



Members Training and Development Programme

September 2019 to May 2020

<p><u>Social Media</u></p> <p>Aims to train councillors in how to craft and communicate effective messages to convey useful and essential information in order to build confidence among residents in the Council's commitment and ability to make a positive contribution to the well-being and happiness of the community. To provide advice on how to deal with criticism and abuse, and, as much as possible, to avoid provoking it.</p> <p><i>Please register your interest to be placed on the waiting list - date(s) to be confirmed for early 2020</i></p>	<p><u>Testimonials</u></p> <p><i>"This course gave me more confidence using the various platforms in social media. I was encouraged to use Twitter more effectively to get positive messages out. The tutors were very encouraging, friendly and helpful."</i></p> <p><i>"I liked it that it was an informal session and we were able to talk openly and share our own experiences."</i></p>
<p><u>Local Government Finance</u></p> <p>This half day session gives a very good grounding in how local government finance works in practice and sets the basics as part of the bigger picture of current developments and longer-term trends.</p> <ul style="list-style-type: none"> • An understanding of how local govt finance works • The emergency budget • Funding plans for the next five years • Implications of devolution, Brexit and business rates • Expectation of councils generating local economic growth to help fund services • The impact on council budgets of welfare reform changes; the Localism Act, and • Any fresh or recent government initiatives and announcements will also be assessed <p><i>Please register your interest to be placed on the waiting list - date to be confirmed for late autumn 2019</i></p>	<p><u>Testimonials</u></p> <p><i>I really liked the tutor's style. It was very engaging and informative and got the topic across really well."</i></p> <p><i>"A good overview of the funding situation for local government. I found the capital and revenue part of the session particularly helpful"</i></p> <p><i>"There was clear, detailed delivery and straightforward responses to questions"</i></p>
<p><u>Public Speaking</u></p> <p>Aims to equip councillors with the public speaking techniques that will help them overcome nerves, project their voice effectively in order to capture the attention of the audience.</p> <p><i>Please register your interest to be added to the waiting list - date(s) to be confirmed for spring 2020</i></p>	<p><u>Testimonials</u></p> <p><i>"Excellent coaching and a fun day. Analysing my own and others speaking techniques together was very useful."</i></p> <p><i>"This was a very useful refresher that I would recommend for even the most experienced speaker. A couple of new points came out for me; the power of killer facts and the power of three. Plus "think about the picture first."</i></p>

Media Skills

Open to all Members **6 places available**

Will focus on techniques for dealing with the media. The day will involve looking at who the media are, structures of radio and TV interviews, what do the media want, types of story, their "agenda", how and how not to answer their questions, and making the most of what you have to say.

Please register your interest to be placed on the waiting list - date(s) to be confirmed for spring 2020

Testimonials

"Excellent training!!! The practical elements were very welcome and I would definitely recommend this to anybody wanting to either learn media techniques from scratch or to those wanting to enhance their current skills".

Being an Effective Councillor : Making a Difference

Open to all Members **20 places available**

This session is aimed at new councillors finding their feet - and more experienced councillors wanting to review and develop their roles. The session starts by exploring day-to-day ward and community issues: how do you focus? keep your head above water? and then looks at the different roles - and skills - that you, as a councillor, can identify and focus on for you to 'make a difference'. The session then moves on to case study work, and prompts personal planning/prioritisation - led with an interactive approach encouraging peer learning, to help you develop and progress.

Please register your interest to be added to the waiting list - date to be arranged for late autumn 2019

Testimonials

"As a new Councillor I found it very useful to have a place to discuss issues with a mix of other new and sitting Councillors."

"Having attended a seminar in London, it was interesting to share experiences with Councillors from other Local Authorities as I realised that Manchester are leading the way in a number of things such as delivering an in depth induction programme for newly elected members, and the provision of a Members support office"

Corporate Property Access Database

Open to all Members

CPAD is used to manage key elements of the Council's operational and investment property portfolios. This briefing will provide an overview of the system, the benefits of using it to search for data and ways to make contact regarding any issues and questions you may have regarding Council land and property.

Please register interest to be placed on the waiting list - date(s) to be confirmed

"The presentation was clear and organised and the tutor was very helpful when being questioned".

"The level of my knowledge at the start of the course was fair but was very good by the end."

Personal Safety **New Training Session**

Open to all Members ** 12 places available per session**

This is an essential programme for Councillors who want to explore ways to improve their personal safety whilst carrying out their Council duties. Designed to sit within any Council's Lone Working and Personal Safety policies, the session is based on sensible advice and established good practice. Much of this has its origins within Police advice and guidance from the Suzy Lamplugh Trust.

