

Elected Member Induction Refresher

There are four phases after you are first elected to Council or Community Board.

CONGRATULATIONS > ELATION > CONSTERNATION > UP TO YOU

After six months, it is common to be in the consternation phase, where you wonder if you will ever figure out what you need to know, as the volume of information coming at you seems overwhelming.

EquiP has developed an induction refresher programme, designed to help you push past that consternation phase. It will give you the opportunity to go through all those things you need to know, ask the questions you didn't know to ask at the start of the term, and build your confidence and ability. It will help you direct your learning better in the future, take control of your diary and your time, prepare more effectively for meetings, and participate more effectively at the council and committee table.

If you don't need this programme, perhaps one of your colleagues does. Please help us let them know about it!

Facilitated by veteran (former) councillor/community board member and broadcaster Sue Wells, this interactive, plain English, entertaining, participant-led workshop will take you through the following topics:

- › Dealing with the electoral aftermath
- › Coping with the volume of information and meetings
- › Time management tips
- › Understanding what your job is (and isn't)
- › Effective meeting preparation
- › W.A.I.T.
- › The role of staff
- › The role of the media
- › Management and governance in a council context
- › What leaking means and how not to do it
- › What conflicts of interest are and how to manage them
- › What standing orders are, the ones you need to know, and practice using them
- › The Dark Art of "The Question" – how to avoid making yourself look silly
- › Building teamwork and trust
- › The most important three things you need to read



Purpose

To examine, refresh and put into action all the things you need to know and do as an elected member.

Learning outcomes

By the end of the workshop, you will:

- › have more confidence in your development as an elected member;
- › be better equipped to participate effectively in Council meetings;
- › have identified actions you need to take to better manage your time and preparation; and
- › have identified things you need to learn over the next six months as you develop the Long-Term Plan.

**\$625 excl GST
per person**

