

**Appendix A – Draft Member Training Programme 2013/14**

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Who should attend?</b>	<b>Mandatory?</b>	<b>Notes</b>	<b>Cost</b>
May 2013	TBC	Planning Committee Refresher Training	All committee members and subs	Yes		
May 2013	TBC	Licensing Committee Refresher Training	All committee members and subs	Yes		
May 2013	TBC	Mediation Skills in Resolving Workplace Conflict	All members	No	Provided by EELGA	
June 2013	TBC	Decision-making and Modern.gov Refresher Training	All members	No	Provided in-house by Democratic Services	
June 2013	TBC	Member/Officer Working Relations	Those that did not attend the first session held in October 2012	No	Provided by EELGA	
June 2013	TBC	Chairing Skills Training	All Committee Chairmen	No	Provided by EELGA	
June 2013	TBC	Basic Skills for Scrutiny	All Scrutiny members	No		
10 July 2013	11am – 12noon	Visit by Chief Constable Simon Parr	All members and selected officers*	No	Confirmed	
July 2013	TBC	Citizens Advice Bureau Briefing	All members and officers*	No		
July 2013	TBC	Speed Reading	All members	No	Provided by EELGA	

\*joint training with officers

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July/August 2013		Service-specific briefings led by EMT	All members and officers*	No	In-house service specific delivery: <ul style="list-style-type: none"> <li>• Stat duties of Health &amp; Environmental Services and who to contact</li> <li>• Council's Housing Service</li> <li>• Departmental Functions?</li> <li>• The Planning Process?</li> </ul>	
September 2013	TBC	Social Media for Councillors- facebook and twitter	All members	No	Last delivered Jan 2011	
September 2013	TBC	Performance Management (CorVu)	All members and officers*	No	Internal	
September 2013	TBC	Public Speaking Skills Training	All members	No	Delivered by EELGA	
October 2013	TBC	ICT Basic & Intermediate Sessions	All members	No	Internal	
November 2013	TBC	The Budget Process	All members	No	Internal	
November 2013	TBC	Equality and Diversity Refresher	All members	No		
November 2013	TBC	Safeguarding Responsibilities	All members	No		

\*joint training with officers

**Training sessions can be offered more than once throughout the year, subject to available budget.**

In order to deliver a relatively consistent programme, we aim to schedule briefings on the second and fourth Wednesdays of each month – the majority of members who have replied about availability have supported Wednesdays as a preferred date.

Alongside this training programme, e-learning training modules are available to all councillors; topics include:

- Equality and Diversity for Councillors
- Effective Writing for Councillors
- Meeting Skills for Councillors

\*joint training with officers