

Councillor Training Programme

New Councillor	Induction Programme	In-house delivery of an induction programme to enable new Councillors to understand the different functions of the Council. An induction pack will be available and will contain structure charts, contact numbers and key pieces of information specific to Councillors.
	E-Learning	A suite of e-learning programmes will be available to enable new Councillors to understand fully the role requirements of a Councillor. This will be mandatory for all new Councillors.
	Mentoring Programme	A mentor will be available from the Executive Membership level to support a new Councillor in their role.
	Media Skills	This will equip new Councillors with the skills needed to promote and defend the reputation of the Council and understand how media relations work in local government to manage interactions effectively.
	IT Training	This will equip new Councillors with the IT skills needed to operate efficiently and effectively in their roles using the software and technology available.
	Specialist Training	In-house specialist training on the core services of the Councils will be delivered to new Councillors in areas such as Planning Policy and Development; Economic Development and Housing.
Chair or Committee	Specialist Training	Enhanced specialist training will be delivered to enable Councillors to be chair or a committee member . This training will be mandatory before a Councillor can take up their post.
	Chairing Skills	This will equip Councillors with the skills needed to effectively chair meetings; understand the roles and responsibilities of the chair and facilitate and control meetings.
	Public Speaking Skills	This will help maximise the impact Councillors will have when speaking in public to ensure key messages are delivered in a confident and appropriate way.
	Objection Handling Skills	This will help Councillors to manage those awkward questions and objections that Councillors can experience in their role.
	Negotiation Skills	This will equip Councillors with skills to negotiate effectively and provide Councillors with the confidence to actively participate in negotiation processes.

Executive Member	Leadership Skills	This training will cover strategic leadership and community leadership roles for Councillors to identify the most appropriate type of leadership style for different types of situations.
	Enhanced Public Speaking	An extension to the public speaking skills this training will provide Councillors with further development on public speaking to fine tune existing skills.
	Advanced Negotiation/Influencing Skills	An extension to the negotiation skills programme this will provide Councillors with further skills and techniques to influence at a strategic level.
	Strategic Awareness	This will focus on raising strategic and commercial awareness of Councillors to enable Councillors to effectively contribute to setting the strategic agenda and programme of work for the Councils.
	Role of Cabinet/Democratic Services	An in-house session will be available to enable Councillors to fully understand the role of Cabinet and Democratic Services when operating in an Executive Member role.