

Chairing and Effective Meeting Procedures for Councillors

THIS COURSE IS AVAILABLE VIA:



Interactive online

Remote learning tailored to your council



In-house face to face

Delivered at your council



Member calendar training

Either face-to-face or interactive online for individual participants

CONTACT

Learning and Development



Phone: 02 9242 4000
learning@lgnsw.org.au

[Register](#)

[10 Feb 2022 - Register Now](#)

[20 May 2022 - Register Now](#)

Price: \$440 incl GST

Duration: 9.00am-12.30pm

Meetings play an important role in the management of all organisations and are an essential part of good corporate governance. This workshop is designed to assist Councillors in gaining the skills and confidence required to effectively chair, participate in and contribute to council meetings.

Who should attend?

Councillors and committee members. Senior staff may wish to attend to better understand how to support the role of the Councillors.

Objectives

- Develop a systematic approach to planning, conducting and following up meetings
- Understand the roles, duties and powers of the chair and legal requirements of agendas and minutes
- Use the correct terms, procedures and rules of debate
- Discuss the difficulties in running a meeting, dealing with people and situations
- Use more creative problem solving skills for task orientated meetings, decision making and action planning
- Identify and use effective communication and behaviour styles
- Gain and keep respect, enhance personal presentation
- Understanding of the Code of Meeting Practice and its application in council meetings
- Understanding of motion requirements and the rules of formal debate
- Understanding of appropriate Councillor behaviours during council meetings
- Increased confidence in Councillors' ability to participate in council meetings

Process

The facilitator will use group discussions, individual exercises, skill practices, council case studies, Local Government oriented examples and video's to assist participants to transfer the learning back to the workplace. All participants will be given a reference workbook to take away. They are asked to bring along a copy of a recent meeting agenda and minutes.

Communicating Council Information – Priorities and Initiatives

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[17 Mar 2022 - Register Now](#)

Price: \$440 incl GST
Duration: 9.00am- 12.30pm

Effectively Communicating Council Information – priorities and initiatives

Learn how to convert complex topics into easy to digest information that engages non-technical audiences.

Overview

This practical full-day workshop demonstrates preparation and delivery of audience-centred and action-oriented messages.

Benefits

- Learn to communicate clearly and succinctly.
- Develop skills to deliver audience-centred messages.
- Increase effectiveness and save time communicating.
- Practice message delivery and receive feedback.

Who should attend?

Councillors, senior staff, media and communications officers, project managers.

Content

- Frameworks for
 - identifying the “what, why and how” of communicating council priorities and initiatives
 - ensuring any communication is audience-centred and aims to generate clear outcomes.
- How to craft clear, succinct and relevant messages.
- How to deliver these messages in public forums and maintain control.
- Thinking on your feet to ensure messages are heard and understood.
- Delivering verbal messages and receiving individual feedback.
- Drafting written messages and receiving individual feedback.

- Open forum – an opportunity to explore and discuss issues pertaining to your role that may not have been covered in the formal part of the program.

Process

Group discussion and knowledge sharing, council case studies, skills practices and demonstrations, and local government-oriented examples to help transfer learning to the workplace.

Facilitator

Local Government NSW has a range of experienced facilitators who use discussions, case studies and local government-oriented examples to help transfer learning to the workplace. Facilitator details will be available prior to the course.

Personal Branding for Career Success

THIS COURSE IS AVAILABLE VIA:



In-house face to face
Delivered at your council or regionally



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Either face-to-face or interactive online for individual participants

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Phone: 02 9242 4000
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[Register](#)

There are no records.

Duration: One Full Day
Price: \$770 incl GST

Only conducted face-to-face, onsite regionally, or at your council.

Overview

This workshop will provide participants with an understanding of the psychology of dress. "Enclothed Cognition" is used to describe the effect what we wear has on psychological processes such as emotions, self-evaluation, attitude, and interaction with others.

As a society, we place symbolic meaning on clothing and evaluate people based on how they present. Through years of social conditioning our unconscious decision-making process goes into autopilot. The clothes you wear and the way you present will change the way other people hear what you say. It will subconsciously tell them if you're like them or different. It will determine the way they see you, whether they listen to you, and whether they trust you.

How you dress changes the perception of who you are. It changes the value of what you say to the people who are looking and listening.

This workshop has been tailored for local government staff to reflect the contexts of their professional environment.

Who should attend: All councillors, executives, managers and staff.

Aims

Participants will build an understanding of how to:

- Define a team brand and personal brand that supports each team member
- Learn to dress strategically for the task at hand
- Dress appropriately for specific roles and audiences
- Create impact, and convey specific messages via dress

Content

- The vision, mission and values of Local Government and the essential link to personal brand
- The four levels of business dress codes – formal, relaxed, casual, and causal relaxed
- Six visual keys to dress your best
- The impact and symbolism of colour and how to use it effectively in the workplace
- Cultural competence and awareness in the workplace through appropriate dress and etiquette
- Wardrobe essentials to maximise financial and time resources and identify the vital 20% of foundation pieces to create more than 80% of a wearable wardrobe

Process

Facilitators have expertise in visual expression, colour profiling, personal branding, professional styling, men's image and style, Master Practitioner NLP, and Public Relations. The program will include group discussions, activities and processes to assist the participants to identify their personal brand by distinguishing an individual's style, physical attributes, and signature colours, and adapt those characteristics to their professional environment to best express themselves through dress for all occasions and audiences.

