



States' Members Induction and Ongoing Development Programme June 2025 to December 2025

Review report

19th January 2026

Contents

1	Introduction.....	2
2	2025 Induction Programme.....	3
	A. An overview of the programme	3
	B. Review of the Induction Programme.....	5
	C. Feedback on the Induction Programme.....	7
3	2025 Ongoing Development Programme.....	7
	Feedback on the ongoing Development Programme sessions	8
4	Course for Prospective Candidates.....	9
5	Next steps.....	10
6	Conclusion.....	12

Appendices

1	2025 States' Members' Induction Survey Results.....	13
2	Induction Programme timetable June and July.....	18
3	Ongoing Development Programme timetable September 2025 to December 2026.....	20

1 Introduction

- 1.1 The States' Assembly & Constitution Committee ('the Committee') is responsible for advising the States and developing and implementing policies in relation to the induction, ongoing support and provisions of facilities and equipment for States' Members. In March 2012, the States resolved:

In every States term, the States Assembly and Constitution Committee should publish within nine months of the General Election, after consultation with States members, a report to include;

- i. A review of the induction programme incorporating an analysis of the success or otherwise of each part of that programme and any changes to the programme which it would be considered desirable to put into effect for the following States term; and*
 - ii. Details of a programme of ongoing training which shall be offered to all States members during that States term.*
- 1.2 Following the General Election, the new intake of States' Members are offered sessions prior to swearing in which aim to ensure that they receive the information and equipment required to fulfil their role effectively. In 2025, this commenced on 23rd June prior to Members being sworn in on 1st July.
- 1.3 After the summer recess, ongoing support for Members is provided via the Development Programme which aims to provide Members with knowledge and skills to assist them with their duties as parliamentarians, Committee Members and in constituency work.
- 1.4 This report will outline the Induction Programme offered in 2025; the take-up of the sessions, the responses from Members to the sessions received through feedback forms, email correspondence, and the surveys issued to Members in July and October 2025.
- 1.5 In line with the States' resolution, the following sections of the report will include an analysis of the success or otherwise of each part of the programme and any changes which it would be considered desirable to put into effect for the next States' term.
- 1.6 It will also review the ongoing Development Programme sessions to date based on Members' engagement and feedback and outline the programme of sessions scheduled in 2026.
- 1.7 The Committee's programme was devised, acknowledging good practice identified in the ['Recommended Benchmarks for Democratic Legislature'](#) publication produced by the Commonwealth Parliamentary Association. This is a guide on how a Parliament should be constituted and how it should function. It contains two benchmarks relating to professional development:

- The Legislature shall take measures to ensure that newly elected Members are assisted in understanding how the Legislature works and its rules of procedure.
 - The Legislature shall take measures to assist legislators to increase their knowledge and skills in the performance of their parliamentary duties.
- 1.8 The programme also aims to support Members in their committee work and with their constituency role. Whilst committees provide their own induction process, the courses provided by SACC included in the ongoing Development Programme aim to provide skills that will support Members to undertake their duties more effectively. Sessions on personal safety and media training were also included to strengthen Members' ability and confidence when interacting with the public.
- 1.9 In line with the States' resolution, the following sections of the report will include an analysis of the success or otherwise of each part of the programme and any changes which it would be considered desirable to put into effect for the next States' term.
- 1.10 It will also review the ongoing development sessions to date based on Members' engagement and feedback and outline the programme of sessions scheduled in 2026.

2 2025 Induction Programme

A. An overview of the Induction Programme

- 2.1 Induction sessions were organised for Members before the swearing-in process to ensure they were equipped with the knowledge and equipment to commence their roles.
- 2.2 The States' Greffier, the Registrar-General of Electors and the Principal Officer of SACC formed the Induction Working Group which met to determine the content of the programme. The subjects were selected to provide an overview of the key information required to begin the role and to provide awareness of guidelines, rules and obligations that must be followed, but without overwhelming new Members with information at the beginning of the term.
- 2.3 The sessions included:
- The provision of IT equipment and an introduction to States' networks and websites
 - A States' Committee Exhibition with senior staff attending to meet with Deputies
 - Data Protection and Cyber Security
 - The Rules of Procedure of the States of Deliberation for Elections
 - The Code of Conduct for Members of the States of Deliberation
 - The Role of the Law Officers
 - Communications, media and social media
- 2.4 These sessions were considered essential for Members to commence their role from the provision of their equipment to knowledge of the Rules of Procedure and Code of Conduct which they are obliged to follow. Training in data protection and cyber

