

Training Needs Analysis

As a result of the PDP process undertaken in 2008/09 together with those PDPs from the previous year that are still in place, a Training Needs Analysis has been developed to shape the 2009/10 Strategy. The information below sets out the main themes and issues emerging from the analysis of the data.

The overarching objective details the number of Elected Members that have requested the training and development and against these are specific actions which members have requested.

The Annual Member Learning and Development Schedule 2009/10 and Quarterly Member Learning and Development Programmes detail forthcoming specific events and resources available to address these priorities.

Overarching Objective	Key Areas	
OBJECTIVES FROM PDP ANALYSIS		
Leadership Development (1)	<ul style="list-style-type: none"> Leadership Skills 	<ul style="list-style-type: none"> Priority Setting
Scrutiny and Challenge (10)	<ul style="list-style-type: none"> Overview and Scrutiny Training 	<ul style="list-style-type: none"> Update training – the role of Scrutiny and Cabinet
Community and Local Leadership (22)	<ul style="list-style-type: none"> Community Engagement 	<ul style="list-style-type: none"> Neighbourhood Working
	<ul style="list-style-type: none"> Community Leadership 	<ul style="list-style-type: none"> Setting up community groups
	<ul style="list-style-type: none"> Partnerships and LSP 	<ul style="list-style-type: none"> Partners and their roles
CORPORATE IMPROVEMENT PRIORITIES AND OTHER CORE SKILLS		
Other Council meetings and related skills including Regulatory and functional areas (35)	<ul style="list-style-type: none"> Protocol updates 	<ul style="list-style-type: none"> Legal knowledge/ processes
	<ul style="list-style-type: none"> Development Control 	<ul style="list-style-type: none"> Member Officer protocols
	<ul style="list-style-type: none"> Protocol at Council meetings 	<ul style="list-style-type: none"> Chairing meetings
	<ul style="list-style-type: none"> Licensing and hearings 	<ul style="list-style-type: none"> S106 Agreements
	<ul style="list-style-type: none"> Countryside Policy 	<ul style="list-style-type: none"> Political understanding/awareness
Information and Communications Technology (ICT) training (17)	<ul style="list-style-type: none"> ICT skills training 	<ul style="list-style-type: none"> Using e-mail
	<ul style="list-style-type: none"> Guidance on use of laptops and blackberrys 	<ul style="list-style-type: none"> Newsletter/leaflets
	<ul style="list-style-type: none"> Online learning/ Learning Pool 	<ul style="list-style-type: none">

Overarching Objective	Key Areas	
Communication skills (8)	• Communication	• Public Speaking
	• Keeping in touch with constituents – web based	• Questioning Skills
Finance (4)	• Understanding local government finance	• Funding sources and grants for community groups
General issues and knowledge (9)	• Speed reading	• Civic Training
	• Debating Skills	• Influencing Skills
	• Back to the floor	• Networking
	• Locating information	• Media distinctions
	• Climate change	• Waste transfer visit