A. ESSENTIAL TRAINING							
SUBJECT	TOPIC	SUB TOPIC	TRAINING METHOD	INT/EXT	COST	TIMESCALE	FOR
CODE OF CONDUCT			Workshop 1/2 hours	Internal		Oct-06	All Members
GOVERNANCE			Workshop 3 hours	Internal		Mar-06	All Members
LICENSING & GAMING			Half Day Seminar	External	£600	Sep-06	Licensing Committee Members
ETHICS & STANDARDS	Local Determination Regulations		Half Day Seminar	Internal		Nov-06	Standards Committee Members
PLANNING	Development Control for Members		Full Day Seminar	External	£1,000	May/June 06	Planning Panel Members
AUDIT	Role of Audit Committees		Half Day Seminar	Internal		May-06	Audit Ctee Members
MODERNISATION	Local Govt Reoganisation		Half day seminar	External	£750 est	June/July 06	All Members

O MEET IDENTIFIED N	<u>EEDS</u>					
TOPIC	SUB TOPIC	TRAINING METHOD	INT/EXT	COST	TIMESCALE	FOR
	Module 1					
	Operating System					
BASIC/	& Word					
INTERMEDIATE	Processing	Workshop 2/3 hours	External	£100	April/May	All Members
	Module 2				, ,	
	Word Processing 2					
	Troubleshooting					
		Workshop 2/3 hours	External	£100	April/May	All Members
	Module 3	•				
	Managing Files	Workshop 2/3 hours	External	£100	April/May	All Members
	Module 4					
	Managing Files 2	Workshop 2/3 hours	External	£100	June/July	All Members
	Module 5					
	Internet					
	Outlook e-mail					
		Workshop 2/3 hours	External	£100	June/July	All Members
	Outlook Contacts					
	Outlook Calendar	Workshop 2/3 hours	External	£100	June/July	All Members
INTERMEDIATE	All Modules	One-to-one	External	hour	tba	
ADVANCED	MS Word	Workshop 2/3 hours	External	£120	Sept/Oct 06	Any Members
	MS Ppoint	Workshop 2/3 hours	External	£120	Sept/Oct 06	Any Members
	BASIC/ INTERMEDIATE  BASIC INTERMEDIATE	Module 1 Operating System & Word INTERMEDIATE  Module 2 Word Processing 2 Troubleshooting  Module 3 Managing Files Module 4 Managing Files 2  Module 5 Internet Outlook e-mail Folders  Module 6 Outlook Contacts Outlook Calendar  BASIC INTERMEDIATE All Modules  ADVANCED MS Word	TOPIC  SUB TOPIC  Module 1 Operating System & Workshop 2/3 hours  Module 2 Word Processing 2 Troubleshooting  Workshop 2/3 hours  Module 3 Managing Files Workshop 2/3 hours  Module 4 Managing Files 2 Workshop 2/3 hours  Module 6 Outlook e-mail Folders Workshop 2/3 hours  Workshop 2/3 hours  Module 6 Outlook Contacts Outlook Calendar  Workshop 2/3 hours  Module 6 Outlook Calendar  Workshop 2/3 hours  All Modules  One-to-one	TOPIC  SUB TOPIC  TRAINING METHOD INT/EXT  Module 1 Operating System & Workshop 2/3 hours  Module 2 Word Processing 2 Troubleshooting  Workshop 2/3 hours  Module 3 Managing Files  Module 4 Managing Files 2 Workshop 2/3 hours  External  Module 5 Internet Outlook e-mail Folders  Module 6 Outlook Contacts Outlook Calendar  Workshop 2/3 hours  External  Workshop 2/3 hours  External  Workshop 2/3 hours  External  Workshop 2/3 hours  External  Module 6 Outlook Contacts Outlook Calendar  Workshop 2/3 hours  External  Module 6 Outlook Contacts Outlook Calendar  Workshop 2/3 hours  External  Module 6 Outlook Contacts Outlook Calendar  Workshop 2/3 hours  External  BASIC INTERMEDIATE  All Modules  One-to-one  External	TOPIC SUB TOPIC TRAINING METHOD INT/EXT COST    Module 1	TOPIC  SUB TOPIC  TRAINING METHOD INT/EXT  COST  TIMESCALE  Module 1 Operating System & Workshop 2/3 hours  Module 2 Word Processing  Module 2 Word Processing 2 Troubleshooting  Workshop 2/3 hours  External  \$100 April/May  Module 3 Managing Files  Module 4 Managing Files 2 Workshop 2/3 hours  Module 5 Internet Outlook e-mail Folders  Module 6 Outlook Contacts Outlook Calendar  Workshop 2/3 hours  External  \$100 April/May  External  \$100 June/July  External  \$100 June/July  Workshop 2/3 hours  External  \$100 June/July  Module 6 Outlook Calendar  Workshop 2/3 hours  External  \$100 June/July  External  \$100 June/July  External  \$100 June/July  External  \$100 June/July  External  External  \$100 June/July  External  External

