



Cornwall Association of Local Councils Training and Development Bulletin: Summer 2023

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

The list below shows training available in June, July & August 2023

Currently training is delivered via a mix of face-to-face and online courses using either the Zoom or Teams platform, 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 20/05/2023 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 JUNE 2023								
Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Thursday	01/06/2023	Breakthrough	10am-12pm	Communicating with Your Community Part 1: Creating a Communications Strategy	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Friday	02/06/2023	Breakthrough	6pm-8pm	Councillors: Data Protection Training	Zoom	Councillors	£30 plus VAT	Available
Monday	05/06/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	Zoom	Clerks & Officers	£30 plus VAT	Available
Tuesday	06/06/2023	Steve Parkinson	10am-11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Tuesday	06/06/2023	Breakthrough	11am-1pm	Communicating with your Community Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	07/06/2023	Breakthrough	10.30am-12.30pm	How Councils Can More Effectively Engage with Young People	Zoom	Clerks, officers and finance staff	£30 plus VAT	Available
Thursday	08/06/2023	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	Available
Thursday	08/06/2023	Breakthrough	10am-12pm	Dealing with Local and Regional Media	Zoom	Clerks, officers and finance staff	£30 plus VAT	Available
Friday	09/06/2023	Breakthrough	11am-1pm	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	Zoom	Clerks and officers	£30 plus VAT	Available
Monday	12/06/2023							
Tuesday	13/06/2023	Breakthrough	10.30am-12.30pm	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	Zoom	Clerks and officers	£30 plus VAT	Available

CALC TRAINING SCHEDULE JUNE 2023 continued								
Wednesday	14/06/2023	Breakthrough	10.30am-12.30pm	Social Media for Councils: Getting Started	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	15/06/2023	Steve Parkinson	10am-11.30am	VAT for Unregistered Councils (VAT 126)	Zoom	Clerks, Finance Staff & Councillors	£30 plus VAT	Available
Thursday	15/06/2023	Breakthrough	10am-12pm	Social Media for Councils: Advanced Strategies and Tactics Across Multiple Platforms	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Friday	16/06/2023	Breakthrough	10am-2pm	Freedom of Information for Clerks & Officers	Zoom	Clerks and officers	£30 plus VAT	Available
Tuesday	20/06/2023	Steve Parkinson	10am-11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Tuesday	20/06/2023	CALC	6.30pm-8.30pm	Code of Conduct	Zoom	Clerks and officers	£20 plus VAT	Available
Tuesday	20/06/2023	Breakthrough	10am-11am	Recruiting and Retaining a More Diverse Pool of Councillors	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	21/06/2023	Breakthrough	11am-1pm	Managing Difficult People & Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	22/06/2023	Steve Parkinson	10am-11.30am	Procurement	Zoom	Anyone involved with procurement	£30 plus VAT	Sold Out
Thursday	22/06/2023	Breakthrough	6pm-8pm	Councillors: Social Media Skills	Zoom	Councillors	£30 plus VAT	Available
Monday	26/06/2023	CALC	10am-11.30am	Smaller Councils Clerks Briefing	Zoom	Smaller Council Clerks	FREE	Contact us for details
Monday	26/06/2023	CALC	7pm-9pm	CALC: Being a Good Chair	Face-to-face	Liskeard	£30 plus VAT	Available
Tuesday	27/06/2023	Steve Parkinson	10am-11.30am	VAT - Partial Exemption	Zoom	Clerks, Finance Staff & councillors	£30 plus VAT	Available

CALC TRAINING SCHEDULE JULY 2023								
Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Monday	03/07/2023	Breakthrough	6.30pm-8.30pm	Councillors training: Data protection training	Zoom	Councillors	£30 plus VAT	Available
Tuesday	04/07/2023	Steve Parkinson	10am-11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Tuesday	04/07/2023	Breakthrough	10.30am-12.30pm	Communicating with Your Community Part 1: Creating a Communications Strategy	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	05/07/2023	Steve Parkinson	10am-11.30am	Internal Controls	Zoom	Clerks & Councillors	£30 plus VAT	Available
Wednesday	05/07/2023	Breakthrough	10am-12pm	Communicating with your Community Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	06/07/2023	Steve Parkinson	10am-11.30am	VAT for VAT Registered Councils	Zoom	Clerks, Finance Staff & Councillors	£30 plus VAT	Available
Thursday	06/07/2023	Breakthrough	11am-1pm	How Councils Can More Effectively Engage with Young People	Zoom	Clerks, officers and finance staff	£30 plus VAT	Available
Friday	07/07/2023	Breakthrough	10.30am-12.30pm	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	Zoom	Clerks & Officers	£30 plus VAT	Available
Monday	10/07/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	Zoom	Clerks and officers	£30 plus VAT	Available
Tuesday	11/07/2023	CALC	10am-4pm	CALC: CiLCA Unit 2 Treloweth Community Hall Moorfield Road, Pool, Redruth, TR15 3QB	In Person	2023 Cohort	n/a	Closed session
Tuesday	11/07/2023	Steve Parkinson	10am-11.30am	Procurement	Zoom	Anyone involved with procurement	£30 plus VAT	Available
Tuesday	11/07/2023	Breakthrough	11am-1pm	Social Media for Councils: Getting Started	Zoom	Clerks, officers and councillors	£30 plus VAT	Available

