

**From:** Julie Calleya <Julie.Calleya@cornwall.gov.uk> on behalf of Training Cornwall ALC <training@cornwallalc.org.uk>  
**Sent:** 29 June 2022 13:04  
**To:** Sarah Mason; CornwallALC Enquiries; Training Cornwall ALC  
**Subject:** CALC - TRAINING BULLETIN - JULY & AUGUST 2022  
**Attachments:** July-August 2022 Training Bulletin FINAL.pdf

Information Classification: CONTROLLED

**TO ALL CALC MEMBERS**

Dear All –

Please find attached the latest CALC Training Bulletin, listing courses for July and August 2022, including in-house CALC courses and those from Steve Parkinson, Breakthrough and NALC.

If you would like to book please reply to: [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk) with the following details:

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

Please confirm that delegates are willing for their contact details to be shared with CALC or outside training providers, solely for the purposes of this training.

**Please note - A minimum of one week's notice is required for all cancellations.** Councils will be invoiced for all training by CALC.

Please note - all **Breakthrough Comms courses** should be booked direct through the website : [County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](https://www.breakthroughcomms.co.uk)  
NALC webinars need to be booked direct with NALC - [Online events \(nalc.gov.uk\)](https://www.nalc.gov.uk)

**Autumn Training Preview:**

This Autumn we will be running a series of new HR focussed training sessions in association with **Chris Moses of [Personnel Advice & Solutions Ltd.](https://www.personneladviceandsolutions.co.uk)**  
Chris has 20 years' experience of delivering HR and Employment Law support and works with many other County Associations nationally to deliver training for Local Councils.

We will be running 3 sessions titled **The Essentials of being a Good Employer** and also a more **in-depth 3-part course** for staffing committee members covering issues ranging from appraisal to managing performance.  
Dates in late September onwards will be released for booking soon. Sessions will cost £30 per delegate per session plus VAT and numbers limited to 20 per session.

We will also be running the popular Andrew Towlerton sessions on **Introduction to Planning** again in the Autumn as well as new dates for CALC training on the **Code of Conduct** and **Being a Good Chair**.

**Expressions of Interest: Clerks Training** - we are now also taking expressions of interest for Clerks Training Courses:

1. CiLCA

2. Working With Your Council
3. Minutes & Agendas

Please email if you are interested.

#### **SWALC/Nimble e-learning:**

The CALC website has full details of all training including the [e-learning modules](#) available in conjunction with the **South West Local Councils Association** and Nimble. This includes a new module titled **An Introduction to Local Councils**. This costs £16 per delegate and provides a 'work at your own pace' interactive computer-based introduction to council business and procedure, suitable as part of a new councillor's induction. For more details see the CALC website.

If you have any questions please do get in touch via the [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk) email address.

Kind regards,

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URL: [www.cornwallalc.org.uk](http://www.cornwallalc.org.uk)

Think of the Environment - Do You Need To Print This?

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## Cornwall Association of Local Councils Training and Development Bulletin: July & August 2022

Training and Development Services are an important part of the Associations' support for our members.

The list below shows training available in July & August 2022.

Currently training is mostly online – through either the Zoom or Teams online platforms, as indicated below.

Most courses including Steve Parkinson and SWCLA e-modules 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 and NALC must be booked directly with the following weblinks:**

[County Association Training Events - Breakthrough Communications \(breakthroughcomms.co.uk\)](https://www.breakthroughcomms.co.uk)

[Online events \(nalc.gov.uk\)](https://www.nalc.gov.uk)

Places are booked on a first come first served basis and we would advise members book as soon as possible to avoid disappointment - availability is correct at the time of publishing.

The online link to join the training and any documentation will be sent directly to delegates before the course. 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 01/07/2022 and may be subject to change.

**A minimum of one week's notice is required for cancellations. Councils will be invoiced for training by CALC.**

If you have any questions about training, please do get in touch at [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)

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CALC TRAINING SCHEDULE JULY 2022									
Day	Date	Provider	Time	Course Title	Platform	Audience	Trainer	Cost Per Delegate	Current Availability
Friday	01/07/2022								
Monday	04/07/2022	BR	7pm-9pm	Data Protection for Councillors	Zoom	Councillors	Breakthrough	£30 plus VAT	Available
Tuesday	05/07/2022	CALC	10am-12pm	CiLCA - Module 2 Part 2	Zoom	Clerks and officers	CALC	POA	Closed
	05/07/2022	CALC	6.30pm-8.30pm	Being A Good Chair	Zoom	Clerks & Councillors	CALC	£20 plus VAT	FULL
	05/07/2022	SP	10am-11.30am	Finance for Councillors	Zoom	Councillors	Steve Parkinson	£30 plus VAT	FULL
	05/07/2022	BR	10am-12pm	Creating a Social Media Strategy for Your Council	Zoom	Clerks, officers and councillors	Breakthrough	£30 plus VAT	Available
Wednesday	06/07/2022								
Thursday	07/07/2022	SP	10am-11.30am	VAT for Unregistered Councils (VAT126)	Zoom	Clerks, finance staff and officers	Steve Parkinson	£30 plus VAT	Limited Availability
	07/07/2022	BR	11am-1pm	Building a Two-Way Conversation with Your Community	Zoom	Clerks, officers and councillors	Breakthrough	£30 plus VAT	Available
Friday	08/07/2022								
Monday	11/07/2022	BR	1pm-3pm	Creating Accessible Council Documents & Content	Zoom	Clerks and officers	Breakthrough	£30 plus VAT	Available
	11/07/2022	BR	1pm-3pm	Freedom of Information for Clerks & Officers	Zoom	Clerks and officers	Breakthrough	£30 plus VAT	Available
Tuesday	12/07/2022	SP	10am-11.30am	Contracts and Procurement	Zoom	Clerks, finance staff and officers	Steve Parkinson	£30 plus VAT	FULL
	12/07/2022	CALC	6.30pm-8.30pm	Being A Good Chair	Zoom	Clerks & Councillors	CALC	£20 plus VAT	Last Few Places
	12/07/2022	BR	6pm-8pm	Chairmanship Skills: How to Chair Meetings and Events Effectively	Zoom	Councillors	Breakthrough	£30 plus VAT	Available
Wednesday	13/07/2022								