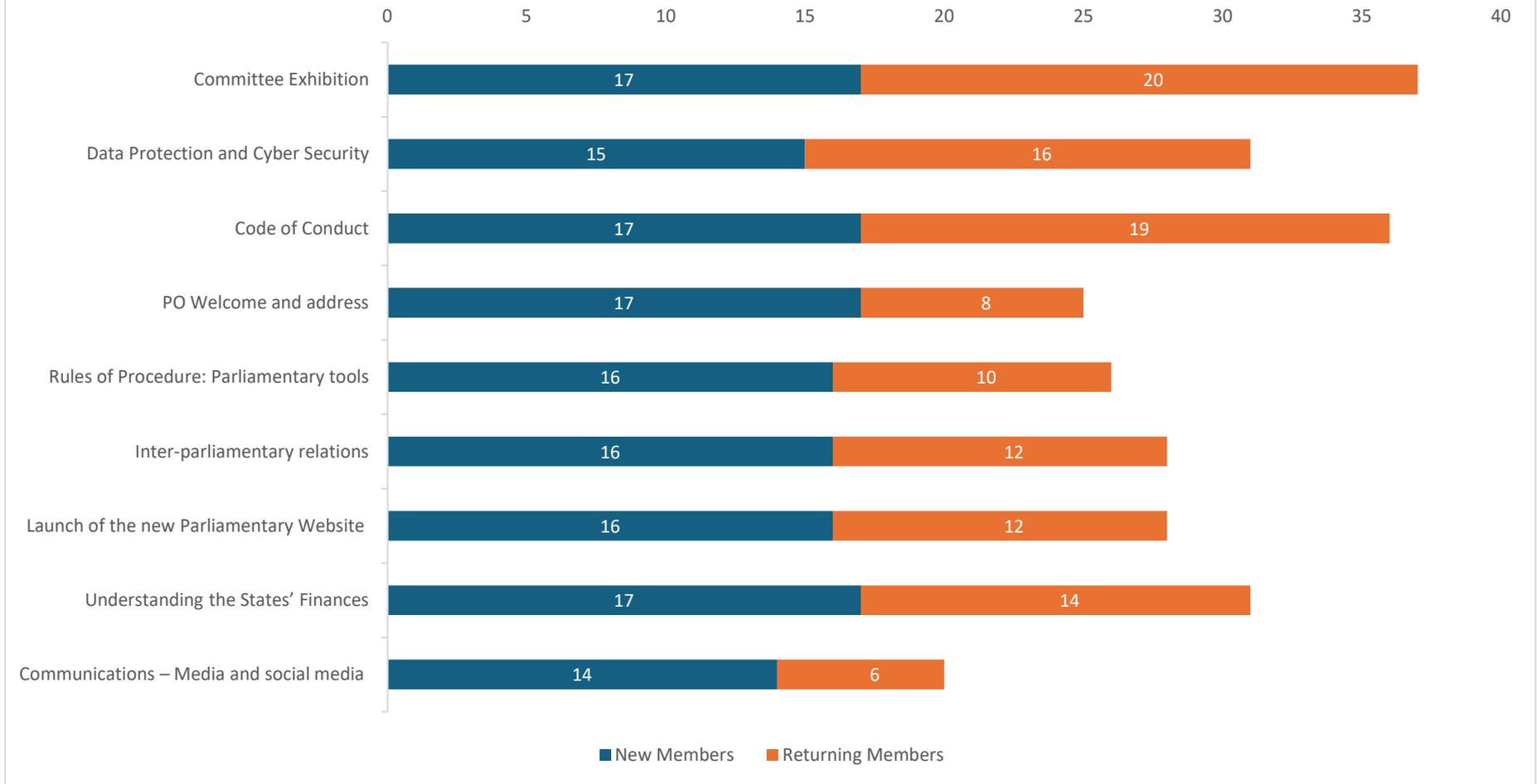
security ensured that Members understood how to conduct their role in a manner that protected personal data and confidential information.

- 2.5 The States' Committee Exhibition introduced Members to Committee Secretaries and other senior staff as well as providing an overview of Committee mandates in advance of the election of Members and Presidents.
- 2.6 The communications workshop provided information on best practice for interacting with the media and use of social media. Some Members are very active on social media and use it to connect with the public, so this was considered an important session to include in the initial offering.
- 2.7 A more in depth understanding of knowledge specific to each Committee was provided through the respective Committee inductions which were organised by Committee Secretaries separate to the main Induction Programme. These took place between July and September 2025.
- 2.8 All Committees had fairly standardised agendas for their first meetings which included:
 - The Rules of Procedure for Committees
 - The Committee's mandate and operational functions
 - The role of Committee Members
 - The Committee's budget and accounts and
 - The extant resolutions of the Committee
- 2.9 The States' Members' SharePoint site was also updated and shared with newly elected Members when their IT equipment was issued. The content of the site is evolving but at an early stage included dates of upcoming sessions and presentation slides which were uploaded after the sessions had taken place.
- 2.10 The States' Members' SharePoint site includes training on Microsoft Teams, SharePoint, OneDrive and OneNote. This resource enables Members to familiarise themselves at their own pace with software in regular use by the States. In addition, it provides key information on data protection, constituency work and an overview of the facilities available for Members to use at Sir Charles Frossard House and the Royal Court.
- 2.11 Members have the option to sign up to the Members' MyLearning site to access the ongoing States of Guernsey cyber training which provides eLearning (including videos and quizzes) on a variety of subjects including cyber security, data protection awareness, social media dangers, phishing, scams and data handling. Twenty-one Members, twelve new and nine returning, have signed up to this and have accessed training videos on: Prevention of Discrimination Ordinance and data protection.
- 2.12 The MyLearning site also enables Members to register interest in future training opportunities and to register for the Committee's ongoing Development Programme sessions. The engagement of Members with the SharePoint and MyLearning sites is discussed later in the report.

