



# 2022 Elected Member Short Course Calendar

Virtual Classroom Delivery

<b>ELECTED MEMBER SHORT COURSES</b>	<b>2022 DATES</b>	<b>DURATION</b>	<b>TIME</b>	<b>PRICE INC GST</b>
<a href="#">Councillor Roles and Responsibilities</a>	Monday 31 January	1 day	9am-3.30pm	\$530
<a href="#">Media and Communications Masterclass</a>	Inhouse only	1 day	9am-3.30pm	On Request
<a href="#">Media Relations and Speech Writing</a>	Thursday 10 February	3 hours	1pm-4pm	\$550
<a href="#">Protocols for Council Meetings</a>	Thursday 10 March	1 day	9am-3.30pm	\$530
<a href="#">De-Escalating Aggressive and Hostile Language</a>	Thursday 10 February	3 hours	9am-12pm	\$399
	Thursday 10 February	3 hours	1pm-4pm	\$399
<a href="#">Social Media for Elected Members</a>	Tuesday 8 March	3 hours	9am-12.30pm	\$399
<a href="#">Owning Your Online Presence</a>	Thursday 24 March	2 hours	1pm-3pm	\$530
<a href="#">Rates and Charges</a>	Wednesday 30 March	1 day	9am-3.30pm	\$530
<a href="#">Legal and Ethical Responsibilities</a>	Thursday 31 March	3 hours	9am-12.30pm	\$399
<a href="#">Strategic Planning</a>	Tuesday 5 April	1 day	9am-3.30pm	\$530
<a href="#">Chairing Council Meetings</a>	Tuesday 12 April	1 day	9am-3.30pm	\$530
<a href="#">Code of Conduct for Councillors</a>	Wednesday 13 April	3 hours	9am-12.30pm	\$399
<a href="#">Bullying and Harassment for Councillors</a>	Wednesday 20 April	3 hours	9am-12.30pm	\$399
<a href="#">Media Relations and Speech Writing</a>	Thursday 28 April	3 hours	1pm-4pm	\$550

ELECTED MEMBER SHORT COURSES	2022 DATES	DURATION	TIME	PRICE INC GST
<a href="#">Governing Councils</a>	Tuesday 3 May	1 day	9am-3.30pm	\$530
<a href="#">Effective Decision Making</a>	Wednesday 4 May	1 day	9am-3.30pm	\$530
<a href="#">Land Use Planning</a>	Wednesday 11 May	1 day	9am-3.30pm	\$880
<a href="#">Owning Your Online Presence</a>	Thursday 17 May	2 hours	1pm-3pm	\$530
<a href="#">Financial Reports and Budgets</a>	Wednesday 25 May	1 day	9am-3.30pm	\$530
<a href="#">Social Media for Elected Members</a>	Tuesday 6 June	3 hours	9am-12.30pm	\$399

## Peak's Virtual Training

Peak Services is currently using Zoom Virtual Video Conferencing to deliver training. Zoom is in real time with face to face discussions, just like a classroom environment.

For any first-time users of **ZOOM Video Conferencing** you may like to review this YouTube video.

<https://www.youtube.com/watch?v=kh50kValdAY>

Also important to note:

- Use Chrome as your internet browser
- Each person, where possible to have their own pc/laptop
- Webcam so we can see each other
- Audio so we can hear each other
- If using Zoom for the first time, you will be prompted to download the Zoom plugin. This takes seconds...and is the click of a button.

For further details, please call Patricia Paolini at Peak Services on:

Ph: 07 3000 2104 or Email us at [training@wearepeak.com.au](mailto:training@wearepeak.com.au)

