

Leeds Tenants Board

Learning and Development: Options

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Topic selection and work programming

- What issues do you want to look at and why?
- Sources of information for choosing a topic
- How to prioritise which is most important (and can be delivered)
- The importance of scoping a topic so the inquiry can be carried out effectively



Scoping and carrying out a scrutiny review

- What's the purpose and focus of your review?
- What are you trying to achieve?
- What do you need to find out?
- What are the Key Lines of Enquiry that the review needs to follow?
- Using different scrutiny techniques to gather evidence
- Assessing evidence and making recommendations
- Monitoring outcomes



Questioning and listening skills

- Listening effectively - a requirement for being able to question effectively
- Preparing for effective questioning
- How to ask (and follow up) the right sort of questions to get the information you need
- How to deal with witnesses, especially the 'unhelpful' ones



Assessing information, drawing conclusions and drafting effective recommendations

- How to tackle difficult evidence and assess it
- How to draw reasoned and robust conclusions based on the evidence
- How to draft meaningful recommendations that have a real impact



Contact details

Any questions or comments - please contact:

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