



### Eastbourne Borough Council learning activities

<b>Local Leadership</b>		
Corporate presentations on topical issues	In house sessions	Sessions held across the year
Members Newsletter detailing key issues for each Council service, including monthly finance briefing from the Chief Finance Officer	Monthly – In House Available on InSite	Self managed learning
Data Protection	Modern Councillor OLLIE	e-learning
Introduction to Local Government	Modern Councillor	e-learning
The Influential Councillor	Available by request from Sue Benfield	Audio CD
Working through the red mist. The skills of keeping your cool in an emotional situation	Available by request from Sue Benfield	Audio CD
Community Leadership Local Leadership Workbook	Available on InSite	Distance learning
Engaging Young People Local Leadership Workbook	Available on InSite	Distance learning
Neighbourhood and Community Engagement Local Leadership Workbook	Available on InSite	Distance learning
The Effective Ward Councillor Local Leadership Workbook	Available on InSite	Distance learning

Business Planning Local Leadership Workbook	Available on InSite	Distance learning
Supporting Constituents with Complex Issues Local Leadership Workbook	Available on InSite	Distance learning
Handling Casework Local Leadership Workbook	Available on InSite	Distance learning
Influencing Skills Local Leadership Workbook	Available on InSite	Distance learning
Personal Safety	OLLIE	e-learning
Equality and Diversity	Modern Councillor OLLIE	e-learning
Your role as Councillor	Modern Councillor	e-learning
Localism Bill	Modern Councillor	e-learning
Giving and Receiving Feedback	OLLIE	e-learning
Emotional Intelligence	OLLIE	e-learning
Essential Time Management	OLLIE	e-learning
Time Management Using a Priority Grid	OLLIE	e-learning
Dealing with Conflict and Risk		
Leadership Development Academy Programme Module 1 leading through relationships Module 2 leading innovation and change Module 3 leading communities and place	LGA	Three 2-day residential modules  One delegate per year

<b>Partnership Working</b>		
Corporate Plan		general reference
Member / Officer Protocol		general reference
Effective Member and Officer Relations Local Leadership Workbook	Available on InSite	Distance learning
Introduction to business planning and Strategic Management	Available on InSite	Distance learning
Customer First - Introducing the new website	OLLIE	e-learning
Sustainability	OLLIE	e-learning
Welfare Reform	OLLIE	e-learning

<b>Scrutiny and Challenge</b>		
Scrutiny of Finance Local Leadership Workbook	Available on InSite	Distance learning
Creating a 'Fit for the Future' Organisation Local Leadership Workbook	Available on InSite	Distance learning
Corporate Governance	Workshop	Training by CIPFA

<b>Regulating and Monitoring</b>		
The Council Constitution	Eastbourne Borough Council website	Documents available to download
Code of Conduct for Members, Member Interests, Protocol for Member/officer	Workshop	In-house

Relations		
Performance Management Local Leadership Workbook	Available on InSite	Distance learning
Licensing Act updates	Briefing session	In-house
Licensing decision making	Workshop	In-house
Planning Policy	Seminars and Workshops	In-house
Risk Management	Modern Councillor	e-learning
Community Safety Local Leadership Workbook	Available on InSite	Distance learning
Health and Safety in the Council Local Leadership Workbook	Available on InSite	Distance learning
An Introduction to Health and Safety	OLLIE	e-learning
Chief Officer Disciplinary Process Appeals Panels	Workshop	One-off HR Panel Training
Equality and Fairness Analysis	Workshop	In-house/External trainer

<b>Communication Skills</b>		
Making the Speech	Available from Sue Benfield	Audio CD
Speed reading	Full or half day workshop	Workshop
Stress Management and Personal Resilience Local Leadership Workbook	Available on InSite	Distance learning
Personal Resilience	OLLIE	e-learning
Chairing Skills Local Leadership Workbook Local Leadership Workbook	Available on InSite	Distance learning
Effective Meetings (including presentations) A handbook for Councillors	Available from Sue Benfield	Reading
Media and Communications Local	Available on InSite	Distance learning

Leadership Workbook		
Facilitation and Conflict Resolution Local Leadership Workbook	Available on InSite	Distance learning
Getting started with social media	Modern Councillor	e-learning
Public Speaking	Modern Councillor	e-learning
Presentation and Public Speaking Skills	Full or half day workshop	External training
Technology and change	Modern Councillor	e-learning
Working with the media	Modern Councillor	e-learning
Writing for the Web	Modern Councillor	e-learning
Essential Communication Skills	OLLIE	e-learning
Presentation Skills	OLLIE	e-learning
Effective Writing	OLLIE	e-learning
Getting the most from your Calendar(Outlook)	OLLIE	e-learning
Using email	OLLIE	e-learning
IT Essential Skills Induction	OLLIE	e-learning
IT skills	Insite	Video tutorials
OLLIE Induction	OLLIE	e-learning
Working Safely with Display Screen Equipment	OLLIE	e-learning
Dealing with Conflict and Risk	Training session	Training session by MAYBO

Local Leadership Workbooks are available on Insite: <http://insite/councillors/councillor-induction-and-training/local-leadership-councillor-workbooks/>)