B. Review of the Induction Programme

- 2.13 At the 2025 General Election, there were 17 newly elected Deputies. One of the challenges in creating an Induction Programme is scheduling sessions that will meet the needs of newly elected Deputies who may be unfamiliar with States' rules, procedures and processes and also providing sessions which will be relevant for Deputies who have served previously.
- 2.14 Some of the initial sessions were targeted at new Members but the programme has been created to include subjects relevant to all Members regardless of their experience to support them in ensuring they are fully appraised of the current requirements upon them e.g. data protection and information security, the Code of Conduct for States' Members etc.
- 2.15 The graph on the following page shows the attendance levels for the Induction Programme sessions held from 23rd June to 3rd July 2025. The breakdown of re-elected and newly elected members who attended each session shows that the majority of newly elected Members attended all of the Induction Programme.
- 2.16 The first day of the Induction Programme received the highest engagement particularly among returning Members. This is likely because the provision of IT equipment was scheduled for this day which boosted the attendance to the sessions. The attendance of returning Members significantly reduced for the remainder of the programme but nearly all new Members continued to engage, with all or nearly all attending each session. As the sessions were primarily aimed at new Members with no knowledge of the role, the Induction Programme received a good level of attendance.

Attendance at June/July 2025 Induction Sessions



C. Feedback on the Induction Programme

2.17 Feedback on the induction sessions was gathered through an online survey which was live from 4th to 25th July. This received 21 responses, from 13 new Members and eight returning. Two new Members submitted feedback via email.

2.18 Additional feedback was gathered in a second survey which was live from 24th October to 16th November. This received 12 responses, from seven new Members and five returning.

2.19 The headline findings from the surveys are summarised below:

- The sessions were rated highly as good or above by the majority of respondents. The Committee Exhibition and Rules of Procedure of the States of Deliberation were considered the most useful for helping Members prepare for or develop in their role and received excellent ratings.
- Committee onboarding sessions, organised separately by Committee Secretaries, were seen as informative and useful.
- Reasons given for not attending sessions included being already familiar with the subject, clashes with another commitment and the content not feeling relevant to the role.
- There were limited suggestions for improvement, but comments included spreading the sessions out and revisiting topics to manage the overwhelming amount of information at the beginning of a new term. There was also a request to have more extensive Committee inductions. One respondent asked for the Rules of Procedure session to include practical application of the rules through role play.
- Comments from returning Members noted that the presentations had improved in comparison to 2020 and that 'all was extremely well done'.

2.20 A few Members requested more support in using SharePoint and Outlook. In response to this, an IT support drop-in session was held in September. It is recommended that a session on States' IT software is provided as part of the induction in 2029 to assist Members who have not used this software prior to being elected.

3 2025 Ongoing Development Programme

3.1 The ongoing Development Programme started in September. Based on feedback from 2020, the sessions were organised on a regular day and at a regular time, which was blocked out in the Members' calendar. The sessions lasted two hours or less to fit around Members' other commitments.

3.2 The programme was designed to build on the induction by providing sessions to strengthen Members' knowledge and ability to deliver their duties. These included:

- Rules of Procedure

- Procurement and Supply Chain
 - Corporate Parenting
 - Introduction to and an Overview of the States' Budget
 - Personal Safety
 - Working Smarter – Managing the Roles and Responsibilities of a People's Deputy
 - Introduction to the States' Medium Term Financial Planning
- 3.3 Although the Rules of Procedure had been covered in the Induction Programme, the session in September provided a more focused look at the Parliamentary tools most frequently used and how they are applied. This aimed to provide further understanding to new Members following their first States' meeting to ensure they felt confident applying the rules in future meetings.
- 3.4 The sessions planned for 2026 were endorsed by the previous Committee. In response to feedback from Members at the end of the previous term, sessions to develop and strengthen soft skills have been included in the offering. These courses, which will be held at the GTA University Centre, enable Members to gain professional development points for any professional qualifications they may have and aim to support their political growth. Sessions include:
- Finance and Basic Accounting
 - Effective Communication Strategies
 - Public Speaking – Getting Your Message Across in a Public Forum
 - Developing Committee Presence
 - Interpersonal Skills
 - Working Resiliently
- 3.5 In addition, sessions have been planned using subject experts within the States to ensure cost efficiency where possible. The ongoing Development Programme from September 2025 to December 2026 is shown in Appendix III.

