

APS Indigenous Careers

An Australian Public Service Commission Programme

APS 5-EL 1

Career trek: influencing skills

This two-day workshop will give you tools and information to assist you when communicating within the APS. You will learn about the communication process and how you can influence others at all levels. You will be able to work with, and learn from, other APS Indigenous employees.

Event details

Date

12–13 June, Melbourne
12–13 June, Darwin
18–19 June, Cairns
19–20 June, Sydney
23–24 June, Canberra
26–27 June, Perth
26–27 June, Brisbane

Duration

2 days

Time

Registration: 8.30am
Start: 9am
Finish: 5pm

Venue

Venue details will be provided with your registration confirmation

Fees

Free

Registration

By fax: A registration form is attached to this flyer. Simply fax completed registration form to 02 6202 3567

Terms and conditions

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

More information

Contact 02 6202 3703 or 02 6202 3876

Objectives and outcomes

Topics covered in this workshop include:

- finding confidence
- influencing types/styles
- influencing skills
- influential leadership
- managing resistance
- communication styles
- building relationships

Participant benefits

Participants have the opportunity to:

- increase their capacity to influence across levels, stakeholders, groups and organisational boundaries
- understand the elements of influence and leadership in the APS
- gain confidence in influencing in all directions
- confidence in influencing through resistance



Australian Government
Australian Public Service Commission

Public Calling



ONLINE register at www.apscregistration.gov.au or FAX completed form to 02 6202 3567

Programme name Indigenous career trek: influencing skills (APS 5-EL 1)

Programme date/s _____

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification APS 1-2 APS 3-4 APS 5-6

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 \$ _____ (GST inclusive)

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 programme 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.

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

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 programmes. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about other 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 apscmailing@apsc.gov.au. For more details see our privacy statement at <http://www.apsc.gov.au>.

Other conditions: Whilst the Commission aims to deliver programmes at the locations and on the dates specified in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes.