

DRAFT OUTLINE MEMBERS SUPPORT AND DEVELOPMENT PROGRAMME 2023-2025

DATE AND TIME	VENUE/PLATFORM	FACILITATOR	COURSE OUTLINE
Monday 25 th September 2023 2pm – 3.30pm	In Person Sirhowy Room, Penallta House	David McGrath	<p><u>Advance Chairing Skills (Session 1)</u></p> <ul style="list-style-type: none"> • The role of the Chair and meeting preparation. • Meeting procedures and processes. • Managing challenging behaviours and bringing meetings back on track. • Achieve robust decision making and recommendations. • Good Practice in Chairing Hybrid Meetings
Date To Be Confirmed 23 rd October 2023 30 th October 2023 5pm – 6.30pm	TEAMS	IT Training Unit	<p><u>Information Technology</u></p> <ul style="list-style-type: none"> • Email and Calendar (Outlook) • Word – Documents and Letters • Teams • <u>Social Media</u>
Date To Be Confirmed December 2023 5pm – 6.30pm	In Person/Teams Sirhowy Room, Penallta House	David McGrath	<p><u>Challenging Chambers</u></p> <ul style="list-style-type: none"> • Demystifying rules of procedure • Encouraging robust debate and civility in the Chamber • Chamber skills – improving your presence, impact, and effectiveness in the Council Chamber
Date To Be Confirmed February 2024	TEAMS	WLGA	<p><u>Being and Effective Scrutineer (Preparation and Pre-Meetings)</u></p>

5pm – 6.30pm			
Date to be Confirmed April 2024 5pm – 6.30pm	TEAMS	WLGA	<u>Questioning and Listening Skills For Scrutiny</u>
Date To Be Confirmed June 2024 5pm – 6.30pm	TEAMS	WLGA	<u>Managing Ward Work – Constituency Demands</u>
Date To Be Confirmed September 2024 5pm – 6.30pm	In Person/Teams Sirhowy Room, Penallta House	WLGA	<u>Chairing Skills (Session 1 – Practical Guide for New Chairs)</u> <ul style="list-style-type: none"> • Introduction to the role of the Chair • What makes a good Chair? • Preparation • Introduction to procedures and processes • Practical exercise and case studies
Date To Be Confirmed November 2024 5pm-6.30pm	In Person/Teams	David McGrath	<u>Advanced Chairing Skills (Session 2)</u> <ul style="list-style-type: none"> • The role of the Chair and meeting preparation. • Meeting procedures and processes. • Managing challenging behaviours and bringing meetings back on track. • Achieve robust decision making and recommendations.
Date To Be Confirmed January 2025	Teams	Provider To Be Confirmed	<u>Community Leadership and Engagement</u> <ul style="list-style-type: none"> • How to effectively engage with your community and encourage their engagement.

5pm – 6.30pm			<ul style="list-style-type: none"> • Public/Constituency Meetings and the role of the Local Ward Member as Community Leader • Engagement and Participation techniques, tools, and skills.
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- Full details of course and dates will be provided once WLGA facilitators have been confirmed as courses are bespoke to the needs of the individual Council. The above programme provides an outline of the provision we hope to bring forward based on the responses from the Training Needs Analysis.