

Induction Training

What's On?	Approx Date/Time	Facilitators
Week 1 W/C 11th May 2015 'Meet the Corporate Management Team and Statutory Officers'	12 th May 10am-12.30pm 13 th May 5pm-7.30pm (Provisional)	Chief Exec/Directors/Monitoring Officer
West Office induction (inc Swipe Card)	11 th May 10.30am 14 th May 2.30pm	Facilities Management
Customer Service Drop In Session	tba	Customer Services Team
**Code of Conduct & Member/Officer Relations Protocol/FOIs	1 Session, date TBC (to be repeated)	Monitoring Officer
One-to-Ones	Rooms reserved at WO every day of the week. 1 hour slots to be arranged to suit individual members throughout May 2015	Head of Civic & Democratic Services or nominee

Week 2 W/C 18th May 2015 West Offices Induction (inc swipe card)	18 th May 10.30am	Facilities Management
Understanding the Neighbourhood Working Model (inc Ward funding & budgets)	tba	Communities & Neighbourhoods
IT Drop in Sessions	Various dates and times tba throughout May/June	Democratic Services
Annual Council	21 st May	
***Planning Training (TBC)	End May	Planning Officers
Week 3 W/C 25th May 2015		
Corporate Parenting and Safeguarding Roles	In house sessions tba	Children's Services, Education & Skills

Mansion House & Council Chamber – brief tours (understanding HLF context, role of Lord Mayor, voting system)	tba	Civic & Democratic Services
Week 4 W/C 1st June 2015		
***Licensing & Gambling (statutory training)	3 rd June 2015 11am	Licensing Manager and Legal Services
**Code of Conduct, Member/Officer Relations/FOIs	tba	Monitoring Officer
Customer Service Drop In Session (inc	tba	Customer Services Team
Week 5 W/C 8th June		
**Development Day – 4 core sessions: Making a Positive Impact (inc Using Social Media); Effective listening, questioning & analysis;	Tuesday 9 June	External trainer, David McGrath, former elected Member, (Chartered Fellow of the Institute of Personnel Development) and has coached and trained elected members for over 20 years.

<p>Equalities & diversity;</p> <p>The Modern Ward Member (acting as an advocate and leader for communities)</p>		
<p>Understanding Decision Making (inc new Council Procedure Rules)</p>	tba	<p>Monitoring Officer</p> <p>Head of Civic & Democratic Services</p>
<p>Week 6 W/C 15th June</p>		
<p>***Corporate appeals training</p> <p>(If no new Members appointed to these, will form part of Core Programme instead)</p>	tba	<p>Peter Cairns, Employment Solicitor</p>
<p>**Development Day – 4 core sessions:</p>	<p>Thursday 18 June</p>	<p>External trainer – David McGrath, former elected Member, (Chartered Fellow of the Institute of Personnel Development) and has coached and</p>

<p>Making a Positive Impact (inc Using Social Media);</p> <p>Effective listening, questioning & analysis;</p> <p>Equalities & diversity;</p> <p>The Modern Ward Member (acting as an advocate and leader for communities)</p>		<p>trained elected members for over 20 years.</p>
<p>Understanding the Neighbourhood Working Model (inc Ward funding & budgets)</p>	<p>tba</p>	<p>Communities & Neighbourhoods</p>

Notes:

Whilst the full induction programme is mandatory for all new Member, in addition the following apply:

** These sessions are required to attend one of these sessions, on a mandatory basis

*** Any Member new or returning is required to attend these sessions due to their statutory role