

Preparing to appear before parliamentary committees

An Australian Public Service Commission Program

A practical guide to preparing to appear before a parliamentary committee

The prospect of appearing before a parliamentary committee can be daunting even for the best prepared. This program, presented over two half days, will build your confidence and skills in public presentation and personal communication.

Program overview

- workshop style program that simulates a parliamentary committee hearing
- role plays of committee proceedings enable participants to practice how to perform effectively and appear confident before a committee
- programme utilises video recording of participants' interactions with "acting" Senators to assist participants review and learn from the role plays
- participant numbers per program are limited to six in order to provide intensive individual attention

Participant benefits

- emerge a more confident and better prepared communicator
- enhance your skills in preparation for your next appearance before a committee
- learn how to respond to committee questions
- small group size ensures issues are tailored to participants' real concerns
- networking opportunities



This programme has been designed to enhance your capabilities in line with the APS Integrated Leadership System.



Australian Government

Australian Public Service Commission



All SES

Program details

Duration

2 half days

Dates

28–29 January

24–25 March

28–29 April

17–18 May

7–8 June

Time

Registration: 8:30 am

Start: 8:45 am

Finish: 1:30 pm

Morning tea will be provided

Venue

Australian Public Service Commission

Level 5, 16 Furzer Street

Phillip ACT

Parking is limited after 8:30 am

Presenter

Laurie Wilson

Laurie Wilson and Associates

Pty Ltd

Fee

\$1,735 (GST inclusive)

Registration

www.apscregistration.gov.au or

fax the completed registration

form on the back of this flyer to

02 6264 5511

Terms and conditions

Cancellation terms and conditions

are explained on the back of

this flyer

More information

Visit our website at

www.apsc.gov.au/seslearn or

please contact 02 6202 6782



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

Program name Preparing to appear before parliamentary committees

Program date/s _____

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification SES Band 1 SES Band 2 SES Band 3

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 \$ 1,735 (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 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 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.