

1. Warminster Town Council recognises the need for all councillors, staff and volunteers to seek and undertake continuous training 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 will be through one of the following methods:
 - (a) Accredited courses (including extension or refresher)
 - (b) Workshops
 - (c) 1-1
 - (d) In-house

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.
4. All councillors, staff and volunteers should complete a Training Assessment Form (Appendix A) as part of their induction to the Council. This will be reviewed regularly.