Trade Union Administration and Management Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

The modern industrial landscape is undergoing a radical shift driven by the Fourth Industrial Revolution and the rapid integration of Artificial Intelligence in the workplace. As algorithmic management becomes a standard in various sectors, trade unions face the dual challenge of protecting worker autonomy and addressing the psychological hazards of digital surveillance. Trade Union Administration and Management Training Course provides a comprehensive framework for Trade Union Administration and Management, equipping leaders with the skills to navigate the "labour constitution" and advocate for collective rights in an increasingly individualised employment environment

Effective union administration in 2026 requires more than traditional negotiation skills; it demands a sophisticated understanding of digital activism, data privacy, and transnational worker solidarity. By embracing transformational leadership and digital organising strategies, unions can revitalize their membership and remain relevant to a younger, tech-reliant workforce. This program bridges the gap between traditional collective bargaining and the modern requirements of human-centered AI deployment and sustainable labour practices.

Programme Curriculum

Trade Union Administration and Management Training Course

Introduction

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Course Duration

5 days

Course Objectives

1. Implement digital activism pathways to reverse declining membership density
2. Develop frameworks to mitigate the risks of Algorithmic Management (AM) and digital monitoring
3. Master the nuances of the Employment Rights Act 2025 and its impact on strike ballots and recognition
4. Foster high employee engagement through servant and transformational leadership styles within union structures
5. Harness social networking, messaging apps, and TikTok for targeted member outreach
6. Advocate for workers' rights regarding GDPR and the prevention of "function creep" in workplace data collection
7. Align union strategies with Vocational Education and Training (VET) for the green economy
8. Modernize negotiation tactics to include protections against work intensification and dehumanized digital picking systems.
9. Address the "disability employment gap" and advocate for precarious gig-economy workers
10. Manage union assets and dues with transparency using modern FinTech and auditing tools.
11. Integrate Occupational Safety and Health (OSH) standards specifically tailored to combat digital burnout.
12. Build capacity to engage effectively with governments and international development actors
13. Leverage digital platforms to influence public opinion and lobby for "human-centric" AI policies

Target Audience

1. Elected Union Executives.
2. Shop Stewards & Branch Officials.
3. Labour Relations Officers.
4. Union Administrative Staff.
5. Policy Analysts & Researchers.
6. Gig-Economy Organisers.
7. Workplace Safety Reps.
8. Youth Wing Organisers.

Course Modules

Module 1: The Digital Labour Frontier

- Impact of Industry 4.0 on collective consciousness
- Navigating Algorithmic Management (AM) risks.
- Protecting worker privacy and data rights
- Case Study: The Australian Council of Trade Unions (ACTU) digital leverage strategy

- Auditing workplace surveillance tools.

Module 2: Advanced Leadership Styles

- Transformational and Transactional leadership in unions
- The role of Servant Leadership in improving member morale.
- Building trust through transparent administration.
- Case Study: Public hospital union engagement in Nepal.
- Leadership style self-assessment.

Module 3: Strategic Union Organising

- Mobile education and branch-level training
- Campaign-based organising for the gig economy.
- Using TikTok and WhatsApp for rapid mobilization.
- Case Study: Organizing platform-based delivery riders in the EU.
- Designing a "Viral" union recruitment campaign.

Module 4: Labour Law & The New Social Contract

- Analysis of the Employment Rights Act 2025
- Statutory recognition procedures and ballot rules.
- Legal protections against dismissal during industrial action.
- Case Study: Challenges to temporary employment abuses in Catalonia.
- Drafting a formal recognition request under 2025 guidelines.

Module 5: Occupational Health in the AI Age

- Identifying "psychological strain" from digital monitoring.
- Ergonomics and safety in the "Green Transition."
- Human-centered approaches to AI deployment
- Case Study: Union interventions in automated warehouses.
- Developing a "Digital OSH" policy.

Module 6: Financial & Asset Management

- Budgeting for digital infrastructure and activism.
- Auditing union dues in a decentralized workforce.
- Strategic investment in member services
- Case Study: Financial restructuring of a national teacher's union.
- Introduction to Union-specific ERP systems.

Module 7: Collective Bargaining & Negotiation

- Interest-based negotiation in tripartite settings.
- Negotiating for AI transparency and "Right to Disconnect."
- Managing "function creep" in collective agreements.
- Case Study: Multi-sectoral bargaining for permanent contracts.
- Negotiating AI implementation terms with a tech-forward employer.

Module 8: Transnational Solidarity & Global Trends

- Global Information Society and union advocacy

- Aligning with international labour standards.
- Climate adaptation and resilience for workers.
- Case Study: Cross-border union coalitions against multinational tech firms.
- Developing a 3-year strategic administrative roadmap.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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