

## **COMPETENCY TRAINING 2004/05**

To be offered in two parts: part 1 in October/November 2004 and part 2 in February/March 2005.

### **Possible Subjects**

#### **Topic Based Courses**

- Planning (one session in each part of the Competency Programme) **(16)**
- Leisure Services (not covered since the Induction Programme in 2003/04)\*
- Environmental Health/Waste/Cleansing\*
- Decriminalisation of Parking Enforcement/Vehicle Licensing/Community Transport\*
- Housing Benefits\*
- Risk Management\*
- Performance Management **(7)**
- Overview & Scrutiny **(8)**
- Licensing **(15)**
- Freedom of Information Act **(15)**
- Role of Internal/External Audit (for Members of the Finance & Procedures Overview & Scrutiny Committee)\*
- Rules of Procedure **(10)**
- Code of Conduct **(13)**

#### **Skills Based Courses**

- Press/Public Relation Skills **(17)**
- Presentation and Public Speaking Skills **(13)**
- Identifying/Managing Stress **(4)**
- Time Management **(2)**

#### **Requests from Member Questionnaire**

- Website **(2)**
- County responsibilities **(1)**
- Work of Partnerships **(1)**
- Speed Reading **(1)**
- Health and Safety **(1)**
- Team Building **(1)**

#### **Note:**

The figures in brackets relate to the number of responses from the Member questionnaire.

- \* Not included in Member questionnaire, but officers believe to be of interest or benefit to Members (see paragraph 6.7)