

Milly Southworth

From: Torpoint Town Council <admin@torpointtowncouncil.gov.uk>
Sent: 01 June 2023 11:31
To: 'Milly Southworth'
Subject: FW: CALC: BEING A GOOD CHAIR - Face-to-face training session, evening of MONDAY 26 JUNE 2023 AT 7PM

Harriet Bastin

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From: Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> **On Behalf Of** Training Cornwall ALC
Sent: 01 June 2023 09:24
To: Training Cornwall ALC <training@cornwallalc.org.uk>; Sarah Mason <Sarah.Mason@cornwall.gov.uk>
Subject: CALC: BEING A GOOD CHAIR - Face-to-face training session, evening of MONDAY 26 JUNE 2023 AT 7PM

Information Classification: CONTROLLED

Dear All

Sarah Mason will be leading a face-to-face training session on the role of the Chair: **Being a Good Chair** in the **Emily Hobhouse Room, Liskeard** on **Monday 26 June, 7-9pm**

WHEN: Monday 26 June, 2023 at 7pm-9pm

WHERE: The Emily Hobhouse Room, Liskeard Public Hall & Rooms, 3-5 West Street, Liskeard, PL14

COST: This session will cost £30 plus VAT per delegate

COURSE DESCRIPTION: Learn how the role of the Chair is vital to running well prepared, well organised and effective meetings.

WHO IS IT FOR? Chair, Vice-Chair, Councillors and Clerks keen to explore how good Chairing contributes to good Council decision making.

CONTENT: The leadership role of the Chair * Preparing to chair a meeting * The legal powers and duties of the Chair * Using Standing Orders for chairing meetings * Managing council meetings * Public participation * Managing difficult situations

If you would like to book a place please reply to training@cornwallalc.org.uk with the following details:

Course Name:
Course Date you require:
Delegate Name(s):
Council Name/Email for invoicing purposes:
Email address for each of the delegate(s):

Kind regards,

Julie Calleya
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