

Training Course	Offered to	Description	Requirement	Internal/External	Cost to L&D Budget	Availability	To be included in All-Member Induc	Recording Available
Code of Conduct	All Members	Information on the Code of Conduct and Members' various legal obligations.	Essential	Internal - Provided by the Comptroller & City Solicitor	£0.00	Induction	Yes	Yes
City of London Decision-Making Process	All Members	Information on how the City's governance and decision-making functions work.	Essential	Internal - Provided by the Comptroller & City Solicitor	£0.00	Induction	Yes	Yes
Planning Training	Members of Planning & Transportation Committee	Information on the legal obligations for consideration of Planning Applications	Essential	Internal - Provided by the Environment Department	£0.00	Induction/Annual/Ad-hoc	No	No
Licensing Training	Members of Licensing Committee	Information on the legal obligations for Memebtrs sitting on Licensing Hearing Sub-Committees	Essential	Internal - Provided by the Environment Department	£0.00	Induction/Annual/Ad-hoc	No	No
Safeguarding and other essential Governor Training	Members of the Boards of Governors of the City of London School	Suite of statutory training for School Governor	Essential	Internal - Respective Schools and Department of Community & Childrens' Services	£0.00	Induction/Annual/Ad-hoc	No	No
Charities Training / Basic Trustees Training	All Members	To provide necessary training in respect of the City's various charitable obligations, as identified as part of the Charities Review	Essential	Internal	£0.00	Induction/Annual/Ad-hoc	Yes	No
Chairing Training	All Members	Developing Skills for Chairing Meetings	Recommended	TBC	TBC	Induction/Annual	Yes	TBC
Working Together	All Members	As requested at Civic Affairs Sub (July 2022)	Recommended	TBC	TBC	Biannual (Every two-years)	No	TBC
Managing Conflict	All Members	As requested at Civic Affairs Sub (July 2022)	Recommended	TBC	TBC	Biannual (Every two-years)	No	TBC
Leading through Change	All Members	As requested at Civic Affairs Sub (July 2022)	Recommended	TBC	TBC	Biannual (Every two-years)	No	TBC
Microaggressions	All Members	As requested at Civic Affairs Sub (July 2022)	Recommended	TBC	TBC	Biannual (Every two-years)	No	TBC
Public Speaking	All Members	To assist Members with their public speaking skills - for Court and any external engagements	Recommended	TBC	TBC	Biannual (Every two-years)	No	TBC
Elections	All Members	Proposed by Chief Officers	Recommended	Internal - Provided by the Comptroller & City Solicitor and Electoral Services Manager	£0.00	Every four years ahead of all-out elections	No	TBC
Corporate Anti-Fraud & Corruption Strategy	All Members	Proposed by Chief Officers	Recommended	Internal - Audit & Risk Team	£0.00	Biannual (Every two-years)	Yes	TBC
Problem Solving, Scrutiny and Analycal Skills	All Members	To assist Members in the discharging of their various duties when considering Committee Reports	Recommended	TBC	TBC	Biannual (Every two-years)	No	TBC
Media Awareness and Social Media	All Members	Training for Members' engagement with Media and on Social Media	Recommended	Internal	£0.00	Induction	Yes	Yes
IT Training	All Members	To provide guidance on relevant IT security and develop skills to ensure access to material relevant to Councillors' work as elected Members.	Recommended	Internal	£0.00	Induction	Yes	No
Procurement Awareness	All Members	To build knowledge on the City's procurement obligations	Recommended	Internal	£0.00	Induction	Yes	Yes
Equality Diversity and Inclusion	All Members	To build knowledge on ensuring a positive approach to equality diversity and inclusion	Recommended	Internal	£0.00	Induction	Yes	Yes
City's Financial Framework	All Members	To build knowledge on the City's Financial Framework	Recommended	Internal	£0.00	Induction	Yes	No
Corporate Parenting	All Members	To build knowledge on the City's corporate parenting obligations	Recommended	Internal	£0.00	Induction	Yes	Yes
Office of the Lord Mayor and Shrievalty	All Members	To build knowledge on the office of the lord mayor and shrievalty	Recommended	Internal	£0.00	Induction	Yes	Yes
City's Relations with Parliament	All Members	To build knowledge on the City's relations with parliament	Recommended	Internal	£0.00	Induction	Yes	Yes

