

## Staff Training / Courses

Job Title	2021	Course
<b>Council Manager</b>	Jan	Stress in the workplace - Croner
	March	Covid meeting, venues - CCA
	March	Staff Appraisals - Arnie Skelton
	April	Managing Change - Elcons
	April	Volunteering Support - CCA
	Sept	Internal Controls – Steve Parkinson
	Sept	SLCC Branch Conference - SLCC
	Oct	Future Communities event - NALC
<b>Governance &amp; Operations Manager</b>	02-Jun-21	Communication Using Facebook (online) ChALC - 2 hours
	29-Sep-21	Future of High Street Seminar (online) NALC -90 minutes
	27-Oct-21	Levelling Up the Environment Through Biodiversity Net Gain (online) NALC - 75 minutes
<b>Finance Manager</b>		
<b>Senior Markets &amp; Support Coordinator</b>	Jan	Stress in the workplace - Croner

Job Title	2022	Course
<b>Council Manager</b>	January	Crowdfunding Workshop
	March	RBS booking syaytem - Rialtas
	March	Food Hygiene & Safety for Catering L2
	April	H&S - Fire & Manual Handling by Terrain - Bi-annual for all staff
	April	Data Protection – High Speed Training

	April	Mental Health Training CCA
	May	Virtual Community Engagement Summit
	May	Local Council Awards Scheme - ChALC
	May	Simple Tips to Cut Your Climate Impact - Scribe
	May	Are Freedom of Information Requests Like a Box of Chocolates? - Scribe
	June	Cyber Security Training
	July	Internal Controls
	October	NALC National Network on Climate Change
	Nov	Stand up against street harrasment webinar
	Monthly	Connections meeting (ChALC & CWaC) various topical matters
<b>Governance &amp; Operation Manager</b>	16-Feb-22	Fire Safety Awareness - Terrain Health & Safety - 1 hour
	16-Feb-22	Manual Handling Training - Terrain Health & Safety - 1 hour
	06-Apr-22	Community Engagement Summit (online) SLCC - full day
	25-May-22	Fighting Climate Change Seminar (online) NALC - 75 minutes
	26-May-22	Introduction to Data Protection & the EU & UK GDPR (online) High Speed Training - self-directed training via online modules
	June	Cyber Security Training
<b>Finanace Manager</b>	March	H&S - Fire & Manual Handling by Terrain
	June	Cyber Security Training
<b>Senior Markets &amp; Support Coordinator</b>	May	ChalC Induction
	May	H&S - Fire by Terrain
	June	Cyber Security Training
	June	Data Protection - High Speed Training
	July	Intoduction to developing management capabilities - Elcons
	July	Webinar - NABMA/SLCC Conference

<b>Caretaker &amp; Market Officer</b>	May	H&S - Fire, Fire Marshal, working from heights & Manual Handling by Terrain
	June	Cyber Security Training
	June	Data Protection - High Speed Training

<b>Job Title</b>	<b>2023</b>	<b>Course</b>
<b>Corporate Support &amp; Facilities Officer</b>	May	Stand up against harrasment - Suzie Lamplugh Trust
<b>Caretaker &amp; Market Officer</b>	Oct	Portable Appliance Testing
	30.11.23	Working at Height (online)
<b>Community &amp; Environment Manager</b>	25-Jan-23	Local Councils and Community Engagement (online) NALC - 75 minutes
	15-Dec-23	Winning Strategies for the Funding Game (online) NALC - 75 minutes
<b>Finance Manager</b>	7.2.23	Year End & Audit Inc & Exps accounts – 7/3/23
	25.4.23	VAT for VAT registered councils – 25/4/23.
<b>Admin Assistant</b>	30.11.23	Manual Handling (online)
	30.11.23	Working at Height (online)
	30.11.23	Fire Safety Awareness (online)
<b>Chief Officer</b>	08.06.23	ChALC Connections Training - Appointments, Casual Vacancies & Code of Conduct (online)
	08.08.23	Local Council Award Scheme Online Training
	27.09.23	Cheshire Pensions Training (online)
	30.11.23	Manual Handling (online)
	30.11.23	Working at Height (online)
	30.11.23	Fire Safety Awareness (online)

Job Title	2024	Course
Corporate Support & Facilities Officer	15.2.24	Emotional Intelligence & Resilience
	19.2.24	Managing difficult people & conversations
Caretaker & Market Officer	29.2.24	First Aid
Community & Environment Manager		
Finance Manager		
Admin Assistant	15.2.24	Social Media for Councils
	27.2.24	Advanced Canva Training
	29.2.24	First Aid
Chief Officer	31.01.24	How local councils can benefit from the levelling up agenda