

## APPENDIX A Training Assessment Form

All councillors, staff and volunteers should complete the assessment below so that an individual training programme can be developed for your personal need. This should be returned to your line manager or the Town Clerk who will discuss your requirements with you and assist in finding the best method to provide the training needed.

Name..... Councillor/Staff/Volunteer (delete as appropriate)

<b>Topic</b>	<b>Training required</b> (Tick where applicable)	<b>Preferred method:</b> (a) Accredited course (b) Workshop (c) 1-1 (d) In-house	<b>Type of training received</b> (if accredited course, give details of accreditation gained)	<b>Date completed</b>
Agendas and Minutes				
Bookings and Invoicing Package Civic Centre				
Chairing a Meeting				
Code of Conduct				
Communicating with Others				
Complaints				
Constitution				
Customer Service				
Data Protection Act				
Employee Handbook				
Equality Act				
Etiquette in Meetings				
Fire Training				
First Aid				

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Freedom of Information Act				
Health and Safety				
IT (e.g. Excel, Word)				
Manual Handling				
Mapping				
Planning				
Record Keeping				
Risk Assessment				
Social Media				
Strategic Planning				
Team Working				
Standing Orders and Terms of Reference				
Website				
Word Document Formatting				
Working at Height Regulations				