Understanding Local Government Finances for Councillors

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[Register](#)

[9 Mar 2022 - Register Now](#)

[6 Apr 2022 - Register Now](#)

Price: \$440 incl GST
Duration: 9am-12.30pm

Overview

Whether it be reading Council's budget, or contributing or questioning the IP&R Framework and its strategies, senior managers and Councillors are having to make many decisions about financial issues in local government and balance those needs against the needs of the community .

This module will assist senior managers and councillors to make informed decisions about strategic financial issues facing your Council and how to interpret the information you receive.

Who should attend?

Senior staff and Councillors.

Content

- Know the responsibilities of councillors in regard to council finances and the annual financial statements.
- Understanding basic Financial Management
- Know how to read and interpret quarterly budget reviews
- Understand the Council's longer term financial goals
- Understanding the purpose of depreciation and it's effects on Council finances.
- Council's need to borrow and invest surplus funds
- Asset Management how it affects council's finances
- Understanding the IP&R framework and the underlying strategies
- Understand the concept of risk and how it fits into financial management issues
- Know what is expected of councillors during council audits
- Explore how probing questions can assist to make more informed decisions

Process

Participants will gain practical skills, knowledge and confidence in discharging the financial duties of a Senior staff member or councillor.

The program will provide participants with a range of basic tools to understand, interpret, develop, plan and more effectively manage the financial resources of their council, as well as inform them of their duties and responsibilities in regard to the financial management of their Council.

Facilitator

The facilitator will use group discussions, council case studies and Local Government oriented examples, to help you transfer your learning to the workplace.

Speed Reading

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[Register](#)

[30 Mar 2022 - Register Now](#)

[28 Jun 2022 - Register Now](#)

Price: \$440 incl GST
Duration: 9am-12.30pm

John F. Kennedy could read at 5000 words per minute (wpm) and Jimmy Carter could read at 3000. What about you? What's your reading speed?

The average Australian reads at 220 wpm with 60% comprehension. We all have the potential to at least double or triple our reading speed and improve our comprehension. And, depending on our motivation, read at thousands of words per minute.

Who should attend?

Individuals wanting to increase their reading speed and improve comprehension.

Content

You will learn the basic principles of speed reading with improved comprehension. You will learn how to at least double your reading speed and improve your comprehension. You will also learn how to improve your memory and use mind maps to store information. Once these basic skills have been understood, they can be applied to a whole range of documents.

If you are studying, you will develop enhanced skills in essay writing, note-taking and exam preparation.

- Concentration
- Enhanced comprehension
- Previewing
- Punctuation
- Paragraphing
- Peripheral vision
- Skimming
- Scanning
- Flexible reading strategy

- Memory
- Mind mapping

Process

The facilitator will use group discussions, council case studies and local government oriented examples, to help you transfer your learning to the workplace.

Facilitator

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Course Title	Dates		Duration	Cost (incl GST)
Audit, Risk & Improvement Committee Training	31/03/2022	3/06/2022	3 hours	\$440.00
Bullying & Harrassment Prevention	TBA			
Business Excellence in Local Government	20/04/2022		6 hours	\$660.00
Chairing & Effective Meeting Procedures for Councillors	10/02/2022	20/05/2022	3.5 hours	\$440.00
Code of Conduct for Councillors	3/02/2022	12/05/2022	3.5 hours	\$440.00
Communicating Council Information - Priorities & Initiatives	27/01/2022	17/03/2022	3.5 hours	\$440.00
Community & Stakeholder Engagement	7/03/2022		3.5 hours	\$440.00
Domestic Violence - councils are part of the solution	14/3-28/3/22	6/6-27/6/22	3 x 2 hours	\$484.00
Executive Certificate for Elected Members	11/3 + 12/3 + 8/4 + 9/4/22		4 x 8 hours	\$3,500.00
Integrated Planning & Reporting	18/3 + 25/3/22	17/6 + 24/6/22	2 x 3 hours	\$660.00
Managing Media for Councillors	28/01/2022	24/05/2022	3.5 hours	\$440.00
Mayoral Induction Forum	8/2 + 9/2/22		2 x 3.5 hours	\$770.00
Planning for Councillors	25/02/2022	11/05/2022	3.5 hours	\$440.00
Personal Branding for Career Success	TBA			
Public Speaking & Presentation Skills	TBA			
Speed Reading	30/03/2022	28/06/2022	3.5 hours	\$440.00
Social Media for Councillors	9/02/2022	10/05/2022	3.5 hours	\$440.00
Taxation Consideration for Councillors	5/04/2022		2 hours	\$220.00
Understanding LG Finances for Councillors	31/01/2022	6/04/2022	3.5 hours	\$440.00