By the end of this programme delegates will be able to:

- Identify the key issues Councillors can face when carrying out their role
- Carry out formal risk assessments
- Implement sensible safety precautions
- Identify the importance of gut feel and instinct
- Explain the steps to be taken to address cyber-bullies and trolls
- Use internal reporting procedures.

3rd October 2019 - daytime and early evening session

Duration 2.5hrs

Venue - Town Hall Extension

Delivered by Miranda Smythe, LGIU Associate

Viability Assessments

Open to all Members

The aims/objectives are outlined below:-

- Short precis of local and national policy context in relation to a viability assessment.
- List of documents submitted as part of the viability assessment.
- Read through of a viability assessment (high density City Centre site).
- Review of analysis that Development Team undertake including resources consulted when providing advice to Planning.

Please register your interest to be placed on the waiting list - daytime session to be confirmed

Testimonials

"This was a really useful session on viability reports and how to read them"

<p><u>Being a Resilient Councillor</u></p> <p>Open to all Members **20 places available**</p> <p>Aims to explore how you can build greater personal resilience in yourself. The trainer will share with you tips, ideas and strategies on how making small changes can help you to develop and sustain resilience, as well as helping you develop a practical and realistic action plan.</p> <p>12th September 2019 - 2:00pm to 5:00pm Duration - 3 hours Venue - Town Hall Extension Delivered by Matthew Sneed NWEO Associate</p>	<p><u>Testimonials</u></p> <p><i>"Resilience training has taught me how to cope through my job, and how to deal with the pressure of my job".</i></p>
<p><u>Suicide Prevention Training for Councillors</u> **New Training Session**</p> <p>This two hour session will cover:-</p> <ul style="list-style-type: none"> ● Facts, figures and myths about suicide prevalence, risk factors and warning signs ● Understanding suicidal feelings and identifying those at risk ● Building confidence to talk to someone who may be suicidal ● Useful local and national resources to support people who may be suicidal, worried about someone or bereaved by suicide. <p>Session 1 - 19/11/19 - 2:00pm to 4:00pm in Room 2006 Session 2 - 21/11/19 - 5:30pm to 7:30pm in Room 2006</p> <p>Delivered by Cllr Joanna Midgley & Christine Raisewell (Programme Lead for Manchester Health and Care Commissioning)</p>	

LGA PROGRAMMES

Leadership Essentials in:

Finance

This programme is designed for Leaders, Finance Portfolio Holders and Chairs of Audit Committees **2 places available**

This is a residential two day programme which aims to help portfolio holders get to grips with the financial challenges facing their authority. The course discusses setting longer term strategies for sustainability as well as balancing the budget on an annual basis, and how to work effectively with officers to ensure the Council is making the most of its opportunities.

Saturday 26th October to Sunday 27th October 19

Venue - Warwick Conferences, Coventry, CV4 7SH

Audit Committee *New Programme**

This programme is designed for Chairs of Audit Committees and Finance Portfolio Holders **2 places available**

The role of Audit Committees is to ensure that the Council has an effective system for managing risks and controlling its finances. In these times of reduced resources and enhanced risk, this role is more important than ever. With a government review of local government underway and controversy in the private sector about the role of external auditors, there has never been a better time to reflect on how audit committees need to be fulfilling their role. This programme will discuss how Audit Committees can be most effective, drawing on the insights of auditors to ensure that the public can have confidence in the way the Council is managing its financial affairs.

Prog 1 - Tuesday 5th November to Wednesday 6th November 2019

Prog 2 - Saturday 1st February to Sunday 2nd February 2020

Venue - Warwick Conferences, Coventry, CV4 7SH

Adult Social Care

This programme is open to Portfolio Holders and their Assistant

****2 places available****

This programme will focus on leadership in the current challenging policy and practice context, including implementing the Care Act, sector led improvement and integration. The event is supported by the LGA and the Towards Excellence in Adult Social Care programme of sector led improvement in Adult Social Care.

Tuesday 5th November to Wednesday 6th November

Venue - Warwick Conferences, Coventry, CV4 7SH

Being an Effective Cabinet Member **New Programme**

This programme is for Portfolio Holders and their Assistants

****2 places available****

This is an exciting new opportunity from the LGA which is highly interactive and examines the key aspects of being a successful cabinet member - from having a clear understanding of the legacy you want to leave, to working with your Chief Executive, working with other cabinet members, making effective decisions and managing your workload. It is designed to support all different types of portfolio holders.

