

Planning and Delivering Training to Elected Members

This half-day program is designed specifically for officers responsible for providing training to new or current Members, often as part of the Councillor induction process.

The purpose of the session is to share some tricks of the trade that are designed to make the preparation and delivery of short training sessions faster, easier to deliver and highly engaging for the audience. The programme is ideal for first time presenters or as a refresher for those Officers who have carried out many sessions before and would like to revisit some of the techniques.

Programme objectives

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

1. Use fast planning techniques to organise and structure sessions
2. Involve the audience immediately through the use of the INTRO format
3. Use different training/presentation styles to engage the delegates learning styles
4. Prepare visuals and manage visual aid equipment
5. Manage over and under participation
6. Open and close a session.

Further information

The session will provide participants with useful tips and techniques that will make the process of designing and delivering member induction training more effective.

Duration: Half day