

Training	Date	Training Type
<u>Member Development Training Programme</u>		
Presentation Skills and Public Speaking (Part 1) An Introduction <i>To create and deliver effective presentations and practical advice and skills in order to speak to groups of people with confidence.</i>	4 th March 2013, 5pm Sirhowy Room	3 hour tutor led training session- DTD Training
Presentation Skills and Public Speaking (Part 2) For Experienced Members/ Advanced <i>For those who wish to further improve on their Presentation and Public Speaking Skills.</i>	18 th March 2013, 5pm Rhymney Room	3 hour officer led training- DTD Training
Managing Constituency Case Work <i>A blend of effective management skills for casework and a guide to resolving constituency correspondence and problems</i>	25 th March 2013, 5pm Rhymney Room	3 hour tutor led training session- Ian Bottrill, IDEA
Chairing Skills <i>To provide Members with the skills and knowledge to effectively manage and chair a meeting</i>	17 th April 2013, 2pm, Ebbw Room/ Chamber 5pm, Ebbw Room/ Chamber	3 hour tutor led training session- WLGA
Social Media Skills <i>Provide Members with the skills and knowledge to feel at ease with social media and use social networking in a responsible, lawful manner. Members will discover how to communicate important messages to their electorate through social media, as well as additional feedback to help them keep in touch with community views.</i>	29 th April 2013, 10m, Rhymney Room	2 hour tutor led training session- WLGA
Creative Thinking <i>Practical advice and suggestions on creative thinking and problem solving</i>	13 th May 2013, 5pm Ebbw Room	3 hour tutor led training session- John Darke
The Council's Constitution <i>A blend of effective management skills for casework and a guide to resolving constituency correspondence and problems</i>	6 th June 2013, 5pm Chamber	3 hour officer led training- Legal Services
Community Leadership <i>An overview if the modern role of the Councillor being a leader, working with local organisations, influencing council decisions and policies and understanding the Council's complex policy framework.</i>	17 th June 2013, 5pm Rhymney Room	3 hour tutor led training- Ian Bottrill- IDEA
Managing Conflict <i>Practical information and advice on conflict management</i>	15 th July 2013, 5pm Rhymney Room	3 hour tutor led training session- Eliesha
Financial Regulations <i>A detailed session on the Council's Financial Regulations</i>	23 rd September 2013, 5pm The Chamber	3 hour officer led training

Performance Management <i>An overview of the statutory requirements for continuous improvement, the Council's Improvement process and corporate priorities. Making the connections and the role of elected members in the performance management structure.</i>	14 th October 2013, 5pm Rhymney Room	3 hour office led training session- Performance Management Officer
Assertiveness <i>Practical Suggestions for handling people and situations assertively</i>	4 th November 2013, 5pm Rhymney Room	3 hour tutor led training session
Freedom of Information and Data Protection <i>Information on the Freedom of Information Act and the Data Protection Act and the procedures in place within the Caerphilly County Borough Council</i>	13 th January 2014, 5pm Rhymney Room	3 hour office led training session
Equalities and Diversity <i>Information on Caerphilly County Borough Council's Policies and procedures for promoting equalities and diversity.</i>	17 th February 2014, 5pm Rhymney Room	3 hour officer led training session
<i>Extra training sessions- Re-running of training sessions if requested by Members</i>	<i>March to July</i>	

Please note this is a flexible programme and dates are subject to change. Also please note that where there is high demand, additional training can be provided.