted of 6 men and 2 women. Because of the size of the committee we decided to use the committee for all sections to bring the whole office together.

Over a period of time we had an increase of reps and members in the office from across all the units and now have a rep in every unit in that delivery office. We also have a new female rep who came forward in the Whitley Bay unit and is now part of that Workplace Committee.

Initially there was an issue getting the Workplace Committee together on a regular basis so the local organiser set up a Whatsapp group so committee members could communicate outside of the workplace. While this is not ideal it has worked very effectively in helping the committee to organise and plan activity together. The use of the Whatsapp has now been adopted by the new Area Delivery Rep and has greatly improved communications between all the delivery unit reps.

The North Tyneside Committee has managed to increase overall membership and their work continues with face to face meetings now taking place on a regular basis. Two further workplaces have now also set up Workplace Committees and have also seen a steady increase in membership.
St Albans DO Revisit – Organiser Paul Malyan

We started working with NHC Postal branch and specifically with St Albans DO late December 13 early January 14 alongside Unit Rep.

Looking back over the last two years, the office has made great strides - not just with its membership but with the structure and activism. A new Sub Rep was elected in early 14, with St Albans being such a big office now 297 staff as with most offices that size, the reps role often takes them off the floor. The arrival of the sub rep gave the union a real opportunity to interact with the members whilst working closely with rep.

The nominees had been a real benefit during the office revision this has moved on to where the work place coaches form this committee network. They work closely with the reps but also have the opportunity with the new starters.

Last year the branch had elections with Ray and Steve flipping roles, this transition was made possible and seamless because of the close working relationship they had, with Ray involving Steve with all the day to day activities and decisions of being a rep.
The work they have done not just with staff but also management has meant that all new starters come to the union on their first day whether they are members (which a high percentage are because of the work we do on WTRM) or not. This has also enabled us to get our second chance at the non-members. They do a lot of the briefings, WTL and in general they have a lot of control of what happens in their office. From Dec 15 to Dec 16 the non-members which was historic the density has fallen from 30.14% to 18.05% a lot due to the drive of the reps. They know there is still a lot to be done, but that is the challenge they knew they were taking on becoming reps.

The role of a rep has changed dramatically over the years, we cannot expect an individual to tackle the day to day issues whilst dealing with revisions, resourcing and everything else that comes with it. St Albans with Steve and Ray also the structures they have in place have made a difference for the members and the union. This also being backed up with the support of the branch and ADR Paul Grace puts them in a great position to control the offices destiny.

Steve Flitton said: “When I first became the rep I never quite realised everything involved in the role. It can be incredibly frustrating and tiresome, but the rewards outweigh all the negatives. I feel extremely proud representing the members and wouldn’t be able to do this without the support we have from the members, branch and ADR Paul Grace”.
In March 2016 I started working with the Branch Organiser, Area Processing Rep and the local Reps to improve both membership levels and the union’s visibility in the workplace. The Reps decided to run an “Easter Event” which would give members an opportunity to meet up reps and Branch Officers on their breaks, get information about the CWU, take part in the prize draw and encourage non-members to join. Part of the event’s success was that we made sure that we ran the stall on every shift and co-ordinated it to the times when everyone was taking their breaks. This was particularly well received by the night shift and weekend shift. In addition to this I walked round with each shift rep on the floor and carried out one to one’s with non-members. The positive outcomes were a number of new joiners and equally important feedback on why certain workers did not want to join the union. The local reps then carried out a series of follow ups to further encourage non-members to join.

Following this initial project and some changes in representatives some of the momentum was lost. However, in November 2016 the Area Rep agreed to put in place a longer term plan that could be followed to prevent this loss of momentum occurring again and to build on the successes achieved in March. This workplace is now part of the Project 20 Plus which has enabled the local reps to tap into extra support and resources.
THE MAIN AIMS OF THE PLAN ARE:

• Improve membership engagement in union activity
• To encourage more members to become actively involved in union activity
• Improve membership levels

We organised the plan to have clear goals to make it easier for both the local reps and the Area Rep to review their progress.