Feedback on the ongoing Development Programme sessions

- 3.6 Feedback on the Development Programme sessions held in September and October was gathered from attendance records, feedback forms and the online survey circulated in October. The survey received only limited engagement with 12 responses, and most respondents did not provide any suggestions for courses they wished to see included in the programme.
- 3.7 Attendance levels ranged from 10 to 15 for each session which is a notable reduction from the attendance at the induction sessions. This correlates with Members' increased commitments as the term progresses. Whilst the feedback showed that this timing worked well for most, a few said they had prior commitments, and it is noted that there was an unavoidable clash with other Committee meetings on several occasions. Based on feedback received previously, efforts were made to avoid this by sharing the schedule in advance via calendar invites, the Members' SharePoint site and with Committee Secretaries.

- 3.8 Of those who did attend the sessions, most found the overall experience excellent or good with personal safety the highest rated, followed by the Budget and Rules of Procedure.
- 3.9 The majority of attendees who provided feedback rated the sessions as very helpful for their role as a Parliamentarian. The sessions were considered mostly very informative and most found them very or moderately useful in preparing for and developing in the role of Deputy.
- 3.10 The feedback showed that the sessions were considered about the right length and were scheduled at the right time of the term.
- 3.11 There were not many suggestions for future topics, but one Member requested further sessions on the Rules of Procedure, and another asked for a session on the Parliamentary role of Deputies. While these topics have been covered already, it may be worth running repeat sessions in 2026 if there is sufficient demand from Members. These will be best delivered by the Parliamentary Team and could be organised separately to the existing programme scheduled.
- 3.12 Members were also asked about their use of the States' Members' SharePoint site, which was considered useful by those who had used it. Several reported having not used the MyLearning Portal yet so there is benefit in continuing to promote it.
- 3.13 Ongoing IT support for Members consists of the IT Service Desk, email communications from the Parity Team and in-person drop-ins with them at the Royal Court in the morning of States' meeting days.
- 3.14 In response to the feedback from some Members requesting additional IT support and owing to the success of the IT drop-in session held in September 2025, drop-in sessions with the Digital and Technology Team and Parity Team have been organised on a quarterly basis on non-States' meeting days to provide extra support for Members.

4 Course for Prospective Candidates

- 4.1 The previous Committee held a seven-week course for prospective candidates and the general public to attend in January and February 2025. The informational course offered insight into the realities of being a States' Member and gave attendees the opportunity to hear from officers about how the States of Guernsey is structured with the aim of improving understanding of what to expect once elected.
- 4.2 The sessions included:
- Being a States' Member – discussion of experiences and realities faced by Members
 - How Government Works – an overview of operational delivery responsibilities and how the civil service is structured to support Committees

- How Government Works – Economy, Population & Workforce
- States’ Meetings at the Royal Court
- How Government Works – Guernsey’s Finances
- Parliamentary Scrutiny
- Standing for Election in June 2025 – what can a candidate expect?

4.3 The course was successful with good attendance throughout. The attendance ranged from 30 to 70 at each session with several of those who went on to become candidates attending all or most of the sessions. Twelve of the 17 newly elected Members attended at least one session.

4.4 The feedback from the sessions was positive and it was felt they were a valuable tool in assisting those considering standing for election as they gave useful insight about the realities and challenges of being a States’ Member. The question-and-answer opportunity at the end of each session was well utilised and worked well.

4.5 The length of the course and sessions were considered appropriate and there was interest in future sessions. It is recommended that this course is re-run six to nine months in advance of the 2029 General Election.

5 Next Steps

(a) Ongoing Development Programme

5.1 The frequency of the Development Programme sessions has been planned for once a month from January 2026, and this will continue to be reviewed in line with engagement. It is recommended that another survey is conducted at the mid-point of 2026 to review Members’ views on the topics of the sessions to ensure they are meeting their needs and to identify any barriers to attending.

5.2 Feedback from the surveys showed that there may be value in repeating some sessions to provide a refresh for Members later in the term. In particular, the Rules of Procedure and Members’ Parliamentary role are areas which could benefit from additional sessions to ensure Members are confident in fulfilling this aspect of their role. This could be provided by the Parliamentary Team if sufficient demand arises from Members.

5.3 The content of the Development Programme has been planned for 2026 which mostly contains sessions in soft skills to help support Members to deliver their role more effectively. It is recommended that going forward the Committee focuses on delivering a skills-based programme rather than knowledge sessions to assist with Members’ growth. Knowledge based training is provided by respective Committees and service areas within the States so the Development Programme is best placed to target the necessary skills that will help Members to succeed in the role such as influencing skills, chairing meetings and time management.

5.4 The feedback also showed that additional IT support for some Members would be beneficial. Therefore, continued support will be made available to Members through regular drop-in sessions with the Parity Team on States’ meeting days to

support with IT related issues Members might be experiencing. In addition to this, extra drop-in sessions have been scheduled on non-States' meeting days with Parity on a quarterly basis. In 2026 these will take place on Thursday afternoons 1.30pm-4.30pm on 12th March, 18th June, 17th September and 10th December. The drop-ins will incur an additional cost and will be reviewed after the June session to determine whether they are meeting Members' needs and any adaptations required.

- 5.5 An officer from the Learning and Development Team will be present at the first quarterly drop-in session with Parity to support Members with using the MyLearning Portal. The aim is to raise Members' awareness of the site and increase their confidence in using it. This will also provide an opportunity for Members to feedback on their experience using the MyLearning Portal and the training available on it. The Learning and Development Team is available for Members to meet or contact about their training requirements throughout the term. As the sites offer training videos for Members, they provide an additional resource to improve knowledge and skills in using key States' software so increased use will help to meet Members' requests for more support in this area.

(b) Induction Programme for 2029

- 5.6 The Induction Programme received good engagement this term and it is recommended that the schedule and content are replicated for 2029. The sharing of the schedule in advance of the General Election worked well and helped Members to plan their attendance so it is recommended that this is also replicated.
- 5.7 The targeting of key sessions in the first few days prior to swearing-in helped to inform Members of key aspects of the role that they required to begin their duties while also being mindful not to overwhelm them with information. The sessions focused on new Members with the option given to returning Members to attend as a refresher session if they wished. This approach was refined based on previous feedback received from Members and it is recommended that the Induction Programme for 2029 also concentrates on the pre-swearing-in days to ensure Members are prepared in advance of their first States' meeting of the term.
- 5.8 Improvements to the offering could be made by allowing longer for the Committee Exhibition and including an additional session on States' IT systems and software to support new Members who do not have experience with Outlook, Microsoft Teams and SharePoint. The use of AI and how this can be adopted by Members could also be incorporated into this session. This addition will help ensure that Members are as confident as possible in the use of technology from the start of their role and have the ability to utilise the tools available to them.
- 5.9 The suggestion to enhance the Rules of Procedure session through the introduction of a practical element to give Members the opportunity to practice using the rules in advance of their first States' meeting has been shared with the Parliamentary Team with the intention of incorporating this into the 2029 Induction Programme.

6 Conclusion

- 6.1 The 2025 Induction Programme was successful in engaging Members and providing them with the essential knowledge required to begin their role. The feedback received was positive. For the 2029 Induction Programme, the structure and format will remain largely unchanged however improvements will be made to the Rules of Procedure session and an additional session on States' IT software will be added based on suggestions received from Members.

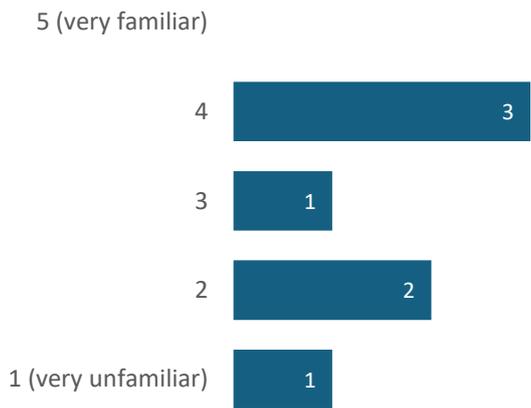
- 6.2 The engagement of Members with the Development Programme sessions will be monitored and reviewed mid-way through 2026 to establish if the scheduled sessions are meeting Members' needs. In addition, the feedback will be used to shape the content for 2027. There will be quarterly IT drop-in sessions in 2026 which will be provided in addition to the existing support during States' meetings to offer more support to Members who are experiencing issues. Members are encouraged to engage in the programme and can provide feedback or suggestions for topics they would like covered at any stage of the term by contacting the Committee.

2025 States’ Members’ Induction Survey Results

1 Introduction

- 1.1 On 24th October 2025, a survey was circulated to all Deputies to provide them with the opportunity to provide anonymous feedback on the States’ Members’ Induction and Ongoing Development Programme to help the Committee shape it in the future and ensure it meets Deputies’ needs. The survey closed on 16th November.
- 1.2 The survey received 12 responses (seven new and five returning). Familiarity with the role of Deputy and what was expected varied among new Members.

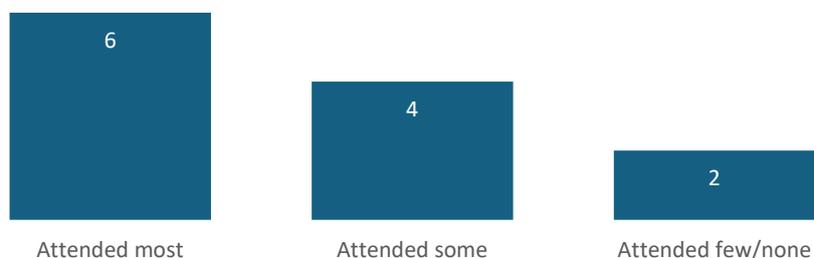
Familiarity with role



2 Engagement with the Induction Programme

- 2.1 Deputies were asked whether they attended most, some or few/no sessions. They were also asked the reasons for their level of engagement.

