

Training and Development Events For Elected Members



Community Leadership

WHAT WILL I LEARN?

- A significant part of a members responsibilities is the work they do at a neighbourhood level. They represent the ward and the people who live in it and have a responsibility to communicate Council policies and decisions to them.

WHO SHOULD ATTEND?

This programme has been developed for Elected Members at Middlesbrough Council who are keen to develop their communication and interpersonal skills.

WHAT WILL IT COVER?

How to be an efficient and effective ward member.

DURATION

2 hrs

Debating Skills

WHAT WILL I LEARN?

Taking part in constructive debate is an important part of the role of a local councillor, with debates taking place everywhere from the council chamber to the doorstep. Debating is a core skill for effective community leadership, ensuring people can share opposing views, discuss these with respect and an open mind, and come to informed conclusions for the benefit of the community.

WHO SHOULD ATTEND?

This training is available to all Members who would like to improve their debating skills.

WHAT WILL IT COVER?

The training focuses on tools that enable councillors to engage meaningfully in debate and deal with tricky situations, along with guidance on ensuring debates lead towards stronger outcomes.

DURATION

2 hrs

Time Management

Time Management

WHAT WILL I LEARN?

Are there not enough hours in the day? Are the important jobs the first ones you do? How do you prioritise. This course looks at prioritisation and the differences between important jobs and urgent jobs to enable you to manage your time more effectively.

WHO SHOULD ATTEND?

This course is open to all Members who would like to learn how to Prioritise their workload and manage their time more effectively.

DURATION

2 hrs

Public Speaking

WHAT WILL I LEARN?

- How to speak confidently in public
- Participating in online and face to face meetings

WHO SHOULD ATTEND?

All Members who would benefit from an opportunity to develop their public speaking skills.

WHAT WILL IT COVER?

- Plan and prepare to speak
- Structure information for logic and flow
- Demonstrate confidence through non-verbal behaviour, language and tone

DURATION

2hrs

Speed Reading on Electronic Devices

WHAT WILL I LEARN?

- 📖 Understand different types of reading styles
- 📖 How to double reading speed without losing retention
- 📖 How to learn new, positive reading habits

WHO SHOULD ATTEND?

This is an essential course for Members who need to be able to read and summarise information from electronic devices and written text faster, and more effectively. The seminar focuses on the different types of reading styles and encourages better retention of written material by making use of specific techniques.

WHAT WILL IT COVER?




- 📖 Explain the process of reading
- 📖 Identify and minimise the barriers to reading
- 📖 Read from electronic screens more efficiently
- 📖 Improve retention of information by using an active reading style

DURATION

2hrs

Communication Skills









WHAT WILL I LEARN?

-  Gain practical tips and techniques to improve communication
-  Learn the importance of communication
-  Develop communication and interpersonal skills

WHO SHOULD ATTEND?

This programme has been developed for Elected Members at Middlesbrough Council who are keen to develop their communication and interpersonal skills.

WHAT WILL IT COVER?




-  Explain the importance of two-way communication
-  Minimise barriers to communication
-  Use different questioning types
-  Listen actively
-  Use appropriate language
-  Build rapport quickly and easily
-  Use positive non-verbal behaviour
-  Manage voice and tonality

DURATION

2hrs

Objection Handling & Managing Conflict








WHAT WILL I LEARN?

-  Personal Implementation Plans
-  The Anger Diffusion Model
-  What is conflict and what causes it

WHO SHOULD ATTEND?

This training is available to all Members. Conflict can be inevitable no matter how well a organisation is run, and providing people have the skills in place, positive benefits can result from conflict situations. This course examines how conflict can arise, the various techniques for dealing with it and provides an opportunity for delegates to practice new skills.

WHAT WILL IT COVER?

-  Showing gratitude for customer concerns – objections confirm interest
-  Discovering and showing empathy to previous issues/concerns
-  Asking, probing and confirming
-  Bringing up the classic objections yourself
-  Isolating objections
-  Discovering what is important and showing them value
-  The physical effects of stress and anger

DURATION

3hrs

Training Events Available to Members

If you would like to undertake any of the training mentioned in this leaflet please complete and return to Jo McNally or Michelle Jackland in Democratic Services.

CLLR: _____

TOPIC	I WISH TO ATTEND
Community Leadership	<input type="checkbox"/>
Debating Skills	<input type="checkbox"/>
Time Management	<input type="checkbox"/>
Public Speaking	<input type="checkbox"/>
Speed Reading on Electronic Devices	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>
Objection Handling & Managing Conflict for Executive Members	<input type="checkbox"/>

You may suggest as many of the events as you would like. We will then assess the number of requests and make any necessary arrangements etc.