

COMMS TRAINING INDUCTION CHECKLIST

New staff inductions are a perfect opportunity to ask someone to join the union. They can put a face to the union and find out who their reps will be. Often it could be the first time someone has worked somewhere with a union presence. It also gives you and your reps a chance to talent spot potential new reps and activists.



FRAMING

Think about how you will introduce the union and your branch. You could frame your introduction around three ideas:

- What we've done **so far**
- Where we are **now**
- What we want to do **next**

WHAT IS 'THE UNION'?

Semantics are really important when we talk about our union. Think about how:

- The union is your colleagues and you, not just Prospect staff
- The union is made up of the workers in your workplace
- The union is its members, and the members are the union
- We are not a third party or disruptive outside force

END WITH AN ASK

Ultimately, you want to emphasise how change cannot be achieved without them joining today!

- Ask them to **join the union!**
- Invite them to the next **branch meeting** or social
- Make sure they take a **leaflet**
- Use Prospect **merchandise** to start a conversation
- Invite them to get involved with a **campaign**
- Get them to join a **local network** such as a WhatsApp group

PLANNING

Have you considered:

- **Where** is the induction?
- **Who** will deliver the presentation?
- **How long** will you speak for?
- Do you have **leaflets and merchandise?**
- Have you asked your Prospect organiser about a **joining offer** for new members?



VISUALS

Make your presentation simple and eye-catching. You could include:

- **Photos** of recent branch activity
- **Illustrations** of how collective action works
- Visit <https://prospect.org.uk/about/ambition> to download up-to-date templates and branding

FOLLOW-UP

- Send an **email recap** of the induction, including joining links
- Set a date to **check back** in (two weeks, one month etc)
- Check membership system for new joiners – **onboard them** to the branch with a welcome email
- **Floor walk** and **leaflet drop**
- Host a **drop-in members surgery** or a stall
- Keep **noticeboards** up to date

PRESENTATION

Your presentation should cover:

- **What** is a trade union?
- **Who** are Prospect and **how** do we function?
- **Independence:** We have no affiliation to a political party
- **Recognition:** What is it and do you have it?
- Who in the branch represents which **bands or grades** in your workplace?
- Who will their **reps** be and how do they **contact** them?
- How much will it **cost?**
- **How to join** (online, phone, form)

WHAT MEMBERS GET INDIVIDUALLY

- Advice and representation
- Accompaniment to disciplinary and grievance hearings
- Legal help
- Deals and offers

WHAT MEMBERS GET COLLECTIVELY

- Improved pay and conditions
- Redundancy consultation
- Health and safety reps
- Changes to policy
- A stronger voice in the workplace
- Local and national campaigns

