



MEMORANDUM

DATE: 5 June 2020

TO: Leadership and Development Portfolio Committee

SUBJECT: Leadership and Development training interventions during lockdown

This memorandum serves to inform the Leadership and Development Portfolio Committee of the schedule of training interventions on offer during the lockdown period from June – August 2020. This memo also includes the planned training interventions for September and October 2020.

June 2020:

Ethics in the Public Service (eLearning)

Purpose

To help build an ethical culture in the Public Service by developing the capacity of Councillors for personal and professional ethical conduct.

Learning Outcomes

Councillors will be able to:

- Reflect on their own values
- Recognise common areas of ethical dilemmas for public service employees
- Apply the core ethical values and standards contained in prescripts which have relevance for the conduct of employees in the public service
- Uphold and promote Professional Ethics in the workplace

Duration

Participants can learn at a time and pace that suits them. It takes approximately 16 hours to complete the course.

Women in Leadership (eLearning)

Purpose

The conversation focuses on fostering the sustained success of women leaders in the public sector; organisational gender bias; and strategies for removing barriers to women's leadership.

Duration

One-day webinar/online workshop via Ms Teams or Zoom.

July 2020:

Excellent Customer Care (eLearning)

Purpose

This course is aimed at public sector officials/Councillors who have direct and indirect contact with customers. The course offers an interactive opportunity for participants to develop the required competencies to deliver quality customer service in line with government's Batho Pele focus.

Learning Outcomes

Councillors will be able to:

- Identify customer needs
- Differentiate between good and poor service delivery
- Implement service delivery plans
- Deal effectively with difficult customers
- Identify and apply the Batho Pele principles in frontline services
- Use effective communication methods.

Duration

This is a three (3) day seminar

Facilitation Leadership

Purpose

We are aware of the high stress environment, workload and many conflicting priorities you are faced with daily, without adequate support. The purpose of the Leadership and Development Programme is to support you and help you to develop the resilience and competencies required to effectively fulfil your mandate as public representatives.

Learning Outcomes

Councillors will be able to:

- Introduce Individual resilience and increased occupational wellbeing in the workplace
- Improved political leadership abilities at a grassroots level in communities and at a Mayco, Subcouncil and Portfolio
- More effective and improved collaboration at various levels of local government
- Heightened professionalism and efficiency of Councillors in the workplace
- Improved relationship and active engagement with citizens

Duration

Leadership and Development: Personal Mastery & Manager as Coach

Personal Mastery: 3 days

Manager as Coach: 2 days

August 2020:

Seminar on Ethical Leadership in Local Government

Purpose

In terms of the Local Government Integrity Management Framework (2016), Councillors have the responsibility for setting an ethical tone for the municipality and ensuring good governance through fulfilling their oversight role. Councillors work also requires them to make substantial discretionary decisions that will be based on their personal moral values and integrity which has significant ethical responsibilities, and frequently work in challenging ethical environments.

Learning Outcomes

Councillors will be able to:

- Discuss the personal value system as a catalyst for effective public leadership and governance
- Unpack the contributing values in public leadership and governance
- Understand own value set and its influence on an effective and productive municipal environment
- Explain own values versus the Councillor Code of Conduct
- Describe the role my values play in deepening democracy in my own Municipality
- Understand the different personality types and how to engage with them
- Interrelate personal values with the set of values (democratic, economic, social, general, etc.) of the Organisation

Duration

This is a one (1) day seminar

Coaching for Subcouncil and PC Chairpersons [One on One]

Purpose

We are aware of the high stress environment, workload and many conflicting priorities you are faced with daily without adequate support. The purpose of Individual Coaching is to support you and help you to develop the resilience and competencies required to effectively fulfill your mandate as public representatives.

Learning Outcomes

Councillors will be able to:

- Individual resilience and increased occupational wellbeing in the workplace
- Improved political leadership abilities at a grassroots level in communities
- More effective strategic decision-making and improved collaboration at various levels of local government

The organisation

- Heightened professionalism and efficiency of Councillors in the workplace
- Improved relationship and active engagement with citizens
- Improved governance and organisational resilience

Duration

Fourteen (14) one hour sessions

September and October 2020:**Emotional Intelligence****Purpose**

This workshop enhances the capacity of Councillors to understand and manage their own emotions, and those of their colleagues and subordinates.

Learning Outcomes

Councillors will be able to:

- Understand how to use emotion to facilitate thought and behaviour
- Learn how to manage emotions and positively influence yourself and others
- Positively influence and motivate colleagues, team members, managers
- Increase leadership effectiveness by creating an atmosphere that engages others
- Increase satisfaction and fulfilment at work

Duration

This is a two (2) day seminar

Unconscious Bias**Purpose**

This course will assist Cllrs to identify their own unconscious biases and any that exist in their work spaces/communities. It looks at how they affect decision making, working relationships and the organisation's culture.

Learning Outcomes

Councillors will be able to:

- Establish a foundational understanding of how bias affects decision-making.
- Explore the impact of three kinds of bias that impact selection and other decision-making processes: implicit or unconscious bias, cultural bias and systems bias.
- Provide an understanding of how biases are formed in our unconscious (and on request, specifically addresses four kinds of unconscious bias that affect communities).

Duration

This is a three (3) day seminar

Training for Ward Committees**Local Government Training****Purpose**

This workshops will enhance the capacity of Ward Committee members to understand local government and manage their representing sectors more adequately.

Learning Outcomes

Ward Committee members will be able to:

- Have a complete overview of Local Government training which will include Local Government Legislation and detailed explanations of the Budget and the processors that needs to be followed to acquire budget.

Duration

This is a two (2) day seminar

DISCUSSION

The above list of training courses has been listed as what will be taking place and what is in the process of being planned and finalised for the upcoming months.

RECOMMENDATIONS

That the above Memo be noted

SIGNATURES

MANAGER: Councillor support: Leadership and Development

Name & Surname: James Van As

Date: 5 June 2020

Signature: _____

CHAIRPERSON: Leadership and Development Portfolio Committee

Name & Surname: Alderman Rose Rau

Date: 5 June 2020

Signature: _____