

Indigenous Career trek

An Australian Public Service Commission Program

Performance and leadership in the APS

This two-day program explores how you can plan and balance your workload, increase your productivity, set and achieve goals and contribute to effective teams.

You will have the opportunity to identify and analyse your leadership strengths and potential capability gaps, and the chance to develop a plan to address your future learning needs and advance your career aspirations.

Program overview

Performance

- gain skills to become more efficient and effective in the workplace
- discover ways to improve team performance
- learn how to manage tasks and priorities
- focus on time management skills and managing procrastination and overload

Leadership

- provide you with an introduction to APS leadership and the Integrated Leadership System (ILS)
- explain the tools used for measuring leadership under the ILS
- measure your leadership capabilities and behaviours against the ILS
- consider options on how to develop your leadership capabilities and how you can progress to the next APS level

Participant benefits

Performance

- increase personal performance
- become more productive
- build greater work efficiency and effectiveness
- contribute to a team that works together
- learn how to manage and delegate tasks
- discover how to set and achieve goals at work and in life

Leadership

- benchmark your current leadership strengths and challenges
- identify areas needed to develop your leadership capability
- map out a strategic plan to address your development needs
- approach your future APS career moves with confidence

2010 workshop dates, locations and recommended target audiences*

Date

Adelaide

22-23 March (APS 1-EL1)

Alice Springs

25-26 March (APS 1-EL1)

Broome

8-9 March (APS 1-EL 1)

Canberra

24-25 May (APS 1-4)

26-27 May (APS 5-EL1)

Darwin

2-3 March (APS 1-4)

4-5 March (APS 5-EL 1)

Dubbo

6-7 May (APS 1-EL 1)

Melbourne

23-24 February (APS 1-EL 1)

Newcastle

3-4 May (APS 1-EL 1)

Rockhampton

1-2 July (APS 1 EL 1)

Townsville

28-29 June (APS 1-EL 1)

Wollongong

11-12 May (APS1-EL 1)

Duration

Two-day workshop

Fees

Free

Registration

Register now by faxing the completed registration form on the back of this flyer to 02 6264 5511. For more information please contact 02 6202 3522.

Terms and conditions

Any travel and accommodation associated with attending a workshop will need to be paid for by the participant's agency.

Completion of this program can lead to a Statement of Attainment as part of a Certificate or Diploma qualification. Some costs may apply.

* Recommended target audience may vary outside the ACT



Australian Government

Australian Public Service Commission

*Whilst the Commission aims to deliver programs at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur.



ONLINE register at www.apscregistration.gov.au or FAX completed form to 02 6264 5511.

*You will receive a confirmation email once you have been successfully registered on this program.
 If you do not receive a confirmation email, please contact the Program Administrator (details provided on program flyer)*

Program name Indigenous Career trek – Performance and leadership in the APS

Program date/s _____

Program location (please see program flyer for location options):

ACT NSW QLD VIC/TAS SA/NT WA *Full details on the program venue will be sent to you on confirmation of your registration.*

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification APS 1–2 APS 3 APS 4 APS 5 APS 6 EL 1 EL 2 AGS number: _____

Title/position _____ Agency _____

Branch/team _____

Postal address _____

Phone _____ Fax _____

Email _____ Agency ABN _____

Do you identify as Aboriginal or Torres Strait Islander?

(This information will assist the Commission to improve learning and development outcomes for Indigenous employees).

Special needs

Please note any special dietary or other requirements _____

Authorised person to complete and sign

I understand the terms and conditions below. Signature _____

Name _____

Phone _____ Date _____

Payment

Invoice Amount \$ Free (GST inclusive)

Participants are responsible for their own travel and accommodation costs and arrangements.

Credit card payment

Visa Mastercard American Express Card holder's name _____

Card number _____ / _____ / _____ / _____

Expiry date _____ Card holder's phone _____

Card holder's signature _____ Amount \$ _____ (GST inclusive)

TERMS AND CONDITIONS

Fees and charges: Please refer to the accompanying program materials. The total amount payable includes GST for the supply. This completed document will be a tax invoice for GST when you make payment by credit card ONLY. Otherwise upon registration a tax invoice will be sent to you for payment. A course confirmation will be emailed to you once your place has been secured. Fees may be subject to change without notice. Participants are responsible for their own travel and accommodation costs and arrangements.

Substitutes, rescheduling and refunds: If you are unable to attend your program we would welcome a substitute at the appropriate level. Rescheduling and refunds (only available for development programs) can be made if your written advice is received at least 30 calendar days prior to the start of the program.

Identifying information: Your information is collected for the purpose of the Public Service Commissioner's functions under the *Public Service Act 1999*, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. It will be used for course administration, statistical analysis and evaluation of programs. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about Commission-run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. If you do not wish to have your information used for marketing purposes email aspcmailing@apsc.gov.au. For more details see our privacy statement at <http://www.apsc.gov.au>.

Other conditions: Whilst the Commission aims to deliver programs at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes. Where a change in location, facilitator(s), guest speaker(s) or date occurs a refund of the program fee may be made at the discretion of the Commission. The Commission accepts no liability for any other losses incurred as a result of changes to the program details.