COMMUNICATIONS	Dealing with Media	half day wadahaa	Internal with limited external	£250	Nov 00	Executive
COMMUNICATIONS	iviedia	half day workshop	resource	£250	1100-06	Executive
	Internal Communication	half day workshop	Internal with limited external resource	£250	Oct-06	All Members
LEADERSHIP	IDeA Leadership Academy	2 day residential	External	£1750 (£750 subsidised)	various by May 2007	3 Members as per PDP's. Others as places permit
FINANCE	LG Finance & Budget	half day workshop	Internal		mid Sept 06	All Members
		Refresher	Internal		Jan-07	All Members
	Budget Monitoring	half day workshop	Internal		Jan/Feb 07	All Members
PERSONNEL	Recruitment & Selection	half day workshop	Internal		Oct/Nov 06	Personnel Panel Members
CHAIRING	Chairing Skills	1 day workshop	External	£750 est	Jan-06	All Chairs
SCRUTINY	IDeA Scrutiny Programme	2 day residential	External	£600 (£300 subsidised)	Jun-06	Scrutiny Chairs

	Scrutiny Skills	1 Day Workshop	External	£1000 total	May/June 06	Scrutiny
	Scrutiny Skins	1 Day Workshop	External	£1000 total	May/June 00	Members
PARTNERSHIPS		Half day workshop	External	£750 est	Jan/Feb 07	All Members
VIDEO CONFERENCING	Pilot	N/A	Internal			MTDP Members
ROLE OF MAYOR		I day residential	External	£250	Mar-06	New Mayor & D/Mayor
INFLUENCING SKILLS		1 day residential	External	£400 est		as per PDP
TIME MANAGEMENT		1 day residential	External	£400 est		as per PDP
PUBLIC SPEAKING		1 day residential	External	£400 est		as per PDP
CRIME & DISORDER		Visit to CDRP office	Internal			as per PDP
COUNCIL SERVICES	Visits to Council Offices	Visits to Council Offices	Internal			as per PDP

C INDUCTION T	RAINING				
WEEK 1	Introductory evening - Mayor, Leader, C Team				
WLLIX	Leader, O ream	Induction Pack			
	luitial Paiation	Laptop Tour of Building Mentoring Brief Allowances Brief			
	Initial Briefing	1 Introduction			
WEEK 2-4	Induction Courses	to Local Govt - UK and Local			
		2 Role of Councillor - Decision Making			
		3 Role of Councillor - Ward & Party			
		4 Council's Key Objectives & Partnerships			
		5 Roles of Council Executive and Scrutiny			
		6 Communication & Networks			
		7 Code of Conduct & Ethics			
		8 Finance & Budget			
WEEK 6		Mentoring Review			
6 MONTHS		Review & Refreshers			