Saturday 23rd November to Sunday 24th November 19

Venue - Warwick Conferences, Coventry, CV4 7SH

Building Safety **New Programme**

This is aimed at Portfolio Holders with responsibility for Housing, Planning, Building Control or Environmental Health, and Members with an interest in building safety **2 places available**

This course will help participants to:-

- Explore the role that local authorities play in ensuring building safety.
- Understand how peers have dealt with building safety issues that have emerged since the Grenfell fire.
- Understand planned reforms to the building safety system and their implications for LAs.
- Lead and deliver the practical and cultural changes required in staff training, technology and assurance processes.
- Ensure that resident voice is at the heart of changes to their building safety approach.

Tuesday 26th November to Wednesday 27th November 19

Venue - Warwick Conferences, Coventry, CV4 7SH

Children's Services

This programme is for Portfolio Holders and their Assistants and Chairs of Children's Services Committee. **2 places available**

Lead Members for Children's Services are responsible for providing leadership to CS's in their area and hold a statutory role. This development event is funded as part of the sector led improvement programme and aims to support Lead Members with the key challenges they face in the changing policy landscape and to develop leadership capacity, share learning and provide a valuable networking opportunity. This programme is also for Chairs of Children's Services Scrutiny Committees.

Prog 24 - Saturday 14th September to Sunday 15th September 19

Prog 26 - Wednesday 27th November to Thursday 28th November 19

Prog 27 - Thursday 16th January to Friday 17th January 19

Venue - Warwick Conferences, Coventry, CV4 7SH

Creating Better High Streets and Town CentresNew Programme****

This is for Regeneration, Neighbourhood and Planning Portfolio Holders and their Assistants **2 places available**

There are unprecedented changes taking place amongst retailers, largely due to changing shopping habits, leading to the demise of many high street brands. Vacancy rates stand at 10% in our town centres, footfall continues to decline and news continues on shop closures, CVAs and a slowdown in new openings. But these are not the only changes in our town centres and nor is it all doom and gloom. There are opportunities for LAs to help provide a better town centre offer for local people and visitors. There are high level demands for housing; changes taking place to how people work, with an increase in shared, more flexible, and connected workplaces, and in demand for co-location of public services to deliver better outcomes for residents and release public land for housing and economic growth. There are also changing demographics and how people use town centres is also changing in favour of access to services, entertainment, education and convenience and less for traditional shopping.

Prog 1 - Tuesday 3rd December to Wednesday 4th December 19

Venue - Warwick Conferences, Coventry, CV4 7SH

Prog 2 - Thursday 30th January to Friday 31st January 2020

Venue - Burleigh Court, Loughborough, Leicestershire, LE11 3TD

Cultural Services

This is open to Portfolio Holders and their Assistants **2 places available**

This programme will support leading councillors to develop an integrated cultural offer against a backdrop of reducing budgets. The session will be delivered in partnership with the Arts Council of England.

Prog 13 - Saturday 9th November to Sunday 10th November 2019

Prog 14 - Thursday 30th January to Friday 31st January 2020

Venue - Warwick Conferences, Coventry, CV4 7SH

Effective Scrutiny

This is open to all Members of Scrutiny Committees and Chairs of Scrutiny Committees **2 places available**

A two day programme for new Scrutiny Chairs covering leading and managing a scrutiny review; chairing scrutiny meetings, increasing participation by members and the public and ensuring impact of scrutiny recommendations.

Wednesday 22nd January to Thursday 23rd January 2020

Venue - Warwick Conferences, Coventry, CV4 7SH

Health & Well-being

Open to Portfolio Holders and their Assistants and Chairs of Health Committees **2 places available**

This is an opportunity to come together to share experiences and reflect and actively learn from each other through the LGA's tried and tested approach to leadership development.

