



Worcestershire County Training Partnership
 Malvern View, Willow End Park, Blackmore Park Road,
 Malvern, Worcestershire, WR13 6NN
 Tel 01684 311554, Fax 01684 311557
 training@worcscale.org.uk
 Parish and Town Councils



**ONE-TO-ONE
 Briefings for new Clerks**

New job, new challenge! We know from experience that new Clerks need an early briefing on Parish Council procedure to enable them to undertake their work during the early months while they adapt to their new role. CALC provides a 2 hour one-to-one briefing with an experienced tutor, at a convenient time and place. Clerks who have been in post some months are then ready to attend the Clerks' Basic Training Course; details are circulated separately. To arrange a One-to-One please email jenny@worcscale.org.uk.

Richard Levett
 Acting Executive Officer
 Worcestershire CALC

Jenny Maturi
 Development Support Officer
 Worcestershire CALC

**WORCESTERSHIRE COUNTY TRAINING PARTNERSHIP
 BOOKING FORM FOR ONE-TO-ONE BRIEFING**

FEES
 excluding travelling

MEMBER CLERKS: £30

NON MEMBER CLERKS: £60

Parish/Town Council

Clerk First name Surname

Email Tel /fax

Address

Arrangements agreed with CALC

CALC Tutor

Time Date Venue

Tutor's travelling costs from Tutor's place of work will be charged to the Council



Do not send payment. Your Council will be invoiced in due course.
 To be returned to WorcsCALC, Malvern View, Willow End Park,
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 Fax: 01684 311557 training@worcscale.org.uk

