



Elected Member Development – the first 100 days in office

	Holiday dates
	Training dates
	EM Briefing

Month - May				
Date	Subject	Outcomes/Objectives	Delivered by	Link to meeting/venue
19 May	Introduction to Planning		Development Services	Teams
25 & 26 May	Planning for Committee Members		Development Services	Teams
30 May	Recruitment and Selection (pm)	Understanding the principles of fair and equal recruitment	HR & OD	TBC
31 May	Introduction to CLIVE (am)	How to navigate round the Councils eLearning System	OD	Teams
Month - June				
Date	Subject	Outcomes/Objectives	Delivered by	
2 June	EM Briefing Education, Children's and Leisure (13:00)	Confirmed	Lead Officer	Teams
3 June	Public Holiday			
7 June	Start of Development Meetings	To discuss and review any development requirements EMs feel they require.	OD	Teams
7 June	EM Briefing Economic Development and Infrastructure (2pm)	- Confirmed	Lead Officer	Teams
7 June	EM Briefing Housing and Community Safety (2:30pm)	Confirmed	Lead Officer	Teams
9 June	EM Briefing Corporate Committee (am) CANX	In diaries	Lead officer	Teams
9 June	Participatory Budgeting	COSLA will give a mainstream PB perspective from the Scottish Govt side; SCDC will discuss what PB is all about; and we will give a Moray Council perspective on PB	Lead Officer COSLA SCDC9	TBC
10 June	EM Briefing Corporate (am)	- In diaries	Lead Officer	



10 June	Additional Licensing Training	-	Legal	TBC
15 June	EM Briefing – the Learning Estate (am)	In diaries	Lead Officer	
16 June	EM Briefing – Buckie Harbour (pm)	In diaries	Lead officer	Teams
17 June	EM Briefing – Housing and Community Safety (am) CANX	Confirmed	Lead officer	Teams
17 June	EM Briefing – Economic Development and Infrastructure (pm) CANX	In diaries	Lead officer	Teams
20 June	EM Briefing Licensing Committee and Board (am)	Confirmed	Legal	Teams
23 June	EM Briefing Levelling up Fund (pm)	In diaries	Lead officer	Teams
23 June	Surface Pro Training (pm)	An introduction on how to get going with your Surface Pro	OD and ICT	Teams
24 June	EM Briefing – Audit and Scrutiny Committee CANX	Confirmed	Lead Officer	Teams
28 June	Licensing Board Members Training	Mandatory training	Legal	Teams
30 June	EM Briefing - Moray Growth Deal (pm)	In diaries	Lead officer	Teams



Month - July			
Date	Subject	Outcomes/Objectives	Delivered by
Summer Recess			

Month – August				
Date	Subject	Outcomes/Objectives	Delivered by	Links to meeting/venue
9 August	Personal Impact With Confidence (am)	Using the Jigsaw Discovery Tool to determine communication styles	OD	Training rooms
15 August	PMSC Duty Holder Training (pm)	Confirmed	MAREX	Teams/Zoom
19 August	EM Visit to Moray Leisure Centre (am)	Confirmed	Lead Officer	Moray Leisure Centre
23 August	Performance Management	Confirmed	Lead Officer	Teams
26 August	EM Briefing – Sport and Leisure (am)		Lead Officer	Teams
29 August	Leadership Development	Looking at tools and techniques to aid in role; Leading in Complexity, outcome based planning, etc.	OD	Teams
30 August	EM Briefing - Education Senior Recruitment Appointment Process (09:30 – 11:30)		Lead officer	Teams

Month – September				
Date	Subject	Outcomes/Objectives	Delivered by	Links to meeting/Venue
13 September	Systems Leadership	Introduction to what systems leadership is and how it can be used.	OD	Teams
16 September (TBC)	EM Briefing – ASN Review		Lead Officer	Teams
19 September	EM Briefing - Attainment (2pm – 4:30pm)		Lead officer	Teams



Month: October				
Date	Subject	Outcomes/Objectives	Delivered by	Links to meeting/Venue
03 October	Lone Working	What is lone working Recap of Elected Member guidance Stages of escalation De-escalation techniques	OD	Teams
26 October	Pensions	-	LGPS	Elgin