

LG How Local Government Works®

Information for Learners



Getting Started

As a local government employee it is important to understand how the sector works.

This programme will provide you with:

- a sound understanding of local government and how your role fits in,
- insight into how to work with internal and external stakeholders,
- an understanding of sector terminology and legislation,
- confidence to apply what you've learnt to your role,
- a completion certificate.

This information sheet tells you everything you need to know to hit the ground running or to refresh your current knowledge.

Working through the courses

LG How Local Government Works® is easy to navigate, and each module has a similar design.

- Each module takes about 20 minutes to complete.
- As you complete each module in the series your learning progress will automatically be updated in your personal learning profile.

To get the most out of the programme:

- complete all courses and quizzes,
- set targets to complete the programme,
- get together with your colleagues to discuss the content,
- share what you've learnt with your managers and ask any questions.

You can pause halfway through a course, and when you return to it, the system will automatically pick up where you left off.

What is e-learning?

Many of us are familiar with a facilitated face-to-face training method.

E-learning is different in that it allows you to complete a course online, at your own computer, at a time that suits you.

You'll need to log in to the SOLGM Learning Management System and create a personal profile. The central hub maintains a record of your learning progress. It can be accessed at any time by you and your HR representative.

What's in the How Local Government Works Programme?

The programme comprises six e-learning courses:

- Part 1.** An Introduction to the local government sector
- Part 2.** Governance
- Part 3.** Working together
- Part 4.** Planning and accountability
- Part 5.** Regulation and compliance
- Part 6.** Financial management and funding

Assessment

At the end of each course in the LG How Local Government Works Programme® you will be asked to complete a short quiz.

The pass rate is 70%, but attempts are unlimited.

Once you complete a course your learning record will automatically be updated in your personal learning profile.

Who is SOLGM?

We are the national membership organisation for local government professionals.

Our role is to promote and support your professional development in local government. We focus on providing professional leadership, promoting innovation and excellence in management practice and developing the sector capability to enhance service delivery to our local communities.

We run lots of events throughout the year, check our event calendar for more details.

Help and support

Course content

If there is something in LG How Local Government Works® that you don't understand, then the first step would be to speak to your manager.

Technical queries

If you are experiencing technical difficulties, please check your browser compatibility with those listed on our webpage.

If you are experiencing technical problems accessing the course, please consult our troubleshooting tips, or email: elarning@solgm.org.nz

What learners are saying —

"I thought it was a well structured, fun interactive training course. It was really easy to navigate through. I would highly recommend this to others."

"It's a comprehensive high level look at local government."

"Each section was a good size of information. There was a good mixture of activities to reinforce learning."