

NEWCASTLE·UNDER·LYME
BOROUGH COUNCIL

**ELECTED MEMBER
PERSONAL DEVELOPMENT PLAN
and
TRAINING NEEDS ANALYSIS**

MAY 2012

Councillor.....

Ward.....

Role(s) currently held (e.g. Chair).....

Committee(s).....

Length of service as an elected member (please tick appropriate box):

0-1 yrs 2-5yrs 6-10yrs 11+yrs

**Newcastle under Lyme Borough Council Corporate Objectives
2007-2011**

- **Creating a Cleaner, Safer and Sustainable Borough**
- **Creating a Borough of Opportunity**
- **Creating a Healthy and Active Community**
- **Transforming our Council to Achieve Excellence**

Preferred time to attend a training session (please tick appropriate box):

Morning Afternoon Evening All Day

Introduction

The Personal Development Process

Newcastle-under-Lyme Borough Council is totally committed to developing and supporting its Elected Members. As part of this commitment, to support you not only in your role as a frontline councillor within your division, but also in any roles and responsibilities that you fulfil, a Member Development programme is continually evolving.

With an increasing range of demands being made on Members, and the breadth and complexity of your role, the Council recognises that it has a responsibility to support you in developing and maintaining the skills and knowledge you need to serve your community effectively.

The Personal Development Plan (PDP) process is the first part of this, providing an opportunity for you to identify further training and development to enable you to undertake your role even more effectively. You should discuss the issues raised with your Group Leader.

We're here to help you

If you would like assistance in completing this questionnaire or would like to talk through any particular areas then please contact Geoff Durham on 01782 742222 or email geoff.durham@newcastle-staffs.gov.uk.

1. Development Needs and Twelve Month Action Plan

From your own experience and future plans, please list any areas for personal development and training.

Your development plan could build upon strengths, work on areas of development or concentrate on new skills for a future role.

What skills/knowledge do I need to improve upon?	How will this assist my development?	When do I hope to achieve this target?
1.		
2.		
3.		

2. Additional Comments

3. Development and Training Needs

Please tick all that you feel would benefit you.

EVENT	√
ICT – Introduction to Modern.gov (training package through the County)	
ICT – Emails	
ICT – Filing and basics	
Chairing / Meeting skills	
Community / LAP's etc	
Finance / Budgets	
Overview and Scrutiny	
New Legislation updates	
Dealing with the media	
PLEASE LIST ANY AREAS NOT MENTIONED ABOVE	



In addition to the above, Members who are nominated to sit on the following committees will be required to undertake training on the subject matter:



- Planning
- Audit and Risk
- Public Protection
- Licensing

Training and development

This section asks about your training and development needs to help you to achieve the things you have identified.

Individuals learn and develop in different ways. Over a period of time you will have developed learning 'habits' that help you benefit more from some experiences more than others. From the table below, please select your preferred learning style. We will then be able to provide training and development opportunities that best suit your style of learning. If you are unsure of your learning style we have a questionnaire for you to complete which we can analyse for you.

	<p>Reflectors like to stand back and look at a situation from different perspectives. They like to collect data and think about it carefully before coming to any conclusions. They enjoy observing others and will listen to their views before offering their own.</p> <p>Reflectors learn best when:</p> <ul style="list-style-type: none"> ▪ observing individuals or groups at work ▪ they have the opportunity to review what has happened and think about what they have learned ▪ producing analyses and reports and doing tasks without tight deadlines <p>Reflectors learn less when:</p> <ul style="list-style-type: none"> ▪ acting as leader or role-playing in front of others ▪ doing things with no time to prepare ▪ being thrown in at the deep end ▪ being rushed or worried by deadlines
	<p>Pragmatists are keen to try things out. They want concepts that can be applied to their job. They tend to be impatient with lengthy discussions and are practical and down to earth.</p> <p>Pragmatists learn best when:</p> <ul style="list-style-type: none"> ▪ there is an obvious link between the topic and job ▪ they have the chance to try out techniques with feedback e.g. role-playing ▪ they are shown techniques with obvious advantages e.g. saving time ▪ they are shown a model they can copy e.g. a film or a respected boss <p>Pragmatists learn less when:</p> <ul style="list-style-type: none"> ▪ there is no obvious or immediate benefit that they can recognise ▪ there is no practice or guidelines on how to do it there is no apparent pay back to the learning e.g. shorter meetings ▪ the event or learning is 'all theory'

	<p>Theorists adapt and integrate observations into complex and logically sound theories. They think problems through in a step by step way. They tend to be perfectionists who like to fit things into a rational scheme. They tend to be detached and analytical rather than subjective or emotive in their thinking.</p> <p>Theorists learn best when:</p> <ul style="list-style-type: none"> ▪ they are put in complex situations where they have to use their skills and knowledge ▪ they are in structured situations with clear purpose ▪ they are offered interesting ideas or concepts even though they are not immediately relevant ▪ they have the chance to question and probe ideas behind things <p>Theorists learn less when:</p> <ul style="list-style-type: none"> ▪ they have to participate in situations which emphasise emotion and feelings ▪ the activity is unstructured or briefing is poor ▪ they have to do things without knowing the principles or concepts involved ▪ they feel they're out of tune with the other participants e.g. with people of very different learning styles
	<p>Activists like to be involved in new experiences. They are open minded and enthusiastic about new ideas but get bored with implementation. They enjoy doing things and tend to act first and consider the implications afterwards. They like working with others but tend to hog the limelight.</p> <p>Activists learn best when:</p> <ul style="list-style-type: none"> ▪ involved in new experiences, problems and opportunities ▪ working with others in business games, team tasks, role-playing ▪ being thrown in the deep end with a difficult task ▪ chairing meetings, leading discussions <p>Activists learn less when:</p> <ul style="list-style-type: none"> ▪ listening to lectures or long explanations ▪ reading, writing or thinking on their own ▪ absorbing and understanding data ▪ following precise instruction to the letter

What learning style do you think best suits you?

Signed

Date.....

Thank you for completing this questionnaire. Please could you return it, in the envelope provided, by 30 June 2012.