



COURSE OUTLINE

ROLE OF A SECRETARY

COURSE DESCRIPTION

The "Roles of the Chairperson/President/Chair" course is designed to provide participants with the thorough understanding of the roles and responsibilities, duties and leadership qualities required for effectively running MBO/CBO/Trade Union or informal group.

WHO IS THIS COURSE DESIGNED FOR?

This course is designed for IFWEA's affiliated members who are currently involved as chair/president/chairperson/chief, as well as those who want to pursue a career in this field.

It is suitable for anyone seeking to enhance their skills and understanding of the role of a chair/president/chairperson/chief within an organization.

PRE-REQUISITES: WHAT ARE THE REQUIRED CRITERIA FOR ATTENDING THIS COURSE?

- **Educational Background:** While there are no strict educational prerequisites, participants should ideally have a basic understanding of trade union and their positions and terminologies related to Trade Union movement.
- **Computer and Internet Access:** As many courses nowadays are offered online or utilize digital resources, participants should have access to a computer with a stable internet connection. Basic computer literacy skills, including the ability to navigate websites, access online materials, and participate in virtual discussions or activities, may also be necessary.
- **Commitment to Learning:** Attending the course requires a commitment of time and effort. Participants should be prepared to actively engage with course materials, complete assignments or assessments, and participate in interactive sessions or discussions.
- **Access to the Union or formal/informal group:** As the course delves into the role and responsibility of the secretary, participants will be benefited if they are involve in some kind of union or group where roles are divided.

COURSE DURATION, NUMBER OF SESSIONS AND MODE OF DELIVERY

The course runs for 5 weeks as follows:

- 5 Zoom meetings (1 hour and 30 minutes per Zoom meeting)
- 4 Online self-studies as homework (1 hour per week)
- Participation in a WhatsApp group of course participants and trainer

WHAT WILL YOU LEARN?

At the end of the course, you will be able to:

- Gain a comprehensive understanding of a secretary's definition, roles, and responsibilities.
- Contribute personal experiences and insights into the role of a secretary, enhancing the collective understanding of the secretaries.
- Learn about the adaptability skills for fulfilling the role of a secretary effectively

SESSION OVERVIEW

| SESSION TITLE | ONLINE LEARNING MODE | DESCRIPTION AND TOPICS | DURATION |
|--|---|--|---|
| Session 1: Orientation & Definition of the Secretary | Synchronous session & Self-learning activities on the IFWEA Online Labour Academy | <ul style="list-style-type: none"> Participants will introduce themselves and will share their expectations from the course. Facilitators will share objectives and use of the course in their union, organization and group. Participants will share their understanding of the definition of a secretary | 1 hour session & 1 hour for homework activities |
| Session 2: Structures of organisations and different types of secretaries | Synchronous session & Self-learning activities on the IFWEA Online Labour Academy | <ul style="list-style-type: none"> Participants share their organization constitutions and the different structures within organisations (organogram) to understand the different types of secretaries prevalent today in unions and organisations. | 1 hour session & 1 hour for homework activities |
| Session 3: Duties & Responsibilities of a Secretary | Synchronous session & Self-learning activities on the IFWEA Online Labour Academy | <ul style="list-style-type: none"> Review and discuss the different types of duties and responsibilities of a secretary in groups | 1 hour session & 1 hour for homework activities |
| Session 4: Real-life experiences as a Secretary | Synchronous session & Self-learning activities on the IFWEA Online Labour Academy | <ul style="list-style-type: none"> Sharing from guest speakers: Real-life experiences and perspectives of a secretary and Q&A session. Discuss and share own experiences and perspectives about the secretary in the respective groups. | 1 hour session & 1 hour for final assignment activity |
| Session 5: Developing adaptability skills as a secretary | Synchronous session & Self-learning activities on the IFWEA Online Labour Academy | <ul style="list-style-type: none"> Participants review different scenarios on the different adaptability skills of a secretary and conduct a role-play in groups | 1 hour session & 1 hour for homework activities |
| Session 6: Course evaluation | | <ul style="list-style-type: none"> Participants reflect on the course Complete course evaluation | 1 hour session & 30 minute evaluation |