

Councillor development

Getting your message across

Date(s)	Time(s)	Venue(s)
Monday 15 September 2011	1.00pm to 4.00pm	Committee Room C and D, Monkton Park, Chippenham, SN15 1ER

Target audience: all Councillors

Deadline for booking: Friday 19 August 2011

Aim:

To introduce participants to what must be considered to increase effectiveness of communications.

Objectives:

By the end of the class, participants will be able to:

- Assess appropriate communication methods for different uses
- State elements to be planned before written or spoken communication
- State elements of style to be considered for effective communication
- Measure clarity of written communication using the clarity index
- Improve communication style of given sample documents

For course bookings contact Rita Sanders on 01225 718 375 or email councillordevelopment@wiltshire.gov.uk

For more information on councillor development please see: <http://thewire.wiltshire.council/index/councillors-area/councillor-development.htm>