ТОРІС	SUB TOPIC	TRAINING METHOD				
TOPIC	SUB TOPIC	TRAINING METHOD				
			INT/EXT	COST	TIMESCALE	FOR
		Workshop 1/2 hours	Internal		Oct-06	All Members
		Workshop 3 hours	Internal		Mar-06	All Members
		Half Day Seminar	External	£600		Licensing Committee Members
Local Determination Regulations		Half Day Seminar	Internal			Standards Committee Members
Development Control for Members		Full Day Seminar	External	£1,000		Planning Panel Members
Role of Audit Committees		Half Day Seminar	Internal			Audit Ctee Members
Local Govt Reoganisation		Half day seminar	External	£750 est	June/July 06	All Members
	Determination Regulations Development Control for Members Role of Audit Committees	Determination Regulations Development Control for Members Role of Audit Committees	Workshop 3 hours Workshop 3 hours Half Day Seminar Jocal Determination Regulations Half Day Seminar Development Control for Members Control for Members Full Day Seminar Local Govt	Workshop 3 hours Internal Workshop 3 hours Internal Half Day Seminar External Local Determination Regulations Half Day Seminar Development Control for Members Internal Role of Audit Committees Half Day Seminar Internal Half Day Seminar Local Govt Half Day Seminar	Image: Second Stress	Image: Second

	EEDS					
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					
	Troubleshooting					
		Workshop 2/3 hours	External	£100	April/May	All Members
		Workshop 2/3 hours	External	£100	April/May	All Members
		Workshop 2/3 hours	External	£100	June/July	All Members
		Workshop 2/3 hours	External	£100	June/July	All Members
	Outlook Calendar	Workshop 2/3 hours	External	£100	June/July	All Members
IT INTERMEDIATE ADVANCED	All Modules	One-to-one	External	hour	tba	
	MS Word	Workshop 2/3 hours	External	£100	Sent/Oct 06	Any Members
				£120		
	MS Ppoint	Workshop 2/3 hours	External	£120	Sept/Oct 06	Any Members
	BASIC/ INTERMEDIATE	Image: Module 1 Operating System & Word BASIC/ Nodule 1 INTERMEDIATE Processing 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 All Modules ADVANCED MS Word	Module 1 Operating System & Word Workshop 2/3 hours BASIC/ Module 2 Word Processing 2 	Module 1 Operating System & Word Workshop 2/3 hours External Module 2 Word Processing Workshop 2/3 hours External Module 3 Managing Files Workshop 2/3 hours External Module 4 Managing Files 2 Workshop 2/3 hours External Module 5 Internet Outlook e-mail Folders Workshop 2/3 hours External Module 6 Outlook Contacts Outlook Calendar Workshop 2/3 hours External BASIC INTERMEDIATE Modules Modules Workshop 2/3 hours External Module 5 Internet Outlook Contacts Outlook Calendar Workshop 2/3 hours External BASIC INTERMEDIATE All Modules One-to-one External BASIC INTERMEDIATE All Modules One-to-one External MODULON One-to-one External	Module 1 Operating System & Word Workshop 2/3 hours External £100 Module 2 Word Processing Workshop 2/3 hours External £100 Module 3 Managing Files Workshop 2/3 hours External £100 Module 4 Managing Files Workshop 2/3 hours External £100 Module 5 Internet Outlook e-mail Folders Workshop 2/3 hours External £100 Module 6 Outlook contacts Outlook Calendar Workshop 2/3 hours External £100 Module 6 Outlook Contacts Outlook Contacts Workshop 2/3 hours External £100 Module 6 Outlook Contacts Outlook Contacts Workshop 2/3 hours External £100 Module 6 Outlook Contacts Outlook Contacts Workshop 2/3 hours External £100 Module 6 Outlook Contacts Outlook Contacts One-to-one External £25 per hour MADVANCED MS Word Workshop 2/3 hours External £120	Module 1 Operating System & Word Module 1 Operating System & Word Processing Workshop 2/3 hours External £100 April/May Module 2 Word Processing 2 Troubleshooting Workshop 2/3 hours External £100 April/May Module 3 Managing Files Workshop 2/3 hours External £100 April/May Module 4 Managing Files Workshop 2/3 hours External £100 April/May Module 5 Internet Outlook e-mail Folders Workshop 2/3 hours External £100 June/July Module 6 Outlook Contacts Outlook Calendar Workshop 2/3 hours External £100 June/July BASIC INTERMEDIATE All Modules One-to-one External £100 June/July BASIC INTERMEDIATE All Modules One-to-one External £25 per hour tba ADVANCED MS Word Workshop 2/3 hours External £120 Sept/Oct 06

