



<b>B. TRAINING TO MEET IDENTIFIED NEEDS</b>								
SUBJECT	TOPIC	SUB TOPIC	TRAINING METHOD	INT/EXT	COST	TIMESCALE	FOR	
IT	BASIC/ INTERMEDIATE	<b>Module 1</b> Operating System & Word Processing	Workshop 2/3 hours	External	£100	April/May	All Members	
		<b>Module 2</b> Word Processing 2 Troubleshooting	Workshop 2/3 hours	External	£100	April/May	All Members	
		<b>Module 3</b> Managing Files	Workshop 2/3 hours	External	£100	April/May	All Members	
		<b>Module 4</b> Managing Files 2	Workshop 2/3 hours	External	£100	June/July	All Members	
		<b>Module 5</b> Internet Outlook e-mail Folders	Workshop 2/3 hours	External	£100	June/July	All Members	
		<b>Module 6</b> Outlook Contacts Outlook Calendar	Workshop 2/3 hours	External	£100	June/July	All Members	
IT	BASIC INTERMEDIATE	<b>All Modules</b>	One-to-one	External	£25 per 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	

COMMUNICATIONS	Dealing with Media		half day workshop	Internal with limited external resource	£250	Nov-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	

[illegible]

<b>C INDUCTION TRAINING</b>								
<b>WEEK 1</b>	<b>Introductory evening - Mayor, Leader, C Team</b>							
	<b>Initial Briefing</b>	Induction Pack Laptop Tour of Building Mentoring Brief Allowances Brief						
<b>WEEK 2-4</b>	<b>Induction Courses</b>	1 Introduction 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						
<b>WEEK 6</b>		Mentoring Review						
<b>6 MONTHS</b>		Review & Refreshers						