

## **Further Training at Unicorn**

### **Fortnightly Training Sessions**

Fortnightly Training sessions offer a chance to share knowledge, host speakers, establish (or reiterate) standard procedure, and meet face to face. Our Training sessions include information on new products and updates on any out of stock or delisted lines, to ensure the membership as a whole remains up to date with our offer. The main topic may be drawn from a yearly programme, or delivered by an external speaker.

Our Training Team aims to cover a broad range of topics throughout the year to support our ongoing learning, development, advocating the benefits of inclusivity and diversity through this training.

We encourage participation and contributions from all members, and probationary members will be tasked with delivering a 'Product of the Fortnight' presentation during their probationary membership, based on a product of their choice.

In addition, certain topics arise yearly:

- Christmas planning
- Health and safety
- Finances: Cash flow, forecasts, budgets, accounts
- Customer care / customer survey
- Picking training

### **External Training**

Members are encouraged to access external training relevant to their roles, including:

- Director Training (Co-ops UK)
- Company Secretary (Co-ops UK)
- Co-op Skills (Co-op College)
- IT skills - Excel
- Graphic and website design programmes
- Employment Law and Personnel Conferences (e.g.CIPD, ACAS, Co-ops UK)
- Forklift basic training
- Health and Safety
- Basic Food Hygiene
- Retail: Stock management, Negotiation Skills, Marketing
- Visits: other co-operatives and suppliers e.g. Essential, Suma, Greencity

### **External Events**

Members are also encouraged to attend events relevant to their roles, including:

- Co-op Congress
- Worker Co-op Weekend
- Other co-op conferences and events e.g. Ways Forward
- Trade shows: e.g. Biofach Organic Food Fair, Natural Products, other food fairs