

Cornwall Association of Local Councils Training and Development Bulletin: April & May 2023

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

The list below shows training available in April and May 2023

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

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://breakthroughcomms.co.uk)

[Online events \(nalc.gov.uk\)](https://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 04/04/2023 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

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CALC TRAINING SCHEDULE APRIL 2023

Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Tuesday	04/04/2023	Breakthrough	10am-12pm	Communicating with Your Community Part 1: Creating a Communications Strategy	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Wednesday	05/04/2023	Breakthrough	10am-12pm	Communicating with your Community Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Thursday	06/04/2023							
Friday	07/04/2023	Good Friday						
Monday	10/04/2023	Bank Holiday						
Tuesday	11/04/2023	Breakthrough	10am-12pm	Dealing with Local and Regional Media	Zoom	Clerks, finance Staff & Councillors	£30 plus VAT	Available
Wednesday	12/04/2023	Breakthrough	10am-12pm	How Councils Can More Effectively Engage with Young People	Zoom	Clerks, finance Staff & Councillors	£30 plus VAT	Available
Thursday	13/04/2023	Breakthrough	10am-12pm	Social Media for Councils: Getting Started, creating an effective social media strategy and getting it right	Zoom	Councillors	£30 plus VAT	Available
Friday	14/04/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	Zoom	Clerks & Officers	£30 plus VAT	Available
Monday	17/04/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	Zoom	Clerks & Officers	£30 plus VAT	Available
Tuesday	18/04/2023	Breakthrough	10am-12pm	Social Media for Councils: Advanced Strategies and Tactics Across Multiple Platforms	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Tuesday	18/04/2023	Steve Parkinson	10am-11.30am	** NEW ** Clerks Finance - Introductory session for inexperienced clerks (in the role less than 9 months)	Zoom	Clerks	£30 plus VAT	Very Limited Availability

Wednesday	19/04/2023	CALC	4pm-8pm	CALC Affordable Housing Information Event - Community Housing Conversations: Heartlands Conference Centre, Pool, Redruth, TR15 3QY	In Person	All Welcome	FREE	Please let us know if you are able to attend
Wednesday	19/04/2023	Breakthrough	6pm-8pm	Councillors: Social Media Skills	Zoom	Councillors	£30 plus VAT	Available
Thursday	20/04/2023	Breakthrough	11am-1pm	Managing Difficult People & Conversations	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Friday	21/04/2023	Breakthrough	2.30pm- 4.30pm	Freedom of Information for Clerks & Officers	Zoom	Clerks & officers	£30 plus VAT	Available
Monday	24/04/2023	CALC	11am- 12.30am	Smaller Councils Clerks Briefing	Zoom	All Clerks Welcome	FREE	Contact us for details
Monday	24/04/2023	Breakthrough	10am- 12pm	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	Zoom	Clerks & officers	£30 plus VAT	Available
Tuesday	25/04/2023	Steve Parkinson	10am- 11.30am	VAT for VAT Registered Councils	Zoom	Clerks, finance Staff & Councillors	£30 plus VAT	Limited Availability
Thursday	27/04/2023	Steve Parkinson	10am- 11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Friday	28/04/2023							

CALC TRAINING SCHEDULE MAY 2023

Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Monday	01/05/2023	Bank Holiday						
Tuesday	02/05/2023	Steve Parkinson	10am-11.30am	The Role of Internal Audit	Zoom	Councillors & Officers	£30 plus VAT	Available
Tuesday	02/05/2023	Breakthrough	10am-12pm	Communicating with your Community Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Wednesday	03/05/2023	Breakthrough	10am-12pm	Communicating with Your Community Part 1: Creating a Communications Strategy	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Thursday	04/05/2023	Steve Parkinson	10am-11.30am	VAT - Partial Exemption	Zoom	Clerks, finances staff & officers	£30 plus VAT	Available
Friday	05/05/2023	Breakthrough	6.30pm-8.30pm	Councillors: Data Protection Training	Zoom	Councillors	£30 plus VAT	Available
Monday	08/05/2023	Kings Coronation Bank Holiday						
Tuesday	09/05/2023	Steve Parkinson	10am-11.30am	VAT for Unregistered Councils (VAT 126)	Zoom	Clerks, finance staff & councillors	£30 plus VAT	Available
Tuesday	09/05/2023	Breakthrough	11am-1pm	How Councils Can More Effectively Engage with Young People	Zoom	Clerks, Finance Staff and officers	£30 plus VAT	Available
Thursday	11/05/2023	Breakthrough	10am-12pm	Social Media for Councils: Getting Started	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Friday	12/05/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	Zoom	Clerks & officers	£30 plus VAT	Available
Monday	15/05/2023							

Tuesday	16/05/2023	Steve Parkinson	10am-11.30am	Procurement	Zoom	Clerks and officers	£30 plus VAT	Very Limited Availability
Tuesday	16/05/2023	Breakthrough	10.30am-12.30pm	Social Media for Councils: Advanced Strategies and Tactics Across Multiple Platforms	Zoom	Clerks, officers & councillors	£30 plus VAT	Available
Wednesday	17/05/2023	Breakthrough	6.30pm-8.30pm	Councillors: Social Media Skills	Zoom	Councillors	£30 plus VAT	Available
Thursday	18/05/2023	Steve Parkinson	10am-11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Thursday	18/05/2023	Breakthrough	6pm-8pm	Councillors: Chairing Meetings Effectively	Zoom	Councillors	£30 plus VAT	Available
Friday	19/05/2023	CALC	10am-3pm	CALC: CiLCA Unit 2 Treloweth Community Hall Moorfield Road, Pool, Redruth, TR15 3QB	In Person	Clerks & officers	N/A	Closed session
Friday	19/05/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	Zoom	Clerks & officers	£30 plus VAT	Available
Monday	22/05/2023							
Tuesday	23/05/2023	Steve Parkinson	10am-11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Wednesday	24/05/2023	NALC Events	12am-13.15pm	Fighting Climate Change with Local Council Action	Zoom	Clerks, officers & councillors	POA	Available
Thursday	25/05/2023							
Friday	26/05/2023							
Monday	29/05/2023	Bank Holiday						
Tuesday	30/05/2023							
Wednesday	31/05/2023							

Please note: all details correct at time of publishing but may be subject to change