Attendance at sessions offered

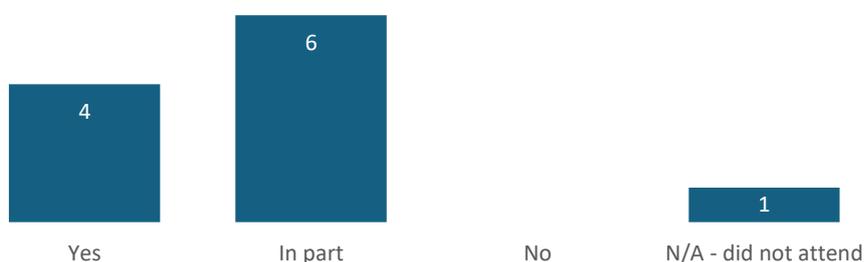


- 2.2 Both of the Deputies who said they attended few or no sessions selected the reason that they were already familiar with the subject. One of the respondents also selected the reasons that it clashed with a prior commitment/meeting and that the sessions did not feel relevant to the role.

3 Quality of the Induction Programme

- 3.1 The majority of survey respondents found the two-hour length of the sessions about right, but one respondent thought they were too long. All of the sessions were considered very or moderately useful by those that attended. In particular the States' Committees Exhibition and the Introduction to the Assembly were considered very useful by several respondents which consisted of both new and returning Members.
- 3.2 Most respondents said that the sessions partly prepared them for their role as a Parliamentarian. Reasons for this included there being a lot to learn on the job and too much information too quickly or too early in the term. It was thought there was still learning required after the sessions and that it would have been helpful to learn more about how to handle the role and protocols in the Assembly e.g. time limits for questions.

Sessions met expectation



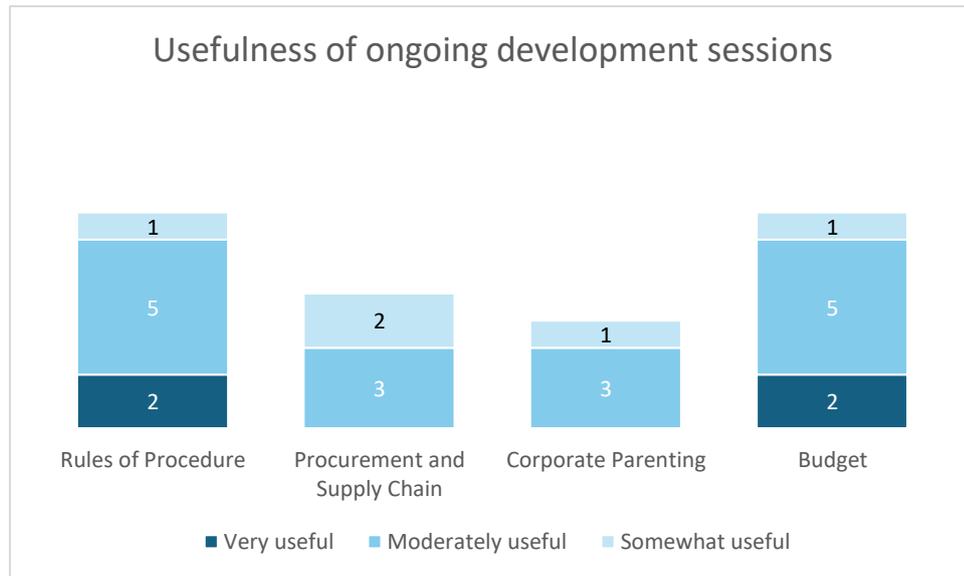
3.3 Eleven of the Members who responded were on Committees. Those who attended found the Committee onboarding sessions very or moderately useful. They were seen as informative but there was one comment which said that the amount of information provided was overwhelming.

Usefulness of Committee onboarding sessions



3.4 There were no suggestions for additional topics which could have been included in the Induction Programme but there was a suggestion to spread the sessions out and revisit topics. It was suggested that the induction for Committees could be more extensive.

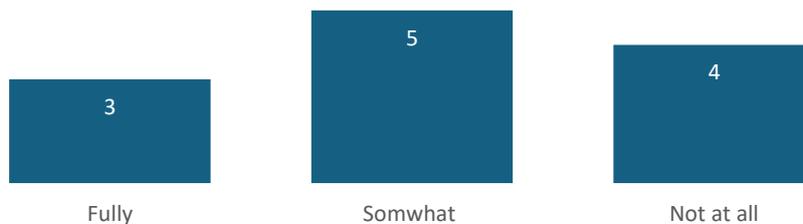
4 Quality of the Ongoing Development Programme



4.1 Eight of the twelve respondents to the survey attended the Rules of Procedure and Overview to the States’ Budget sessions. These were considered mostly moderately useful. Five respondents said they attended the Procurement and Supply Chain, and the Corporate Parenting sessions and these were rated a mix of moderately and somewhat useful.

4.2 Most of the respondents said that the sessions being held on a Friday morning every two weeks from September fully or somewhat worked well for them. Four said they did not work well at all. Reasons given were having prior commitments before the timing of the sessions had been provided and one commented that they were unlikely to attend future sessions.

