



<b>PLANNING</b> Please Tick	Have Experience	Training Required	<b>What do I want to achieve/learn?</b> (Refer to your Development Plan)	<b>PERSONAL SKILLS</b> cont. Please Tick	Have Experience	Training Required	<b>What do I want to achieve/learn?</b> (Refer to your Development Plan)
30			The council's role	58			Project management
31			Development control	59			Coaching & mentoring
32			Local development framework	60			Using a computer / IT skills
33			Making effective observations	61			Time management
<b>COMMUNITY ACTION</b>				62			Managing stress
34			Customer care	63			Managing information / archiving
35			Working with your communities	64			Speed reading
36			Working with the voluntary sector	65			Managing change
37			Dealing with case work	66			Keeping records
38			Advice surgeries	<b>SPECIALIST SKILLS</b>			
39			Area forums / committees	67			Tourism
40			Setting up meetings	68			Newsletters & websites
41			Facilitating groups	69			Management of community buildings
42			Working with partners	70			Green space & play areas
43			Networking	71			Highways & public rights of way
44			Advocacy	72			Allotments
45			Empowering the community	73			Cemetery management
46			Quality council status	74			Parish plans
<b>PERSONAL SKILLS</b>				75			Civic & ceremonial
47			Public speaking & presentation skills	<b>TECHNICAL UPDATES</b>			
48			Media skills & public relations	76			Membership of CALC
49			Influencing & negotiation	77			Membership of SLCC
50			Listening & questioning	78			NALC & SLCC Conferences
51			Interviewing	79			Larger Councils' Conference
52			Assertiveness	80			Regional Conferences
53			Handling conflict	81			Local Government Briefings
54			Letters, reports & emails	<b>FORMAL QUALIFICATIONS</b>			
55			Giving advice	82			Working with Your Council
56			Problem analysis & solving	83			CiLCA
57			Working in a team	84			Local Policy, module level 1 (Cert HE)