Competitiveness Strategy	All Members	To build knowledge on the City's competitiveness strategy	Recommended	Internal	£0.00	Induction - Member Briefing Updates Scheduled as required	Yes	Yes
Organisational Performance and Officer Governance	All Members	To build knowledge on organisational performance and officer governance	Recommended	Internal	£0.00	Induction	Yes	No
Destination City Strategy	All Members	To build knowledge on the Destination Strategy and Campaign	Recommended	Internal	£0.00	Induction - Member Briefing Updates Scheduled as required	Yes	No
The Corporate Plan	All Members	To build knowledge on the Corporate Plan	Recommended	Internal	£0.00	Induction	Yes	Yes
City's Climate Action Strategy	All Members	To build knowledge on the City's Climate Action Strategy	Recommended	Internal	£0.00	Induction - Member Briefing Updates Scheduled as required	Yes	Yes
Safeguarding Responsibilities	All Members - separate arrangements for Governors of Schools	To build knowledge on the City and Members' safeguarding obligations	Recommended	Internal	£0.00	Induction	Yes	Yes
Mental Health (Line Managers Guide)	All Members	As part of the City of London's ongoing commitment to challenge the stigma around mental health, this course aims to support managers and supervisors by raising awareness of mental health in the workplace. This course supports the City Corporation's CityWell Strategy.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Conflict Resolution	All Members	This Course looks at the causes and types of conflict that can arise in the workplace. It demonstrates best practice approaches to resolving conflicts, and shows everyday measures that can help to prevent future disharmony.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Data Protection	All Members	The City Corporation needs to comply with legal requirements in relation to the way it processes the personal data of its customers, clients and staff (data subjects). By completing this mandatory Data Protection course, you are helping us to meet our obligations to ensure staff have knowledge and awareness of data protection and the GDPR.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Digital Skills Training	All Members	This training rings full Combined Knowledge training courses to your desktop in a compilation of videos designed to educate effectively using on-screen demonstrations and animations to support the trainer's dialogue.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Equality Analysis	All Members	This course looks in detail at Equality Analysis - when and how to do them, and why they are important. It is recommended that you complete the Equality Act 2010 course before completing the Equality Analysis course.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Influencing, Assertiveness and Negotiating	All Members	This course will equip you with the skills and knowledge to prevail in business negotiation, by looking at some popular theories and models on the subject.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Managing yourself and your time	All Members	This course is designed to help you work smarter and manage your time more effectively.	Optional	Online City Learning Course	£0.00	Anytime	No	No

Our Social Media Policy	All Members	This course introduces staff to the City Corporation's Social Media Policy	Optional	Online City Learning Course	£0.00	Anytime	No	No
Recruitment and Selection Refresher	Committee Chairs with recruitment/appraisal responsibilities	This topic will help to refresh your knowledge of the recruitment process and interview techniques. Over two learning modules, you'll be reminded of the actions you need to take, do's and dont's in the recruitment process, and key skills required for conducting an interview	Optional	Online City Learning Course	£0.00	Anytime	No	No

See Check and Notify	All Members	See, Check and Notify (SCaN) aims to help businesses and organisations maximise safety and security using their existing resources. Your people are your biggest advantage in preventing and tackling a range of threats, including criminal activity, unlawful protest and terrorism.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Safeguarding Young People	All Members	This module is about how to protect children at risk, how to recognise signs of abuse and knowing what to do.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Stress Awareness	All Members	Stress is almost an inevitable part of our daily lives. Wherever it comes from, if we experience stress in one area of our lives, the symptoms often impact on other . new online course aims to be more user friendly, allowing you to access it a time that suits your working day.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Equality & Inclusion and our Commitment	All Members	This course provides an overview of why equality and Inclusion is important and our commitment to you as employees of the City of London Corporation. It will take around 20-30 minutes to complete	Optional	Online City Learning Course	£0.00	Anytime	No	No
Safer Recruitment	All Members	Safety and security is big priority with regard to safeguarding adults and children and this module has been created to show how safer recruitment contributes to this, demonstrating the principles and application of the best practice.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Transgender Awareness	All Members	The word Transgender is used to describe a person whose gender identity, gender expression or behaviour does not conform to that typically associated with the sex they were given at birth. Everyday members of the trans community face discrimination and abuse and this Trans Awareness module aims to raise awareness and provide a general overview of the issues they face.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Unconscious Bias	All Members	A 20-minute module that explains unconscious bias so that you can identify, acknowledge and challenge it in your workplace.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Sustainability and Environmental Issues	All Members	In this course, you will learn about the environmental and sustainability issues organisations are dealing with.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Spelling Grammar and Punctuation	All Members	This module covers some of the more common mistakes in written English - from puzzling punctuation to sneaky spellings. This refresher should help you to ensure your written work, from emails to reports, is of the highest possible standard.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Secure Remote Working	All Members	Guidance on Secure Remote Working	Optional	Online City Learning Course	£0.00	Anytime	No	No

Health & Safety and Wellbeing Introduction	All Members	This course aims to introduce you to the Health and Safety management systems that are in place at the City Corporation for your protection. The City Corporation is required by law to ensure that all staff receive an induction in health and safety matters and by completing this course you are helping us to comply with that requirement.	Optional	Online City Learning Course	£0.00	Anytime	No	No
Freedom of Information Act	All Members	This course gives guidance on what the Freedom of Information Act means for us in practice and what we must do in our daily work to comply with the act.	Optional	Online City Learning Course	£0.00	Anytime	No	No

Key	Already arranged and delivered
	To be arranged and delivered