



Member Personal Development Questionnaire – Please return this form by Friday 4th October 2019

Member Name: _____

Date: _____

I would / would not be happy to discuss this further with an Officer Representative.
(Please delete as appropriate)

<p>Achievements – What do you feel you have been able to achieve in your role as councillor in the last 12 months as a result of your attendance at any learning and development event (at any level – Ward, Community, Council, etc)?</p>
<p>List in order of achievement:</p>

<p>Areas of Special Interest - Please list those areas of Council work in which you would wish to develop further (i.e., culture, planning, traffic, equalities, HR, etc).</p>
<p>List in order of preference:</p>

<p>Areas of Expertise / Training – that you consider would be helpful to the Council in a particular area, including skills, experience qualifications training - This would be in support/advisory role to officers/Members.</p>
<p>List in order of expertise:</p>

Member Development Needs

Please confirm those areas in which you have received development and/or would like further/refresher development. Please note, all courses below may not have current training dates scheduled however, can be arranged following high demand.

Ward Councillor role	Development Delivered to Date	Further/Refresher Development Requested
Knowledge/Information of “How the Council Works”		
Complaints procedure/s		
Corporate Parenting		
Equality and Diversity (e-learning)		
Equality and Diversity (Workshop)		
Freedom of Information/Data Protection Act		
Induction		
Knowledge of organisational structure and key contact officers		
Local and national policies and their impact on the Council		
Overview and Scrutiny process		
Policies to which Members must adhere (e.g. Dignity at Work, Smoking Policy, etc)		
Political decision-making structures (standing orders/how Council meetings work)		
Strategic priorities and key policies of Council (and their development)		
Understanding local government finance/scrutinising budgets – (Basics for beginners)		
Understanding local government finance/scrutinising budgets (Standard)		
Understanding of ethics and standards (Code of Conduct)		
Compulsory Training for Specific Committee Members	Development Requested	Further Development Requested
Licensing		
Planning		
Skills for Effective Meetings	Development Requested	Further Development Requested
Active listening		
Chairing skills and ability to facilitate discussions		
Confidence in speaking in public and answering		

questions		
Effective contribution to meetings		
Effective Questioning Skills		
Influencing and persuading		
Managing conflict		
Negotiation		
Questioning skills		
IT Skills	Development Requested	Further Development Requested
Information Security (E-Learning - Mandatory)		
IT skills- Internet, Word, email		
Communication Skills	Development Requested	Further Development Requested
Ability to communicate with a range of audiences		
Ability to develop effective relationships with officers		
Ability to give presentations to Groups, Schools etc		
Ability to manage informal meetings/community events		
Ability to put into practice: community engagement, participation and involvement principles, Community Planning, consultation techniques		
Assertiveness		
Creative thinking		
Leadership skills		
Making a presentation		
Making a speech		
Managing change		
Media relations/press/interviews		
Motivating people		
Partnership working		
Self confidence		
Team working		
Self Management	Development Requested	Further Development Requested
Ability to identify risk situations		
Defusing Situations		
Keeping Constituents Safe		
Keeping Yourself Safe		
Managing casework (including IT)		

Managing stress		
Managing workload		
Note-taking		
Project management		
Report writing		
Resilience		
Speed Reading		
Time management		
Public Health Courses	Development Requested	Further Development Requested
Autism Awareness		
Dementia Friends		
Mental Health Awareness e-learning		
Mental Health First Aid Adult		
Mental Health First Aid Champion		
Mental Health First Aid Youth		
Suicide Explained		
Suicide Prevention (e-learning)		

Any Other Comments/Requests – Is there anything that you would like training upon in relation to the Council’s Corporate Objectives that does not appear elsewhere in this form.