

List of Members' Training Courses

Ref. No.	Course Title	Date	Page
Mandatory Sessions			
M1	Equalities and Diversity	May 2009	6
General Sessions			
M2	Tour of Civic Offices / Directorate Awareness	May 2009	8
M3	Planning Systems Including Pin Point Mapping	May 2009	9
M4	Awareness Session / Code of Conduct re Complaints Process	May	
M4	Effective Member / Officer Relations	June 2009	10
M5	Awareness Session / Council Role in LA's Assisting Local Businesses	June 2009	11
M6	Awareness Session / Tour of the District - General	July 2009	12
M7	Dealing with Difficult People and Situations	July 2009	13
M8	Presentation Skills	September 2009	14
M9	Awareness Session / Tour of the District - Housing	September 2009	15
M10	Awareness Session / Finance GRF/HRA and Budget Process	September 2009	16
M11	Media Skills – Front of Camera Skills	October 2009	17
M12	Public Speaking	October 2009	18
M13	Effective / Speed Reading	October 2009	19
M14	S106 Agreements	November 2009	20
M15	Practical Conflict Training	November 2009	21

M16	Freedom of Information and Data Protection	November 2009	22
M17	Chairmanship and Questioning Skills (emphasis on Overview and Scrutiny Role)	December 2009	23
M18	Awareness Session / Emergency Planning – Rest and Reception	January 2010	24
M19	Awareness Session / Gypsy and Traveller Briefing / LDF	January 2010	25
M20	Awareness Session for Candidates / Being a Councillor	March 2010	26

Additional Sessions

M21	Housing Appeals and Homelessness Reviews	If Required	28
M22	Licensing Panel – Introduction	If Required	29
M23	Complaints Panel	If Required	30
M24	Staff Appeals Panel	If required	31
M25	Revised Code of Conduct	If Required	32
M26	Revised Planning Protocol	If Required	33

NOTE: The final dates for these courses will depend on trainer availability.