

# Senior executive orientation

## An Australian Public Service Commission Program

The essential information you need as a newly appointed SES officer

Promotion to the SES vastly changes the role and expectations of leaders. Now charged with leadership in implementing government policy in an environment of reform and constant change, senior executives have to come to grips with their responsibilities and accountabilities. This programme provides you with the information and skills you need to meet these new challenges.

### Programme overview

- keynote presentation by a senior APS leader on the challenges facing the SES
- learning to balance the demands for performance, conformance and public accountability
- creating space to be strategic at the SES level
- parliament and administrative law
- senate committees and estimates hearings
- working with Ministers and their advisors

### Participant benefits

- gain a comprehensive knowledge of the new skills that need to be developed in the transition to the SES cadre
- develop skills that will allow you to be more strategic at the SES level in the face of increased demands on time and responsibilities
- develop skills to create an effective people management environment in your own branch and to meet the increasing demands for public accountability
- develop a detailed understanding of the expectations placed on the SES as leaders of the APS as expressed in the Integrated Leadership System
- gain up-to-date knowledge of whole-of-government policies and initiatives and other critical issues facing the APS and SES leaders
- build valuable networks across the APS at the SES level



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



Australian Government

Australian Public Service Commission



**New SES  
NON-RESIDENTIAL**

### Program details

#### Duration

3 day non-residential

#### Dates

3-5 March 2010  
24-26 March 2010  
21-23 April 2010  
5-7 May 2010  
9-11 June 2010

Additional dates for 2010 will be made available soon

#### Time

Registration 8:30 am  
Start 9:00 am. Finish 5:00 pm

#### Venue

Australian Public Service Commission  
Level 5, 16 Furzer Street  
Phillip ACT  
Parking is limited after 8:30 am

#### Presenter

Gary Hampson  
Results Consulting  
Gary facilitates *Senior executive orientation* with a range of guest speakers

#### Fee

\$2,500 (GST inclusive)  
Morning tea, lunch and afternoon tea will be provided

#### Registration

[www.apscregistration.gov.au](http://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](http://www.apsc.gov.au/seslearn) or please contact 02 6202 3782



**ONLINE register at [www.apscregistration.gov.au](http://www.apscregistration.gov.au) or FAX completed form to 02 6264 5511**

Program name Senior executive orientation

Program date/s \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_

Mr  Ms  Mrs  Miss other \_\_\_\_\_

Classification  SES Band 1  SES Band 2

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 \$ 2,500 (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](mailto: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.