CALC TRAINING SCHEDULE JULY 2022 CONTINUED										
Day	Date	Provider	Time	Course Title	Platform	Audience	Trainer	Cost Per Delegate	Current Availability	
Thursday	14/07/2022	SP	10am-11.30am	Contracts and Procurement	Zoom	Clerks, finance staff and officers	Steve Parkinson	£30 plus VAT	FULL	
	14/07/2022	BR	1pm-3pm	How to Engage with Young People in Your Community	Zoom	Clerks, officers and councillors	Breakthrough	£30 plus VAT	Available	
	14/07/2022	BR	7pm-9pm	Public Speaking Skills for Councillors	Zoom	Councillors	Breakthrough	£30 plus VAT	Available	
Friday	15/07/2022									
Monday	18/07/2022	BR	10am-12pm	Data Protection for Clerks & Officers	Zoom	Clerks and officers	Breakthrough	£30 plus VAT	Available	
Tuesday	19/07/2022									
Wednesday	20/07/2022	SP	10am-11.30am	VAT for VAT Registered Councils	Zoom	Clerks, finance staff and officers	Steve Parkinson	£30 plus VAT	Available	
	20/07/2022	BR	6pm-8pm	Public Speaking Skills for Councillors	Zoom	Councillors	Breakthrough	£30 plus VAT	Available	
	20/07/2022	BR	10am-12pm	Beyond Facebook: How Councils Can Make Use of Social Media Platforms	Zoom	Clerks, officers and councillors	Breakthrough	£30 plus VAT	Available	
Thursday	21/07/2022	BR	6pm-8pm	Social Media Skills for Councillors	Zoom	Councillors	Breakthrough	£30 plus VAT	Available	
	21/07/2022	BR	11am-1pm	Emotional Resilience Skills for Council Officers	Zoom	Clerks and officers	Breakthrough	£30 plus VAT	Available	
Friday	22/07/2022									
Monday	25/07/2022									
Tuesday	26/07/2022									
Wednesday	27/07/2022	NALC	12pm-1.15pm	Giving Local Councils More of a Say on Housing	Zoom	Councillors and officers	NALC	£30 plus VAT	Available	
Thursday	28/07/2022									
Friday	29/07/2022									





CALC TRAINING SCHEDULE AUGUST 2022										
Day	Date	Provider	Time	Course Title	Platform	Audience	Trainer	Cost Per Delegate	Current Availability	
Monday	01/08/2022	BR	1pm-3pm	Building a Two-Way Conversation with Your Community	Zoom	Clerks, officers and councillors	Breakthrough	£30 plus VAT	Available	
Tuesday	02/08/2022	CALC	10am-12pm	CiLCA - Module 3	Zoom	Clerks and officers	CALC	POA	Closed	
Wednesday	03/08/2022	BR	11am-1pm	Managing Difficult People & Conversations	Zoom	Clerks and officers	Breakthrough	£30 plus VAT	Available	
Thursday	04/08/2022									
Friday	05/08/2022	BR	11am-1pm	Strategies to Identify and Recruit New Local Councillors	Zoom	Clerks, officers and councillors	Breakthrough	£30 plus VAT	Available	
Monday	08/08/2022									
Tuesday	09/08/2022									
Wednesday	10/08/2022	BR	11am-1pm	Creating a Social Media Strategy for Your Council	Zoom	Clerks, officers and councillors	Breakthrough	£30 plus VAT	Available	
Thursday	11/08/2022									
Friday	12/08/2022									
Monday	15/08/2022									
Tuesday	16/08/2022	BR	11am-1pm	Data Protection for Councillors	Zoom	Councillors	Breakthrough	£30 plus VAT	Available	
Wednesday	17/08/2022									
Thursday	18/08/2022	BR	1pm-3pm	Creating Accessible Council Documents & Content	Zoom	Clerks and officers	Breakthrough	£30 plus VAT	Available	
	18/08/2022	BR	6pm-8pm	Chairmanship Skills: How to Chair Meetings and Events Effectively	Zoom	Councillors	Breakthrough	£30 plus VAT	Available	

