

Managing Interesting Situations for Elected Members Course Brochure



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MEETING AND GOVERNANCE SOLUTIONS 

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1. Course Purpose

To provide practical, interactive, and in-depth focus on managing a wide range of “interesting situations” that elected members are confronted with. The following are the course outcomes

- Identifying the role of an elected member when confronted with situations that are difficult, highly charged or highly contentious
- Know how to stay safe around decision-making when there is more than one side involved
- Gain a range of tactical options to use when confronted with competing views, complaints and aggressive behaviour

2. Meeting and Governance Solutions Limited

MAGS is a company with extensive experience in working with governance and management groups of organisations to develop capability in report writing, meeting management, minute taking, effective governance, strategic planning and organisational design and development.

Vern Walsh and Steve McDowell are the principals of the company and have experience of both governance and management roles in organisations.

Vern and Steve have chaired boards, undertaken mediation, designed and delivered training on effective governance to elected members and to the management teams that support the political side of the council. The following areas of work that MAGS has been involved in are relevant to this course:

- Chairing and meeting participation coaching and mentoring
- Mediation
- Analysing meeting performance and developing improvement strategies
- Understanding the process for making good decisions
- Training and coaching to increase elected member effectiveness
- Meeting and workshop facilitation
- Governance and management roles and responsibilities workshop
- Governance support staff training and development
- Report writer training

3. Course Details

Duration: Three-hour course

Course fee: \$550 per person + GST or in-house fee to be discussed on a case by case basis

To register

Request a registration form from info@meetinggovernance.co.nz

4. Who should attend?

MAGS offers this course as a public course in the regions throughout New Zealand. Our experience is that this course can be very beneficial when run in-house for individual local authorities. MAGS will provide a one-off cost for in house courses.

This course will be particularly interesting for:

- Mayors/Regional Council Chairs
- Any elected members
- Senior staff that support elected members
- Governance support staff

5. Course Programme

9.00am **Welcome, introductions**

9.15am **Role of an elected member**

Mediator, decision maker, lobbyist, governor, representative – the different requirements for each role

9.45am **Staying safe**

What does the code of conduct say; three sides to every story and how to get to the bottom of the issue; buying time and getting the right information, especially before attending a meeting

10.15am **Tactics**

Using scenarios, identify tactics to use with competing views, complaints, and aggressive behaviour

10.45am **Tea**

11am **Tactics - continued**

Using scenarios, identify tactics to use with competing views, complaints, and aggressive behaviour

11.50am **Summary**

Course review and summary.

Noon **Close**