Prog 18 - Tuesday 15th October to Wednesday 16th October 19

Prog 19 - Tuesday 5th November to Wednesday 6th November 19

Venue - Warwick Conferences, Coventry, CV4 7SH

Focus on Leadership Programmes

Young Councillors' Weekender

Open to Members who have not previously attended this programme ** 2 places available**

This event is aimed at those aged 40 and under and is an opportunity to benefit from some focused leadership skills development aimed at helping participants to make progress in their political career. It is also a chance to meet with and build up a network of other young councillors from different political parties. Some of the workshop choices will be:-

- Is perception more powerful than reality
- Communication skills
- Operating in party groups
- Local Government Finance

Saturday 23rd November to Sunday 24th November 19

Venue - Warwick Conferences, Coventry, CV4 7SH

"I was very happy with the content that we covered and particularly enjoyed meeting with councillors from other political parties and learning how Local Authorities work in very different ways. I would definitely recommend this to other young councillors"

Black, Asian and Minority Ethnic (BAME) Councillors Weekender

Open to Members who have not previously attended this programme ** 3 places available**

This event provides a unique learning and networking opportunity for elected members from BAME backgrounds and those who are interested in exploring ideas for enhancing the recruitment and retention of BAME councillors. The programme will include a variety of leadership, skills and personal development workshops, an opportunity to identify new learning and support needs, and a chance to work with others in finding possible solutions for some of the specific challenges faced by councillors from BAME backgrounds.

Saturday 22nd February to Sunday 23rd February 2020

Venue - Warwick Conferences, Coventry, CV4 7SH

"You learn about you and how you can be better. This is equality and diversity at its best".

Political Leadership Masterclasses

Risk Management **New Programme**

This programme is open to Portfolio Holders and their Assistants and Chairs of Scrutiny Committees ** 1 place available**

This seminar will consider the types of risks that councillors are likely to meet as they seek to influence the decision making process. After establishing what is meant by risk, how risk is identified, evaluated and managed, the seminar will provide an opportunity for participants to discuss in a supportive environment how best to understand and deal with the political, financial and practical risks they face.

Thursday 10th October 2019

Venue - Warwick Conferences, Coventry, CV4 7SH

Emergency Planning and Civil Resilience **New Programme**

This programme is open to all Members ** 3 places available**

This masterclass has been developed to focus on the role of councillors in preparing for and dealing with a crisis situation. The day will feature expertise and experience from councillors involved in major emergencies and will provide an introduction to handling the media, understanding your role as a councillor during a civil emergency and provide practical advice and best advice.

Monday 14th October 2019

Venue - Radisson Blu Hotel, Frankland Lane, Durham, DH1 5TA

Commercial Skills

Open to all Members ** 2 places available**

An opportunity to learn practical commercial skills from an LGA member peer and an experienced commercial trainer. The masterclass is aimed at councillors with different levels of commercial knowledge to support confident decision making about commercial projects.

Wednesday 15th January 2020

Venue - Renaissance Manchester City Centre Hotel, Blackfriars Street, M3 2EQ

Potential Upcoming Training

Cyber Security Training

The topics that will be covered are

- Email Security
- Avoiding Scams
- How to spot a Phishing Email
- Password Security
- Internet Security
- Portable Devices and Apps
- Offline and physical security

Be Aware Be Safe (BABS): Dealing with Difficult Situations

Helpful for those who have to deal constructively with challenging behaviours. It looks at helping participants to understand the causes of conflict whilst providing the skills and confidence to resolve challenging behaviour.

Please register your interest to be placed on the waiting list

Speedreading

This session is designed to double the reading speed of all participants making them a more effective reader.

Please register your interest to be placed on the waiting list

Dementia Awareness

A workshop that covers what it is like for someone to live with dementia, the signs and symptoms of dementia, how you can turn your understanding into action and help someone live well with dementia; the local situation and how you can help, services to signpost people to, and the effects a diagnosis can have for carers and support network.

Please register your interest to be placed on the waiting list

<p><u>Mental Health Awareness</u></p> <p>This session is driven by the voice of those with lived experience of mental health issues and utilises thought provoking video, group exercises and evidence based material to develop increased knowledge, awareness and skills. Through challenging common myths and stereotypes, the session will build understanding of how to communicate sensitively and effectively as well as how to support and signpost colleagues.</p> <p><i>Please register your interest to be placed on the waiting list</i></p>	<p><u>Testimonials</u></p> <p><i>“What I enjoyed about this training is that it enabled those who attended to share their own personal experience and knowledge of the subject”</i></p> <p><i>“This session included lots of participation, interaction and discussion. It was a really good opportunity to sit with other Councillors to share, learn and listen”.</i></p>
<p><u>Unconscious Bias Training</u></p> <p>Course outline to follow</p>	
<p><u>Hate Crime</u></p> <p>Course outline to follow</p>	
<p><u>Voluntary Sector</u></p> <p>Course outline to follow</p>	

For more information, to book a place, or to register your interest, please send an email to:-

members.development.group@manchester.gov.uk