

Member Personal Development Plan

Name: _____

Date: _____

Purpose of this Plan

This Personal Development Plan helps you reflect on your role and identify up to **three key areas** where you would like support, training, or development during your term in office.

This is not a test — it's simply a chance to tell us where you would most like to grow your knowledge, confidence, or skills as a Councillor.

Once completed, your named support officer will meet with you to discuss your priorities and agree a tailored development plan.

If you would like help completing this form, please contact Member Support:

☎ 01952 383540

✉ Member.Services@telford.gov.uk

Choose Your Focus Areas (Pick up to 3)

Please indicate the areas you would like to focus on. You can choose anything that feels most relevant to you. Please refer to the document on the back of this page listing the different training opportunities.

Being an Effective
Councillor

Communication

Ward Work &
Community

Committee Skills

Personal Skills

IT Skills

Next Steps

Your support officer will review your priorities with you and help identify relevant training, resources, or support.

Councillor Signature: _____ **Date:** _____

Officer Signature: _____ **Date:** _____

Being an Effective Councillor

- Understanding the Council structure and service areas
- Budgets and financial monitoring
- Code of Conduct / Constitution / Meeting Protocols
- FOI & Data protection
- Council priorities and objectives

Communication

- Using social media safely and effectively
- Public speaking / presenting
- Understanding customer feedback and engagement
- Council communication approach

Ward Work & Community

- Funding sources and grant applications
- Understanding ward issues / ward walks
- Community project updates
- Using complaint procedures and Member enquiries
- Equality, diversity, and cultural awareness
- Accessing ward and borough data

Committee Skills

- Decision-making procedures
- Debate rules and managing conflict
- Public speaking in meetings
- Negotiation and influencing
- Understanding bias and predetermination
- Listening and questioning skills
- Roles of Chairs, Vice Chairs, and officers

Personal Skills

- Time management
- Managing stress
- Personal safety
- Teamworking
- Verbal communication

IT Skills

- Microsoft Word, Outlook, Teams, etc.
- Using the intranet and Councillor Connect
- Accessing agendas/reports (ModernGov, app, etc.)
- Using council-issued devices