DUMFRIES AND GALLOWAY COUNCIL
APPROVED ATTENDANCE BY MEMBERS
CONFERENCES AND TRAINING COURSES AND CHALLENGE EVENTS
APRIL 2010- END MARCH 2011

Conferences attended by Elected Members 2010-2011			
Name of Conference	**Number Approved to Attend**	**Name of Conference**	**Number Approved to Attend**
Members' Seminar	10	Local Authority Roadshow	4
Members Challenge Session – Community and Customer Services Strategy Plan	14	Seminar – Roads Assessment Management	9
Members Challenge Session – Support Services	6	Society of Personnel Directors Scotland Annual Conference	2
Strategic Commissioning and Delivery Seminar	10	Safer Scotland Conference	3
Seminar on Planning Gain	8	Scottish Water Members Seminar	14

Training attended by Councillors (Cumulative Total) and Challenge Events

TITLE AND AIMS OF TRAINING	**NUMBER OF ATTENDEES**
Completed Personal Development Plans	42
Chairing • To refresh knowledge on the role, function and purpose of the Chairman in Council meetings • To reflect on the components of an effective meeting • To highlight further input to ensure that participants feel confident in carrying out the role of Chairman	7
Local Review Body. To provide an understanding of the legal framework including: • How to analyse the nature of review cases • How to identify and follow up an appropriate process • Understanding the considerations in reaching a decision • Understanding the principles of good conduct • Understanding the consequences of review decisions • Examples of written submission cases and the hearing process through role play	14

TITLE AND AIMS OF TRAINING	NUMBER OF ATTENDEES
Diversity • Describe why we make the assumptions that we do; • Define the meaning of values, beliefs, attitudes, prejudice and discrimination • Reflect on how our behaviour can affect other people; • Describe how prejudice and discrimination manifest; • Define the meaning of diversity; • State the main pieces of legislation surrounding diversity; • Ensure that you behave within current legislation and guidelines and understand how legislation underpins equality and diversity in the workplace and society; • Be aware of how to challenge inappropriate behaviour in other people;	7
Covalent • Have a working knowledge of the facilities Covalent offers and protocols involved • Be confident and able to login to Covalent and have the knowledge ability to change their Covalent password when required • Be confident and able to navigate through the various screens in Covalent and know where to locate information relating to performance indicators, projects and risks • Be confident and able to define and products reports from Covalent in terms of snapshots and queries	6
Impact Assessment • a means of demonstrating how the Council is meeting its statutory duties (race, disability, gender and the environment) • helps us to improve the quality of our policies, strategies and plans • addresses corporate strategic risk of “little review of policy adoption …”	8
Security Awareness Training • **Risk** – training provided a baseline of general security awareness knowledge • Codes of Connections – all staff must have a common understanding of what is expected of them in protecting DGC’s data • **Resolution** – on-line training session with various modules on security awareness • **Timeline** – all staff **must** undertake this training	44

TITLE AND AIMS OF TRAINING	NUMBER OF ATTENDEES
Intro to Access • **Designing A Database:** Normalisation**/**Terminology • **Creating a Database** • **Creating a Table:** Setting a Primary Key**/**Entering Data**/**Navigating Your Table • **Building a Relational Database** • **Formatting a Table** • **Filters on a Table/Query** • **The Find Tool** • **Queries:** Creating a Query**/**Syntax for Criteria**/**Specifying More Than One**/**Question**/**Wildcards • **Forms and Reports:** Auto Form**/**Auto Report**/**Form/Report Wizard**/**Formatting a Form/Report**/**Placing a Title on the Form/Report	1
Increasing Your Reading Rate ▪ Describe what is meant by speed reading; ▪ Describe how bad habits slow down our ability to read quickly and effectively; ▪ State the different mechanics of speed reading, i.e. what happens in our eyes and mind when we speed read; ▪ Become a better, more aware reader by using the fundamental speed reading techniques; ▪ Explain how to take in more than one word at a time; ▪ Improve your comprehension of text through the use of word groups; ▪ State other reading strategies to supplement your speed reading and describe when these strategies are appropriate; ▪ Describe how to read more quickly and effectively by taking advantage of sentence structure; ▪ Explain how to apply the speed reading techniques to different types of literature and communication; ▪ List at least five exercises to keep your eyes healthy for speed reading.	2