

# “Word”

Newsletter of the CWU London Regional  
Education & Learning Committee



Jan  
2016

## **Regional Learning Resources—**

### **Laptops available for IT training**

There are 10 laptops available for branches to make use of to provide a mobile learning resource. The laptops are currently stored at the LRC Office and are now available for use since a new set of laptops were bought for the delivery of the Regional Reps Training programme. The laptops can be used by branches to run formal or informal IT training. All the laptops have Microsoft Office software for MS Word, Excel, PowerPoint, Access, Publisher and Outlook. IT training courses are available free of charge through the ‘CWU Left Click Programme’ and any other IT based training for Branch Officers, Reps and members can be arranged. CWU Left Click can be accessed via the following link:

[www.cwu.org/leftclick](http://www.cwu.org/leftclick)

Anyone who wants to use Left Click to improve and update their IT skills will need to set up an account. When this has been done the course programme can be accessed from any PC that has access to the internet.

If you need further details of how to register for Left Click and set up an account please contact me on the details listed overleaf.

## **FREE Quick Reads Book when you register for CWU Left Click**

The new Quick Reads titles for 2016 are released on 4th February. From that date and through to the end of Learning at Work Week (see below) any Branch Officer, Rep or member that registers for CWU Left Click will receive a FREE Quick Reads book. There are many different books to choose from apart from the new books being released. All Quick Reads books have been specially written for the series by well known authors and has been running for many years. All the books are short stories aimed to encourage more people to read.

## **Learning at Work Week—16th to 22nd May**

The Campaign for Learning and NIACE will again be promoting Learning at Work week in 2016. This year it will run from 16th to 22nd May. Any workplace can run a Learning at Work Week activity and it doesn't have to be in May. The aim is to encourage as many people as possible to take part. The theme for Learning at Work Week 2016 is ‘Connect’. The Campaign for Learning has free resources available on their website via the following link: <http://www.campaign-for-learning.org.uk/cfl/learningatworkweek/>

The London Region Learning Committee will be promoting CWU Left Click throughout Learning at Work Week by offering a FREE Quick Reads book to anyone who registers for Left Click.

Left Click is the CWU's free online IT training platform available for all members to update, refresh and enhance their IT Skills.

## LEARNING SERVICES FOR LONDON BRANCH MEMBERS

The following services are available to all London Branches.

- 1) CWU Education & Training website– Lifelong Learning for CWU members
- 2) 'CWU Learning for All' website for London Region Learning Centres
- 3) Regional Learning Resources
- 4) UK Online
- 5) IAG Services
- 6) CWU 'Left Click'

Please contact me for further details on any of the above subjects.

## ULR Courses

ULR training at **Alvescot Lodge** is available on the following dates:

### Union Learning Reps Part 1 Course

Monday 27th June to Friday 1st July 2016

### Union Learning Reps Part 2 Course

Monday 1st - Friday 5th February 2016

Monday 19th to Friday 23rd September 2016

Applications can be made at any time. Closing dates TBC.

### ULR training at LRC Office Sycamore Street

ULR training can be arranged as part of the London Region Reps Training Programme. If you need further details please contact me on the details below.

## Contact Details

Please contact any of the RLC Officers for further details.

Chair: George White 020 3338 1098

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Deputy Secretary and Editor: Position currently vacant

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