

## 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

Job Title	2023	Course
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<b>Corporate Support &amp; Facilities Officer</b>	May	Stand up agianst harassment - 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)

<b>Job Title</b>	<b>2024</b>	<b>Course</b>
<b>Market &amp; Town Hall Manager</b>	15.2.24	Emotional Intelligence & Resilience
	19.2.24	Managing difficult people & conversations
	20.3.24	Food Hygiene Level 1
	9.5.24	Basic CANVA training
	21.5.24	Manual Handling
	21.5.24	Fire Safety

	14.11.24	Health and Safety   Embedding a true safety-first culture
	28.11.24	Performance Management   addressing underperformance ahead of 2025
<b>Caretaker &amp; Market Officer</b>	29.2.24	Emergency First Aid at work
	2.5.24	Managing difficult people & conversations
<b>Community &amp; Environment Manager</b>	21.5.24	Manual Handling
	21.5.24	Fire Safety
	12.05.24	Managing Allotments in Local Authorities
<b>Finance Manager</b>	21.5.24	Manual Handling
	21.5.24	Fire Safety
<b>Community Engagement Officer</b>	15.2.24	Social Media for Councils
	27.2.24	Advanced CANVA Training
	29.2.24	First Aid
	23.10.24	Mastering Emergency Planning
<b>Chief Officer</b>	31.01.24	How local councils can benefit from the levelling up agenda