Caerphilly County Borough Council achieved the Wales Charter for Member Support and Development in 2007. The Wales Charter for Member Support and Developed has been developed to provide structure and impetus to the growing body of support services for Elected members within Welsh Local Authorities.

This programme has been developed based on a Training Needs Analysis Questionnaire that was completed by Members to suit their training needs and requirements. The training programme is designed to support Members during 2013 and 2014.

All Members are encouraged to participate fully in their continuing development.

Registering for Modules:

If you are interested in attending any of the training and development opportunities outlined in this booklet or have any queries, please contact Charlotte Evans on 01443 864210 or email: evansca1@caerphilly.gov.uk or Jonathan Jones on 01443 864242 or email: jonesj16@caerphilly.gov.uk
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Presentation Skills and Public Speaking (Part 1) An Introduction

Date of Training:

4th March 2013 at 5pm
Sirhowy Room, Ty Penallta

Facilitator:

Tudor Williams, DTD Training

Brief:

As County Councillors, there is often a requirement to make presentations at meetings. This course aims to provide members with the skills to ensure that they are confident with key responsibilities, associated with making effective presentations and that they can identify with the key elements that underpin an effective presentation.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Identify key areas where presentations are likely to be made.
- Identify the reasons for presentations.
- Set clear objectives.
- Prepare notes, materials and visual aids.
- Understand appropriate body language and confidence.
- Understand appropriate delivery.
- Deal with questions and close effectively.
Presentation Skills and Public Speaking (Part 2) Advanced

**Date of Training:**

18<sup>th</sup> March 2013 at 5pm  
Rhymney Room, Ty Penallta

**Facilitator:**

Tudor Williams, DTD Training

**Brief:**

As County Councillors, there is often a requirement to make presentations at meetings. This course aims to improve members’ skills to ensure that they are confident with key responsibilities, associated with making effective presentations and that they can identify with the key elements that underpin an effective presentation.

**Duration:**

3 hours

**Objectives:**

The session aims to enable members to:

- Identify key areas where presentations are likely to be made.
- Identify the reasons for presentations.
- Set clear objectives.
- Prepare notes, materials and visual aids.
- Understand appropriate body language and confidence.
- Understand appropriate delivery.
- Deal with questions and close effectively.
Managing Constituency Casework

Date of Training:

25th March 2013 at 5pm
Rhymney Room, Ty Penallta

Facilitator:

Ian Bottrill, IDEA

Brief:

County Councillors have a great deal of responsibility with commitments at Council Meetings and the workload from constituents. The session aims to offer members a blend of effective management skills for casework and a guide to resolving constituency correspondence and problems.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Have developed skills to manage their time
- Have developed skills to prioritise workloads
The Council’s Constitution

Date of Training:

Date to be confirmed......

Facilitator:

Dan Perkins, Head of Legal Services

Brief:

The Council’s Constitution sets out how our organisation operates, how decisions are made and the procedures that are followed to ensure that these decisions are efficient, transparent and accountable to local people. Although the law requires some of these procedures, others are a matter for us to choose. Councillors also require clear guidelines to enable them to work confidently within the boundaries set by the government and the reasonable expectations of the public.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Understand the rules and procedures within the council.
- Understand the operation of Council meetings.
- Made aware of the Council Scheme of Delegations.
- Understand the Members Code of Conduct.
Chairing Skills

Date of Training:

- 17th April 2013 at 2pm
  Ebbw Room/ Chamber, Ty Penallta
- 17th April 2013 at 5pm
  Ebbw Room/ Chamber, Ty Penallta

Facilitator:

Clare Forrest, WLGA

Brief:

This session has been designed to assist Scrutiny Chairs and Vice Chairs to explore the skills they need for the role, assess their own Performance and consider how they might improve their performance or develop in the role.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Understand the purpose and types of meetings both within and outside of the Authority
- Understand and be able to demonstrate the role of the effective chair
- Confidently manage meetings
- Manage the behaviour of members at meetings
- Deal effectively with any problems or conflict which may arise
- Understand and enforce any legal requirements applying to the meetings that they chair
Social Media Skills

Date of Training:

- 29th April 2013 at 10am
  Rhymney Room, Ty Penallta

Facilitator:

Kevin O’Keefe, Solicitor, WLGA

Brief:

To 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.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Identify the different types of Social Media
- Have a clear understanding of the uses of Social Media
- Understand appropriate uses of Social Media and the benefits of its uses
**Creative Thinking**

**Date of Training:**
- **13th May 2013 at 5pm**
  Ebbw Room, Ty Penallta

**Facilitator:**
- **John Darke,** Cornerstone Learning Ltd.

**Brief:**
The session aims to offer practical advice and suggestions in order to think creatively and effectively solve problems.

