

Elected Member Induction

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

CONGRATULATIONS > ELATION > CONSTERNATION > UP TO YOU

If you have been elected after a by-election you have an additional burden of having to quickly get up to speed while others seem to be getting on with council business. Equally, you may have been elected in 2016 but still feel you have a lot to learn. 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 programme especially for those of you in these circumstances. It is designed to help you push past that consternation phase and start being an effective council member. It will give you the opportunity to go through all those things you need to know, ask the questions you need, 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, help you to prepare more effectively for meetings, and be able to participate more effectively at the council and committee table.

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 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:

- › be equipped to participate effectively in council meetings;
- › have identified actions you need to take to better manage your time and preparation;
- › have identified things you need to learn over the next six months.

**\$495 excl GST
per person**

