

## Cornwall Association of Local Councils Training and Development Bulletin: January 2022

Training and Development Services are an important part of the Associations' support for member councils, the list below shows training available in January/February 2022. Currently training is mostly online – through either the Zoom or Teams online platforms, as indicated below.

Most courses can be booked by emailing booking requests to us at the CALC training email address: [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk). Courses offered by Breakthrough Communications must be booked directly with Breakthrough via the following weblink: [County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](https://www.breakthroughcomms.co.uk)

Places are booked on a first come first served basis. The online link to join booked training sessions and any documentation will be sent directly to delegates before the course. Please ensure you include the information requested in the attached email. The session length is an indication of the time, however, as delegates are encouraged to ask questions and engage, sometimes a session may overrun. The schedule below is current at 06/01/2022 and may be subject to change. **A minimum of one week's notice required for cancellations. Councils will be invoiced for training by CALC. If you have any questions about training please get in touch.**

CALC TRAINING SCHEDULE JANUARY 2022							
DAY	DATE	TIME	COURSE TITLE	PLATFORM	AUDIENCE	TRAINER	COST PER DELEGATE
Friday	7.1.2022	12pm-2pm	<b>Beyond Facebook: How Councils Can Make Use of Instagram, Twitter and Other Platforms</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
Monday	10.1.2022						
Tuesday	11.1.2022	10-11.30am	<b>Introduction to VAT for Local Councils</b>	Zoom	Clerks, officers and councillors	Steve Parkinson	£30 plus VAT
	11.1.2022	2pm-4pm	<b>Building a Two-Way Conversation with Your Community</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
Wednesday	12.1.2022	7pm-9pm	<b>Public Speaking Skills for Councillors</b>	Zoom	Councillors	Breakthrough Communications	£30 plus VAT
Thursday	13.1.2022	10-11.30am	<b>Internal Controls</b>	Zoom	Clerks, officers and councillors	Steve Parkinson	£30 plus VAT

	13.1.2022	1-3pm	<b>Recruiting New Councillors - Strategies and Tactics</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
	13.1.2022	7pm-9pm	<b>Chairmanship Skills: How to Chair Virtual Meetings and Events</b>	Zoom	Councillors	Breakthrough Communications	£30 plus VAT
Friday	14.1.2022	10am-12midday	<b>Data Protection for Clerks and Officers</b>	Zoom	Clerks and officers	Breakthrough Communications	£30 plus VAT
Monday	17.1.2022						
Tuesday	18.1.2022	10am-12midday	<b>CiLCA 2022 Introductory Session</b>	Teams	Clerks and officers	CALC	£30 plus VAT or deducted if continue with course
	18.01.2022	10am-2am	<b>Creating A Social Media Strategy For Your Council</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
		10am-11.30am	<b>The Role of Internal Audit</b>	Zoom	Officers and councillors	Steve Parkinson	£30 plus VAT
Wednesday	19.1.2022	10am-11.30am	<b>Finance for Councillors</b>	Zoom	Councillors	Steve Parkinson	£30 plus VAT
	19.01.2022	10am-12midday	<b>How to Effectively Engage with Young People in Your Community</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
Thursday	20.1.2022	1pm-3pm	<b>Creating Accessible Council Documents and Content</b>	Zoom	Clerks, officers	Breakthrough Communications	£30 plus VAT
	20.1.2022	10am-12midday	<b>Emotional Resilience Skills for Council Officers</b>	Zoom	Clerks and Officers	Breakthrough Communications	£30 plus VAT
Friday	21.1.2022						
Monday	24.1.2022	6.30pm-8.30pm	<b>An Introduction to Planning</b> <b>This session is now fully booked.</b>	Zoom	Clerks, officers and councillors	Andrew Towler Associates	£30 plus VAT
Tuesday	25.1.2022	6.30pm - 8.30pm	<b>Code of Conduct</b>	Zoom	Clerks and officers	CALC	£20 plus VAT
	25.1.2022	10am-11.30am	<b>Year-end Accounts and Audit</b>	Zoom	Officers	Steve Parkinson	£30 plus VAT