**Duration:**
3 hours

**Objectives:**
The session aims to enable members to:
- Identify problems
- Be effective problem solvers
- Think Creatively
Community Leadership

Date of Training:

- 17th June 2013 at 5pm
  Rhymney Room, Ty Penallta

Facilitator:

Ian Bottrill, IDEA.

Brief:

County Borough Councillors are the voice of the electors and represent local views and interests in their Electoral area. This session aims to provide Members with an overview of 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.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Understand the roles and responsibilities of a Councillor
- Understand the Council Structure
- Understand the policy framework
Managing Conflict

Date of Training:

- 15th July 2013 at 5pm
Rhymney Room, Ty Penallta

Facilitator:

Tudor Williams, DTD Training.

Brief:

Each day as a Councillor, you will have to balance the needs and interests of your residents, voters, political parties and local council. It is inevitable that conflict will arise and this course aims to assist Members to recognise where conflict arises and outline a range of options to deal effectively with the situation in a confident and competent manner.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Identify where conflict arises
- Recognise and deal with problems
- Examine helpful and hindering behaviours
- Identify verbal and non-verbal aggression
Financial Regulations

Date of Training:

- 23rd September 2013 at 5pm
  The Chamber, Ty Penallta

Facilitator:

Nicole Scammell, Head of Corporate Finance.

Brief:

As a County Councillor, one of the key responsibilities is to make decisions in relation to the Councils budget and spends. Therefore, an understanding of the Councils Financial Regulations are required. This session aims to provide a detailed look at the Councils Financial Regulations.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Understand the Councils regulations
- Apply this knowledge to budgetary decision making
Performance Management

Date of Training:

- 14th October 2013 at 5pm
Rhymney Room, Ty Penallta

Facilitator:

Ros Roberts, Performance Manager.

Brief:

In your role as a Councillor within Local Government and involvement in the Scrutiny process you will require an understanding of the Performance of the Authority and the systems in place to record, monitor and report the authority’s performance.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Understand the requirements for continuous improvement
- Understand the Council’s Improvement Process and Corporate Priorities
- Gain an understanding of the Performance Management System
- Understanding the role of elected members in the Performance Management Structure.
Assertiveness

Date of Training:

- 4th November 2013 at 5pm
  Rhymney Room, Ty Penallta

Facilitator:

Tudor Williams, DTD Training.

Brief:

Each day as a Councillor, you will have to balance the needs and interests of your residents, voters, political parties and local council. This course aims to provide practical suggestions and skills for handling people and situations assertively.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Identify Assertive behaviour
- Identify Passive Behaviour
- Identify Aggressive Behaviour
- Identify where assertiveness is required and apply skills/ tools to the situation
Freedom of Information and Data Protection

Date of Training:

- 13th January 2014 at 5pm
  Rhymney Room, Ty Penallta

Facilitator:

Joanne Jones, Information Officer

Brief:

The session aims to provide members with information on the Freedom of Information Act and the Data Protection Act. It also aims to provide members with information on the procedures in place within Caerphilly County Borough Council.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- Have an understanding of the Freedom of Information Act
- Have an understanding of the Data Protection Act
- Understand the procedures in place within the authority to deal with such requests.
Equalities and Diversity

Date of Training:

- **17th February 2014 at 5pm**
  Rhymney Room, Ty Penallta

Facilitator:

**Anwen Rees**, Equalities Training and Promotions Officer

Brief:

Caerphilly CBC is opposed to discrimination in any form and aims to ensure that all sections of the community have access to and benefit from the full range of services that it provides. The Council must comply with a wide range of legislation and employment regulations in the field of equalities. This session aims to look at the various policies and procedures within the Council for promoting equalities and diversity.

Duration:

3 hours

Objectives:

The session aims to enable members to:

- An understanding of the policies and procedures in place for promoting equalities and diversity
# MEMBER TRAINING AND DEVELOPMENT MODULES

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<td>Presentation Skills and Public Speaking (Part 1)</td>
<td>Tudor Williams, DTD</td>
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<td>Chairing Skills</td>
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<td>Managing Conflict</td>
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<td>Financial Regulations</td>
<td>Nicole Scammell/Richard Harris, CCBC</td>
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