

MEMBER TRAINING & DEVELOPMENT PROGRAMME 2018/19

Mandatory Training – once undertaken will be valid for the 4 year period 2017 – 2021

Unless otherwise indicated, all training is scheduled for 2 hours maximum.

No.	Topic	Date
1	New Member Induction - Mandatory for newly elected Councillors. Members who were serving Councillors during 2016/17 are not required to attend although they are welcome to attend any part of the induction session.	Not required unless new Councillors are elected. Induction is undertaken over 3 days to ensure consideration of key areas.
ANNUALLY - MANDATORY TRAINING – ALL MEMBERS		
2	GDPR (There is a requirement to complete this training annually).	E.Learning Only (Modules 1-5) – can be completed from home
MANDATORY TRAINING FOR ALL MEMBERS WHO HAVE NOT ALREADY UNDERTAKEN DURING 2017/18		
3	Understanding Equalities	Wednesday 20 th June 2018 at 5.30pm in Room 210
4	Children’s Services Safeguarding and Corporate Parenting	Tuesday 19 th June 2018 at 5.30pm in Room 210
5	Child Sexual Exploitation (including criminal exploitation)	TBA
6	Spam and phishing	E.Learning Only – can be completed from home
7	Health & Safety for Elected Members	Thursday 14 th June 2018 at 5:30pm in Room 209
8	Adult Safeguarding	Wednesday 13 th June 2018 at 5.30pm in Room 210

MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES - This is compulsory for all relevant Committee Members (once undertaken this is valid for 4 years) non Committee Members may attend.

9	Planning Induction	Thursday 24 th May 2018 at 2:00pm in Room 309
10	Licensing Induction	Thursday 7 th June 2018 at 10.30am in the Council Chamber
11	Audit Induction	Wednesday 6 th June 2018 at 1.30pm in Room 308
12	Chairing Skills compulsory for Chairs & Vice Chairs of Committees	Wednesday 23 rd May 2018 at 11:15am in Room 209

MANDATORY FOR IDENTIFIED GROUPS – Members are only required to attend one of the scheduled sessions.

13	Performance Management – Mandatory for Cabinet & Scrutiny Members	To be arranged after appointments made at Annual Council on the 18 th May 2018
14	Local Government Finance - Mandatory for newly elected Members.	Not required unless new Councillors are elected
15	Scrutiny and Challenge – Mandatory for Overview and Scrutiny Members	To be arranged after appointments made at Annual Council on the 18 th May 2018
16	Understanding Your role on Outside Bodies – Mandatory for Councillors appointed to Outside Bodies.	To be arranged after appointments made at Annual Council on the 18 th May 2018, session lasts approx. 1 hour.

DEVELOPMENT SKILLS (OPTIONAL)

ICT & Digital Support:

17.	Workshops/Drop-in sessions <ul style="list-style-type: none"> • Emails • Outlook Calendar • Internet • Modern Gov • Social Media 	Digital Team are available in the Members Area on Floor 2 before Council meetings to assist Members with any ICT issues.
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Developing Yourself as a Councillor		
18.	a. Time Management	TBA
	b. Conflict Resolution And Strengthening Personal Resilience	TBA
	c. Improved Communication Skills – including public speaking	TBA
	d. Advanced Questioning Skills	TBA
Community Leadership		
19.	a. Understanding Community Leadership	TBA
	b. Influencing Skills	TBA
	c. Neighbourhood and Community Engagement	TBA
	d. Making Every Conversation Count – Public Health Perspective	Monday 18 th June 2018 at 5.30pm in room 210 Wednesday 27 th June at 9.30am in room 210 Monday 16 th July at 2pm in room 210
SEMINARS & BRIEFINGS		
20.	Universal Credit Update	TBA
21.	Modern slavery	TBA
22.	Adult Services Transformation Update	TBA
23.	Building a sustainable and resilient borough	Autumn 2018 - TBA
24.	The role of Adverse Childhood Experiences on child and adult health - what could we do about it?	TBA
25.	Obesity and the role of health in all policies in Doncaster	TBA
26.	Members drop in session - Waste	TBA

27.	Emergency Planning Awareness : around Members' role and responsibility	TBA
28.	Highway Maintenance	TBA