Friday morning session time worked well



4.3 Most respondents found the length of the sessions about right, but there were a few who said they were too long. Most also thought that the sessions were held at the right stage of the term but there were few who thought the introduction to the States’ Budget should have been earlier in the term and that Procurement and

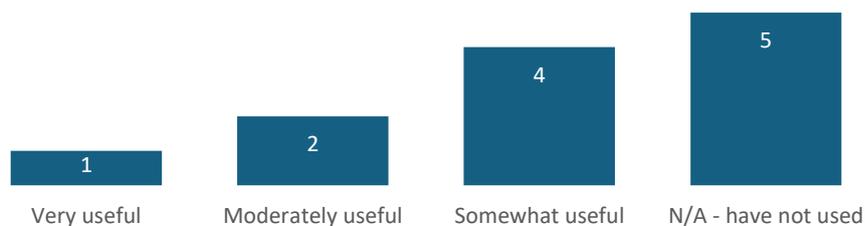
Supply Chain and Corporate Parenting would have been better later in the term.

4.4 Suggestions for 2026 sessions included the Parliamentary role of Deputies and Rules.

5 Use of Deputies' SharePoint Site

5.1 The majority of respondents were aware of the Deputies' SharePoint site and seven out of the twelve respondents had used it. The usefulness ranged from somewhat to very useful.

Usefulness of SharePoint site



5.2 There was less awareness of the Deputies' MyLearning Portal. Out of the five who had set up an account, two rated it as not at all useful. The main reason given for not using it was having not got around to it. One respondent was deterred by Microsoft Software and another had experienced issues accessing it.

Usefulness of My Learning Portal



Induction Programme 2025

Date	Time	Venue	Session	Delivered by
Monday 23rd June	Session 1 9.15am-1pm	Beau Sejour – David Ferguson Hall and the Concourse	9.15am-10am – Welcome Introduction to the Public Service and overview of the support available to Members. 10.00am-1.00pm – Provision of IT equipment to Members 10.00am-1.00pm – States’ Committee Exhibition Information about the mandates and the workings of the States’ Committees and an opportunity to meet senior staff.	Chief Executive & Head of Public Service, and His Majesty’s Procureur Staff from each States’ Committee
	Session 2 2pm-4pm	Beau Sejour – The Concourse	Data Protection and Cyber Security A guide to safeguarding information systems and networks.	Head of Data Protection Head of BAU IT Infrastructure Portfolio & BIS
Tuesday 24th June	Session 1 9.30am-10.30am	The Royal Court Court 3	The Code of Conduct for Members of the States of Deliberation An outline of expected behaviour, obligations and duties of a Member of the States of Deliberation	Commissioner for Standards
	Break – Tour of the facilities offered			
	Session 2 10.30am- 11.30am	The Royal Court Court 3	Welcome and an introduction to the Assembly	The Presiding Officer
	Session 3 2pm-3pm	The Royal Court Court 3	Parliamentary Tools	States’ Greffier and the Parliamentary Team

			Understanding how the Assembly works and the parliamentary tools in the Rules of Procedure.	
	Session 4 3pm-4pm	The Royal Court Court 3	Role of the Law Officers: Interparliamentary relations An explanation of the constitutional duties of the Law Officers.	Law Officers
Wednesday 25th June	Session 1 9.00am-11.00am	The Royal Court Building	'Drop in' Members are invited to speak to the Parliamentary team and/or the Law Officers who will be available throughout the morning to answer any questions.	States' Greffier and the Parliamentary team Law Officers
	Session 2 11.00am-12.00	The Royal Court Building	The launch of the new parliamentary website Familiarisation with the new parliamentary website prior to the first meeting of the States.	States' Greffier and the Parliamentary team
Thursday 26th June	Session 1 9.30am-11.30am	Les Cotils – The Harry Bound Room	Understanding the States' Finances and annual statutory accounts Introduction to the States' financial position and processes.	Head of Finance and Head of Treasury
Tuesday 3rd July	Session 1 9.30am-11am	Beau Sejour – Saumarez Room	Communication (Meda and Social Media) Overview of traditional media and social media, and how to communicate key messages.	Communications Team

Ongoing Development 2025-2026

(Fridays 9:30am – 11am, unless otherwise stated)

Date	Venue	Session	Purpose	Delivered by
12th September 2025	The Royal Courts -	Rules of Procedure	To familiarise newly elected Deputies or to act as a refresher for those who are returning Deputies, to the Rules of Procedure most often used in debate in the Assembly.	Parliamentary Team
19th Sept 2025	Les Cotils, Reading Room	Procurement and Supply Chain	To understand the role and scope of the procurement chain within the States of Guernsey. To understand how suppliers may attempt to condition Members, to undermine the commercial process and outcomes.	States' Procurement Team
3rd October 2025	Beau Sejour Saumarez room	Corporate Parenting	An introduction to the Corporate Parenting; exploring what Corporate Parenting means? This session includes an introduction to;	Children's Officer for SEND and Service Manager, Family Help