CALC TRAINING SCHEDULE JULY 2023 continued

Wednesday	12/07/2023	Breakthrough	10.30am-12.30pm	Social Media for Councils: Advanced Strategies	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	13/07/2023	Steve Parkinson	10am-11.30am	Finance for Councillors	Zoom	Councillors	£30 plus VAT	Available
Thursday	13/07/2023	Breakthrough	10am-12noon	Recruiting and Retaining a More Diverse Pool of Councillors	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	13/07/2023	Breakthrough	6.30pm-8.30pm	Councillors: Social Media Skills	Zoom	Councillors	£30 plus VAT	Available
Friday	14/07/2023	Breakthrough	11am-1pm	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	Zoom	Clerks and officers	£30 plus VAT	Available
Monday	17/07/2023							
Tuesday	18/07/2023	Steve Parkinson	10am-11.30am	VAT for Unregistered Councils (VAT 126)	Zoom	Clerks, Finance Staff & Councillors	£30 plus VAT	Available
Tuesday	18/07/2023	Breakthrough	7pm-9pm	Councillors: Chairing Meetings Effectively	Zoom	Councillors	£30 plus VAT	Available
Wednesday	19/07/2023							
Friday	21/07/2023							
Monday	24/07/2023							
Tuesday	25/07/2023							
Wednesday	26/07/2023	NALC	12pm-1.15pm	NALC Events: Demystifying the role of local councillors	Zoom	Clerks, officers and councillors	POA	Available
Thursday	27/07/2023							
Friday	28/07/2023							
Monday	31/07/2023							

CALC TRAINING SCHEDULE AUGUST 2023								
Day	Date	Trainer/Provider	Time	Course Title	Platform	Audience	Cost Per Delegate	Current Availability
Tuesday	01/08/2023	Breakthrough	10am-12pm	Social Media for Councils: Getting Started	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	02/08/2023	Breakthrough	10am-12pm	Communicating with Your Community Part 1: Creating a Communications Strategy	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	03/08/2023	Breakthrough	10am-12pm	Communicating with your Community Part 2: Implementing Effective Community Engagement and Building Sustainable Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Friday	04/08/2023							
Monday	07/08/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	Zoom	Clerks & Officers	£30 plus VAT	Available
Tuesday	08/08/2023	CALC	10am-4pm	CALC: CiLCA Unit 3 Treloweth Community Hall Moorfield Road, Pool, Redruth, TR15 3QB	In Person	2023 Cohort	n/a	Closed session
Wednesday	09/08/2023							
Thursday	10/08/2023							
Thursday	10/08/2023							
Friday	11/08/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	Zoom	Clerks and officers	£30 plus VAT	Available
Monday	14/08/2023	Breakthrough	10am-12pm	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	Zoom	Clerks and officers	£30 plus VAT	Available
Tuesday	15/08/2023	Breakthrough	10am-12pm	Crisis communications for local councils	Zoom	Clerks and officers	£30 plus VAT	Available
Wednesday	16/08/2023	Breakthrough	10am-12pm	Social Media for Councils: Advanced Strategies and Tactics Across Multiple Platforms	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Thursday	17/08/2023	Breakthrough	6pm-8pm	Councillors: Social Media Skills	Zoom	Councillors	£30 plus VAT	Available

CALC TRAINING SCHEDULE AUGUST 2023 continued								
Friday	18/08/2023							
Monday	21/08/2023	Breakthrough	6pm-8pm	Councillors: Data Protection Training	Zoom	Councillors	£30 plus VAT	Available
Tuesday	22/08/2023	Breakthrough	10am-2pm	Managing Difficult People & Conversations	Zoom	Clerks, officers and councillors	£30 plus VAT	Available
Wednesday	23/08/2023							
Thursday	24/08/2023							
Friday	25/08/2023							
Monday	28/08/2023	SUMMER BANK HOLIDAY						
Tuesday	29/08/2023							
Wednesday	30/08/2023							
Thursday	31/08/2023							