

Admin Department

<u>Team Member</u>	<u>Training Provider</u>	<u>Course Title</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Qualification Obtained (If Applicable)</u>
Administration officer	Breakthrough Communications	Communicating with Your Community Creating a communications strategy	04/07/23		
Assistant Town Clerk	SLCC	Introduction to Local Council Administration (ILCA)	Ongoing	12 months to complete	
Assistant Town Clerk	Hygiene 2 Health	Assessing Display Screen Equipment	Ongoing		
Assistant Town Clerk	Hygiene 2 Health	Display Screen Equipment	Ongoing		
Assistant Town Clerk	Breakthrough Communications	Data Protection & GDPR for Clerks & Officers Part 1: Foundations & Theory	07/07/23		
Assistant Town Clerk	Breakthrough Communications	Data Protection & GDPR for Clerks & Officers Part 2: Accountability & Lawfulness	11/07/23		
Assistant Town Clerk	Breakthrough Communications	Data Protection & GDPR for Clerks & Officers Part 3: Rights & Information Security	14/07/23		
Assistant Town Clerk	Cornwall Council	Planning Induction refresher session	11/07/23		
Assistant Town Clerk	Hygiene 2 Health	First Aid training	12/07/23		
Town Clerk	Cornwall Council	Planning Induction refresher session	11/07/23		
Town Clerk	CALC	Calc Being A Good Chair	26/06/23	26/06/23	Attended
Town Clerk	SLCC	SLCC Joint Branch Meeting (Cyber Insurance, Professional Development, CCLA Investments)	29/06/23	29/06/23	Attended
Town Clerk	CALC/Corwnall Council/SLCC	CALC Asset Release & Devolution, Followed by SLCC Clerks Meeting	15/06/23	15/06/23	Attended
Town Clerk	Hygiene 2 Health	First Aid training	12/07/23		