	25.1.2022	10am-12midday	<b>Freedom of Information for Clerks and Officers</b>	Zoom	Clerks and officers	Breakthrough Communications	£30 plus VAT
	25.1.2022	6.30pm-8.30pm	<b>Data Protection for Councillors</b>	Zoom	Councillors	Breakthrough Communications	£30 plus VAT
Wednesday	26.1.2022	10am-11.30am	<b>Year-end Accounts and Audit</b>	Zoom	Officers	Steve Parkinson	£30 plus VAT
	26.01.2022	12pm-2pm	<b>Writing an Effective Press Release</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
Thursday	27.1.2022	10am-11.30am	<b>Introduction to VAT for Local Councils</b>	Zoom	Clerks, finance staff and councillors	Steve Parkinson	£30 plus VAT
	27.1.2022	10am-1am	<b>Managing Difficult People and Conversations</b>	Zoom	Clerks and officers	Breakthrough Communications	£30 plus VAT
	27.1.2022	7pm-9pm	<b>Social Media Skills for Councillors</b>	Zoom	Councillors	Breakthrough Communications	£30 plus VAT
	27.1.2022	12pm-2pm	<b>Equality and Diversity Within Your Council</b>	Zoom	Clerks, finance staff and councillors	Breakthrough Communications	£30 plus VAT
Friday	28.1.2022	12pm-2pm	<b>How to Get Started and Build Relationships With Your Local Media</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
Monday	31.1.2022						

<b>CALC TRAINING SCHEDULE FEBRUARY 2022</b>							
<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>COURSE TITLE</b>	<b>PLATFORM</b>	<b>AUDIENCE</b>	<b>TRAINER</b>	<b>COST PER DELEGATE</b>
Tuesday	1.2.2022	10am-11.30am	Year-end Accounts and Audit	Zoom	Officers	Steve Parkinson	£30 plus VAT
	1.2.2022	7pm-9pm	Chairmanship Skills: How to Chair in-person Meetings and Events Effectively	Zoom	Councillors	Breakthrough Communications	£30 plus VAT
	1.2.2022	10am-12midday	Working With Your Council FREE Introductory Session	Zoom	Clerks and Officers	CALC	FREE Introductory Session
Wednesday	2.2.2022	10am-11.30am	Year-end Accounts and Audit	Zoom	Officers	Steve Parkinson	£30 plus VAT
Thursday	3.2.2022	10am-11.30am	Year-end Accounts and Audit	Zoom	Officers	Steve Parkinson	£30 plus VAT
	3.2.2022	1pm-3pm	Communicating Through A Crisis: How to Manage A Crisis from A Comms Perspective	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
	3.2.2022	10am-12midday	Data Protection for Clerks and Officers	Zoom	Clerks and Officers	Breakthrough Communications	£30 plus VAT
Friday	4.2.2022						
Monday	7.2.2022						
Tuesday	8.2.2022	10am-11.30am	Year End Accounts & Audit	Zoom	Officers	Steve Parkinson	£30 plus VAT
Wednesday	9.2.2022	10am-11.30am	Internal Controls	Zoom	Clerks and Councillors	Steve Parkinson	£30 plus VAT
	9.2.2022	10am-12midday	How to prepare for TV and radio interviews and how to get your message across	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT

Thursday	10.2.2022	10am-11.30am	<b>Year End Accounts &amp; Audit</b>	Zoom	Officers	Steve Parkinson	£30 plus VAT
Friday	11.2.2022						
Monday	14.2.2022						
Tuesday	15.2.2022	10am-12midday	<b>Recruiting New Councillors: Strategies and Tactics to Find New People</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
	15.2.2022	10am-11.30am	<b>Introduction to VAT for Local Councils</b>	Zoom	Clerks, finance staff and councillors	Steve Parkinson	£30 plus VAT
Wednesday	16.2.2022						
Thursday	17.2.2022	10am-11.30am	<b>Year End Accounts &amp; Audit</b>	Zoom	Officers	Steve Parkinson	£30 plus VAT
Friday	18.2.2022	11am-1pm	<b>Building a Two-Way Conversation with Your Community</b>	Zoom	Clerks, officers and councillors	Breakthrough Communications	£30 plus VAT
Monday	21.2.2022	6.30pm-8.30pm	<b>An Introduction to Planning</b>	Zoom	Clerks, officers and councillors	Andrew Towler Associates	£30 plus VAT