STAGE ONE: RECRUITMENT

• Map and accurately identify which shift members and non-members are on
• Provide shift Reps with a list of non-members for their shift
• Local Reps to do a recruitment drive, aim to speak to all non-members and record reasons if they don’t join.
• Reps to meet with Area Rep and Organiser to go through results of walk round and agree follow ups where needed

STAGE TWO: MEMBERSHIP ENGAGEMENT

Create and run a survey for both members and non-members – main outcomes:

• Establish what the perception/visibility of the union is
• Another opportunity to find out why non-members don’t join
• Find out how union can improve interaction with members locally
• Gauge enthusiasm for a union information event
• Collate results
• Local reps, Area Rep and Organiser to meet to review results and confirm next actions (including follow up on any responses that gave contact details for more info/joining/getting involved)
To date both of the above stages have taken place. The first stage brought about a slight increase in membership from initial recruitment walk round (mainly people who’d never been asked). In the second stage more new members joined when handing out the survey. From the responses a potential 10 “activists” have been identified as being interested in getting more involved. From the responses it was clear that member’s wanted a local union newsletter that gave updates on stuff that was happening locally. Working with the Area Rep and Local Reps we have now produced a newsletter which everyone contributed to. Longer term the Reps hope that local members will contribute and get involved. The reps are planning to run another Easter Event this year and make it into something that is done on an annual basis. One of the main aims of this year’s event will be to encourage more members to get involved with the real possibility of setting up shift based union groups and returning the union to being more locally focussed.

Establishing a clear plan/strategy which all of the reps locally have been part of formulating has really worked and meant that momentum has been maintained and as a result their initial aims are much closer to being met. The plan is constantly evolving to work around the everyday issues that come up and to bring as many reps and members on board as possible.
Resources and support available for organising and recruitment

**RESOURCE: LEAFLETS**

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<td>TIME TO BE PART OF THE CWU</td>
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<td>MYTH BUSTING</td>
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<td>A WOMEN’S PLACE IS IN THE CWU</td>
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<td>NEVER BEEN IN A TRADE UNION BEFORE</td>
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<td>WHAT HAS THE CWU ACHIEVED</td>
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<td>PARCEL FORCE WHAT HAS THE CWU ACHIEVED</td>
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<td>CWU WHAT DEMOCRACY LOOKS LIKE</td>
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<td>CWU BENEFITS</td>
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<td>ROYAL MAIL AGENCY WORKERS</td>
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<td>ROMEC CLEANERS</td>
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<td>UK MAIL RECRUITMENT 1</td>
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<td>UK MAIL RECRUITMENT 2</td>
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<td>YOUR UNION IN PARCEL FORCE, JOINING LEAFLET</td>
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<td>YOUR UNION IN COUNTER STAFF, JOINING LEAFLET</td>
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<td>YOUR UNION IN QUADRANT, JOINING LEAFLET</td>
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*Any of the above leaflets can be altered to reflect your workplace, please state which one you are interested in and we will contact you to discuss design.*

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TO ORDER ANY OF MATERIALS LISTED IN THIS SECTION, EMAIL YOUR ORGANISER OR VISIT THE CWU WEBSITE.

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<tr>
<td>ORGANISING GUIDE</td>
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<td>ORGANISING AND TRAINING IN OUR CORE BUSINESSES</td>
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<th>RESOURCE: POSTERS</th>
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<td>DO YOUR JOB PROPERLY</td>
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<td>THINKING OF STANDING FOR A CWU POSITIONS</td>
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### RESOURCE: OTHER

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<td>MAPPING TEMPLATE</td>
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<td>RECRUITMENT CHECKLIST</td>
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<td>APPLICATION FORMS</td>
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<td>WORKPLACE SURVEYS (YOUR ORGANISER WILL WORK WITH YOU TO TAILOR TO YOUR WORKPLACE)</td>
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<td>SUBSCRIPTION RATES LTB</td>
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<td>TUC POCKET GUIDE TO ORGANISING AND RECRUITMENT</td>
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<td>TUC WANT BETTER PAY JOIN A UNION</td>
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### ORGANISING WORKSHOPS/ADVICE

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<td>ORGANISING AROUND A REVISION</td>
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<td>CREATING A BRANCH OR WORKPLACE ORGANISING STRATEGY</td>
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<td>SUCCESSION PLANNING</td>
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