



Buckinghamshire & Milton Keynes
Association of Local Councils

Skills and Knowledge	Had Experience	Development Need	Comments
Being an Effective Councillor			
1. Understanding the Councillor's Role			
2. Understanding the Clerk's role			
3. Working with your communities			
4. Codes of Conduct, Ethics & Probity			
5. The council as an employer			
Developing Personal and Communication Skills			
6. Public speaking & presentation skills			
7. Media skills			
8. Influencing & negotiation			
9. Questioning			
10. Listening			
11. Interviewing			
12. Assertiveness			
13. Handling conflict			
14. Letters, reports and e-mails			
15. Giving advice			
16. Problem analysis/solving			
17. Working in a team			



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18. Project management			
19. Coaching and mentoring			
20. Using a computer			
Managing Yourself			
21. Time management			
22. Managing stress			
23. Managing information			
24. Speed reading			
25. Managing change			
Community Skills			
26. Dealing with case work			
27. Advice surgeries			
28. Area forums			
29. Keeping records			
30. Setting up meetings			
31. Chairing meetings			
32. Facilitating groups			
33. Working with partners			
34. Networking			
35. Advocacy			
36. Empowering the community			
Understanding the Council and its Services			
37. Council's objectives and main policies			



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38. The services the Council provides			
39. Delivering good value to the public			
40. Delegated decision-making			
41. Our corporate image/complaints procedure			
42. How our Council compares with others			
43. How we develop policy			
44. Local Council Award Scheme			
Understanding Local Council Finance			
45. Sources of finance			
46. How the precept is set			
47. Setting the budget			
48. Managing and monitoring the budget			
49. Capital and revenue spending			
50. Financial regulations			