SCHEDULE OF TRAINING & DEVELOPMENT ACTIVITIES 2014/15

	Topic	Purpose	Provider	When	How
	<u> </u>	COMPULSORY TRAINING - A	ALL MEMBERS		
1	Equalities (incl public sector equality duties/ community leadership role / equality legislation)	Improve skills & knowledge All – Compulsory Total No of Councillors undertaken training 90%	Internal	25.06.2014 01.07.2014 20.10.2014 15.01.2015	Workshop style session and e-learning
2	Children's Services Safeguarding including- Corporate Parenting and Performance management	Improve Skills & knowledge on this priority issue. Compulsory to all new Members and those not attended in 2013/14 Total No of Councillors undertaken training	Internal	03.07.2014	Workshop style session
3	Information Governance – including Data Protection	To improve knowledge and understanding Total No of Councillors undertaken training 89%	Internal	10.06.2014 09.02.2015	Workshop style session e- learning modules and drop in sessions
4.	Health & Safety for Elected Members	To ensure understanding of corporate and personal responsibilities.	Internal	07.07.2014 21.07.2014 21.10.2014	Workshop style session

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Total No of Councillors undertaken training	12.01.2015
56% but further training has been arranged	10.02.2015
and due to be attended.	23.02.2015
	02.03.2015

		COMPULSORY FOR COMMITT	EE MEMBERS		
5	Planning Induction	To enable Members to discharge their function effectively	Internal	16.06.2014	Workshop style session
	Planning – ongoing training as required	Subject specific training provided as required in advance of each Planning Committee meeting.	Internal	Ongoing	Workshop style session
	Topic	Purpose	Provider	When	How
6	Licensing Induction	To enable Members to discharge their function effectively	Internal	27.06.2014	Workshop style session
7	Audit Induction	To enable Members to discharge their function effectively	Internal	19.06.2014	Workshop style session
		COMPULSORY FOR IDENTIF	IED GROUPS		
		T 			T5 ()
В	Roles & Responsibilities of a Councillor –Induction	To support new Councillors/refresher training for existing Councillors	Internal	27.05.2014	Range of learning methods used.
8	_	for existing Councillors Role of Councillor, Code of Conduct,		27.05.2014 05.06.2014	-
8	of a Councillor –Induction learning activities for new	for existing Councillors			-
9	of a Councillor –Induction learning activities for new	for existing Councillors Role of Councillor, Code of Conduct, understanding Overview and Scrutiny, Work			methods used.
	of a Councillor –Induction learning activities for new Councillors	for existing Councillors Role of Councillor, Code of Conduct, understanding Overview and Scrutiny, Work of the Directors and Chief Executive.	Internal	05.06.2014	_

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10	Performance Management	Improve understanding, knowledge, scrutiny and challenge Compulsory for Cabinet Members	Internal	03.02.2014 (Cabinet only)	Workshop style session.
		Recommended for non Executive		06.02.2015	
				09.02.2015	
11	Local Government Finance	Improve understanding, knowledge. Compulsory for Cabinet.	Internal	04.09.2014	Workshop style session.
	T mande	Recommended for non Executive		02.10.2014	
	Topic	Purpose	Provider	When	How
		RECOMMENDED TRAINING ((skills based)		
12	Questioning and Listening skills	To improve & develop skills. Particularly useful for Overview and Scrutiny Councillors	External	15.07.2014	Workshop style session
13	Presentation and public	To improve and develop skills	External	09.07.2014	Workshop style session
	speaking skills	Recommended for All Members		29.07.2014	
14	Speed Reading	To improve and develop skills	External	25.07.2014	Workshop style session
		Recommended for All Members		08.09.2014	
15	Scrutiny and Challenge	Work planning, analyse information, present arguments, speed reading, evidence	External	08.07.2014	Workshop style session.
		arguments, speed reading, evidence			

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		Recommended for all Scrutiny Members			
16	Future Role of Councillors	To develop a series of activities to improve and develop skills - new ideas and ways of doing things (Recommended for All Members). Focus on negotiator, community advocate, networker, local leader.	External	On-going	Workshop style session.
17	Social Media	To improve and develop skills.	Internal	On-going	Practical sessions provided as required
18	ICT support drop-in	To improve and develop skills. email, outlook, word, spread sheets etc	Internal E- learning.	On going	Practical 1-2-1 sessions Drop in sessions arranged as required
19	Health Scrutiny Training	To develop skills required to assist with undertaking health scrutiny	External	22/10/2014	Workshop style session.

	Topic	Purpose	Provider	When	How
20	Leadership Development – where this is appropriate.	To improve and develop skills Recommended for All Members	Internal External	On-going	Development programme/ sessions with officers Leadership Development courses

S: MemberSupport/201415/MemberDevelopment/Draftscheduleoftrainingevents201415

Seminars - June 2014 to March 2015

Early Years Help & Collaboration with Schools JULY Childrens' Trust Arrangements Childrens' Safeguarding and Corporate Parenting Childrens' Trust Arrangements Childrens' Trust Arrangements Childrens' Trust Arrangements Childrens' Trust Arrangements Childrens' Centres & Youth Centres 24th July Childrens' Centres & Youth Centres 28th July AUGUST Health & Scrutiny Seminar Health Scrutiny Seminar In NovemBer Modernisation of Adult Day Services Provision Planning Obligations & Affordable Housing Understanding the Care Act 2014 In November Understanding the Care Act 2014 Understanding the Care Act 2014 Understanding the Care Act 2014 In November Decimber Child Sexual Exploitation 19th November December Child Sexual Exploitation 25th November December Planning Obligations & Affordable Housing 28th November December December JANUARY 2015 Council Assets 10th January Health & Safety 11th January Major Projects 13th January Major Projects 13th January Major Projects 15th January Major Projects 28th January Major Projects 15th January Major Projects 28th January Major Projects 15th January Major Projects 28th January Major Projects 28th January Major Projects 28th January Major Projects 28th January Major Projects 15th January Major Projects 28th January Major Projects 28th January Major Projects 15th January Major Projects 15th January Major Projects 15th January Major Projects 15th January Major Projec	Seminars - June 2014 to Marci		
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