			<ul style="list-style-type: none"> • The Children’s Law and the Children and Young People’s Plan and Priority Outcomes: Be Safe and Nurtured, Be included and Respected, Achieve Individual and Economic Potential, Be Healthy and Active; and • The services which support Children in Care and Care Leavers. 	
17th October 2025	Beau Sejour Saumarez room	Introduction to and an overview of the States’ Budget	An overview of Guernsey’s budget: To develop greater understanding of the budget, and the development of the annual budget.	Treasury Team
14th November 2025	Les Cotils, Reading room	Personal Safety	To consider guidance for lone working and personal safety. To learn ways to manage meetings with members of	Guernsey Police Head of Operations at the Royal Court

			<p>the public with regards to personal safety.</p> <p>To learn to manage challenging behaviour which Members may encounter.</p> <p>To consider personal safety when attending States' meetings.</p> <p>To discuss matters regarding personal safety with the police</p>	
21st November	GTA University Centre	Working smarter – managing the roles and responsibilities of a People's Deputy.	<p>The importance of planning ahead - working smarter not longer.</p> <p>To learn to prioritise effectively.</p> <p>To consider managing meetings more effectively and efficiently.</p> <p>To learn techniques to manage communication from colleagues and constituents with regards to email and social media.</p>	Vicky Le Poidevin FAC, Dip IoD
5th December 2025	Beau Sejour Saumarez Room	Introduction to the States' medium term	An overview of the States' Funding & Investment Plan and the development of the major projects portfolio.	States' Treasury Team

		financial planning		
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Ongoing Development for Deputies 2026

All courses will begin at 9:30am and end at 11.30am unless otherwise stated.

Date	Venue	Session	Purpose	Delivered by
9th January 2026	GTA University Centre ¹	Finance and Basic Accounting	To understand Capital versus Revenue expenditure and the concept of accruals. To learn more about financial statements -front end, back end and primary statements To understand the terminology making up the Balance Sheet – Profit and Loss Account.	Vicky Le Poidevin FCA, Dip IoD. Vicky is a management consultant and has over 20 years' experience in the financial sector.
6th February 2026	Beau Sejour Concourse	Mental Health and wellbeing	This will course will cover: the common signs and symptoms of poor mental health, listening skills, the effects of stress, the importance of self-care and where to find further help and support.	Guernsey Mind

¹ There will be certificates of attendance for all GTA courses. Each course will be the equivalent of 2 CPD points which members can accrue for a number of associated professions. If the courses become oversubscribed provision will be made to repeat the course.

			This course will also cover both Members' own mental health as well as guidance about dealing with members of the public who may present with mental health challenges.	
6th March 2026	Les Cotils – Carol Hindes Room	Developing inclusive practice	To understand the wider implications with regards to developing a diverse, equitable, and inclusive community. To understand the etiquette, and language conventions to communicate with members of the public from varying backgrounds, race, sex, disability, religious and socio-economic backgrounds	Gill Evans -Disability Officer
17th April 2026	GTA University Centre	Effective communication strategies	To explore different styles of behaviour; understanding your audience To develop strategies to deal with difficult situations. To promote a greater understanding of non-verbal communication and thus help to avoid misunderstandings. To practise assertive and persuasive communication techniques.	Korinne Le Page – Experience in training, leadership development, Coaching and counselling.

7th May 2026 (Thursday)	GTA University Centre	Public speaking - Getting your message across in a public forum	To identify key steps for preparing presentations/messages for specific audiences. To explore techniques to enhance clarity and engagement in your delivery. To develop and refine public speaking To explore strategies for handling questions effectively.	Martine Ellis – A chartered teacher with advanced teacher status.
5th June 2026	Beau Sejour Saumarez room	Mental Health and Wellbeing	As above (6 th February)	Guernsey Mind
3rd July 2026	GTA University Centre	Developing Committee presence	To learn more about team dynamics and working effectively as a team To develop presence within the Committee setting: how to be heard and how to listen. To manage communication challenges both within the Committee setting and with regard to presenting the views of the Committee more generally.	Jill Clark- Qualified trainer and coach and holds a Diploma in Company Direction.

11th September 2026	Les Cotils Reading Room	States of Guernsey: Financial Sustainability.	To gain an 'in depth' overview of the States' Funding and Investment Plan, including financial sustainability and tax reform.	The States' Treasury Team
8th October 2026	GTA University Centre	Interpersonal skills	To learn about the science behind emotions and behaviours; recognising your own emotions and that of others. To gain a greater understanding of different perspectives; reframing ideas; seeing things from someone else's point of view. To understand how being emotional intelligent can promote better communication and understanding.	Jill Clarke
13th November 2026	GTA university Centre		TBC	
4th December 2026	GTA University Centre	Working resiliently	An introduction to wellbeing, resilience and the link to mental health. To understand how to recognise and manage	Shona McFarlane – a professionally trained and qualified facilitator, wellbeing, and happiness coach. She is a member of the Guernsey Chamber of Commerce and

			<p>pressure, and stress in different situations.</p> <p>To learn more about emotional regulation with top tips for emotional agility.</p> <p>To develop greater 'mental toughness' – 'to tame our inner dialogue'.</p>	<p>works closely with Guernsey businesses.</p>
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