

West Dunbartonshire Leisure



SKILLS PASSPORT 3

2026-2028

For G7-8 or equivalent experienced middle managers and employees with a key pivotal role in influencing both ways in the organisation.

Completion will help employees build key management and leadership skills to influence and inspire others across West Dunbartonshire Leisure.

You can access the modules on the i-Learn platform and complete the training at a time suitable to you.

As you complete items on your passport, it is expected that you will discuss your learning with your manager at your regular 1-2-1/supervision meeting and review how you can use this learning and apply it to your day-to-day role. You may need to complete specific modules on policies e.g. Recruitment and Selection Policy and Procedure if you are involved in the recruitment process.

You can add any other relevant training to your passport including online training, day release courses, teambuilding training and events, conferences and seminars, first aid and health and safety training.

Employee Name		
Designation		
Employee Number		
Issue Date	Valid Until	

ICT Users Only	Recommended Frequency
WDLT Information Security	2 years
WDLT Information Management	2 years
WDLT Display Screen Equipment	2 years
Data Protection and GDPR	2 years