	Dealing with		Internal with limited external			
COMMUNICATIONS	Media	half day workshop	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
	LG Finance &					
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 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	

RAINING							
evening -							
Mayor,							
Leader, C Team	1 I						
	Induction Pack						
	Laptop						
	Tour of Building						
	Mentoring Brief						
Initial Briefing	Allowances Brief						
	1 Introduction						
Induction	to Local Govt - UK						
Courses	and Local						
	2 Role of Councillor -						
	Decision Making						
	Ward & Party						
	4 Council's Key						
	Objectives &						
	Scrutiny						
	6 Communication &						
	Networks						
	7 Code of Conduct						
	8 Finance & Budget						
	Montoring Poview						
	Poviow & Potrochara						
	Introductory evening - Mayor, Leader, C Team Initial Briefing Induction	Introductory evening - Mayor, Leader, C Team Induction Pack Laptop Tour of Building Mentoring Brief Initial Briefing Induction Pack Laptop Tour of Building Mentoring Brief Induction Courses 1 Introduction to Local Govt - UK and Local 2 Role of Councillor - Decision Making 3 Role of Councillor - Ward & Party 4 Council's Key 	Introductory evening - Mayor, Leader, C Team Induction Pack Laptop Tour of Building Mentoring Brief Initial Briefing Allowances Brief Induction to Local Govt - UK Courses 1 Introduction to Local Govt - UK 2 Role of Councillor - Decision Making 3 Role of Councillor - Ward & Party 3 Role of Councillor - Ward & Party 4 Council's Key Objectives & Partnerships Objectives & Partnerships 5 Roles of Council Executive and Scrutiny 5 Roles of Council Executive and Scrutiny 6 Communication & Networks 7 Code of Conduct & Ethics 8 Finance & Budget 8 Finance & Budget	Introductory evening - Mayor, Leader, C Team Induction Pack Laptop Tour of Building Mentoring Brief Initial Briefing Induction Pack Laptop Tour of Building Mentoring Brief Initial Briefing Allowances Brief Induction to Local Govt - UK and Local 1 Productory courses 2 Role of Councillor - Decision Making 2 Baber 3 Role of Councillor - Decision Making 2 Baber 3 Baber 3 Baber 3 Baber 3 Baber 2 Baber 3 Baber	Introductory evening - Mayor, Leader, C Team Induction Pack Laptop Tour of Building Mentoring Brief Induction Pack Laptop Initial Briefing Induction Pack Laptop Tour of Building Mentoring Brief Initial Briefing Initial Briefing 1 Introduction to Local Govt - UK and Local Induction to Local Govt - UK Decision Making Induction 1 Introduction - Decision Making Introduction - Decision Making 3 Role of Councillor - Ward & Party 3 Role of Councillor - Ward & Party 4 Council's Key Objectives & Partnerships Objectives & Partnerships 5 Roles of Council Executive and Scrutiny Scrutiny 6 Communication & Networks Retworks 7 Code of Conduct & Ethics S Ethics 8 Finance & Budget Image:	Introductory evening - Mayor, Leader, C Team Induction Pack Laptop Tour of Building Mentoring Brief Induction Pack Laptop Initial Briefing Allowances Brief Initial Briefing Induction to Local Govt - UK Courses 1 Introduction - Decision Making Induction - Decision Making 3 Role of Councillor - Ward & Party 3 Role of Councillor - Decision Making Induction - Decision Making 5 Roles of Councillor - Ward & Party Induction - Decision Making Induction - Decision Making 6 Communication & Networks Scrutiny Induction - Decision Bake Induction - Decision Bake 6 Communication & Networks Roles of Council Executive and Scrutiny Induction - Decision Bake Induction - Decision Bake 6 Communication & Networks Induction - Decision Bake Induction - Decision Bake Induction - Decision Bake 8 Finance & Budget Induction - Decision Bake Induction - Decision Bake Induction - Decision Bake	Introductory evening - Mayor, Leader, C Team Induction Pack Laptop Tour of Building Mentoring Brief Induction Pack Laptop Image: Comparison of the second sec