

# Training and Development Policy for Councillors, Staff and Volunteers

May 2024 reviewed

Next review May 2025

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 can 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 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) 1-2-1
  - (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.