

Training and Development Policy for Councillors, Staff and Volunteers

Reviewed: May 2021

Next review: May 2022

1. Warminster Town Council recognises the need for all councillors, irrespective of their length of service or experience gained at another council, staff, and volunteers to seek and undertake continuous training and development opportunities relevant to their elected or contracted role to ensure that individuals from the local community are able to access with confidence our quality and delivery of service.
2. **Updating individuals' skills and knowledge could:**
 - (a) raise awareness of new and different ways of delivery of services, office processes and funding opportunities,
 - (b) raise awareness of future community needs and projects,
 - (c) enable all individuals to communicate more effectively with the general public who are our customers, and
 - (d) save money.
3. **Delivery of training and development may include the following methods:**
 - (a) Accredited courses (including extension or refresher)
 - (b) Workshops
 - (c) 1-1
 - (d) In-house
 - (e) Events
 - (f) Online courses
 - (g) Learning on the job
 - (h) Qualifications

There is a need for an ongoing assessment of individuals' qualifications, knowledge and skills as well as individuals' learning styles to ensure that the best possible option can be chosen.