



Australian Government

Australian Public Service Commission

Learning and development Calendar

February-June 2020

For more information please contact the Core Skills
Development Team:
coreskillsdevelopment@apsc.gov.au or call 02 6202 3933

Working with people

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Building relationships and engagement	APS-EL			19		22		\$675	1 day
Conflict resolution	APS 3-6				8			\$708	1 day
Dealing with change	APS-EL						19	\$325	½ day + eLearning
Engaging stakeholders	APS-EL			25-26			3-4	\$1325	2 day
Working in teams	APS-EL					5		\$675	1 day

Communication

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Effective communication	APS-EL		4-5				23-24	\$1325	2 day
Editing and proofreading	APS 4-EL 2		18		24	28		\$675	1 day
Essential writing for APS 1-4	APS 1-4		11				17	\$675	1 day
Essential writing for APS 5-6	APS 5-6		13/19	4/27	1/21	11	15	\$675	1 day
Essential writing for executive level	EL 1-2		7	16	30		18	\$675	1 day
Grammar and punctuation	APS 1-6			13		21		\$675	1 day

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Influencing, negotiation and persuasion	APS 1-6		20		9/16		29	\$675	1 day
Influencing, negotiation and persuasion skills for executive levels	EL 1-2				15	14		\$675	1 day
Minute taking skills	APS 1-6		12		15		25	\$675	1 day
Practical tips for briefing the executive	APS 6-EL 2						3	\$325	½ day
Presentation skills	APS 4-EL 2			18		29		\$675	1 day
Professional representational skills	APS 4-EL 2						3	\$675	1 day
Report writing in the APS	APS 4-EL 1			18		1	16	\$675	1 day

Decision making and advice

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
APS decision making	APS-EL					4		\$675	1 day
Briefing and responding to APS decision-makers, ministers and parliament	APS 5-EL 2			25		8		\$675	1 day
Improving analytical and critical reasoning	APS 4-EL 2		27			6		\$1325	2 day
Using statistics	APS-EL				22			\$675	1 day

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Strategy and Innovation

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Creative thinking at work	APS 6-EL 2				2-3			\$1325	2 day
Strategic thinking	APS 4-6			12/26		15	23	\$675	1 day

Working Effectively in the APS

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Developing project management expertise	APS 4-6		20-21		8-9		24-25	\$1325	2 day
Providing effective secretariat support	EL 1-2				2			\$675	1 day
Structuring work	APS 1-6			19				\$1625	2 day + recall
The professional executive assistant	APS 4-EL 1		13			26		\$675	1 day
Working effectively at the APS 5 level	APS 4-5		25		29			\$675	1 day
Working effectively at the APS 6 level	APS 5-6		26		30	26		\$675	1 day
Working effectively at the EL 1 level	APS 6-EL 1		27		9	7/22	18	\$675	1 day
Working effectively at the EL 2 level	EL 1-2			26		12		\$675	1 day

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Professions Public Service

How we work in the APS

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
APS ethics and values	APS-EL			24				\$325	½ day

Working with government

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Appearing before parliamentary committees	APS 5-SES					13		\$675	1 day
Producing a quality Cabinet submission	APS 5-EL 2		18	18	30		11	\$675	1 day
Working with the minister	APS 5-EL 2						11	\$325	½ day

Policy

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Crafting quality new policy proposals	APS 6-SES				1		29	\$675	1 day
Policy formulation and advice: introduction	APS 5-6				16		15	\$1325	2 day
Policy formulation and advice: advanced	APS 5-6					18		\$1325	2 day

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Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Policy implementation	EL 1-2					27		\$1325	2 day

Finance

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Finance essentials	APS 1-4						23	\$675	1 day
Financial management and budgeting	EL 2-SES					25		\$675	1 day
Financial management: introduction	APS 5-6				6			\$675	1 day
Financial management: advanced	APS 5-6						22	\$675	1 day

Regulation

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Introduction to better practice regulation	APS-EL							\$1325	2 day
Regulatory practitioners and managers	APS 6-EL 2							\$1325	2 day

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Building Your Career

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How to apply for jobs in the APS: APS levels	APS 1-6							\$675	1 day
How to apply for jobs in the APS: executive levels	APS 6-EL 2							\$675	1 day
Practical tips for being successful at interview (APS)	APS 1-6			13		20		\$325	½ day
Practical tips for being successful at interview (EL)	APS 6-EL 2				23		11	\$325	½ day
Writing a winning APS job application (APS levels)	APS 1-6						22	\$325	½ day
Writing a winning APS job application (executive levels)	APS 6-EL 2		12					\$325	½ day

Management

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Building and leading high performing teams	APS-EL managers			3/23	24		9	\$675	1 day
Coaching and developing others	Managers			17	6	12	18	\$1325	2 day
Conflict resolution for managers	EL 1-2				6			\$1325	2 day
How to provide performance feedback	APS 6-EL 2					18		\$325	½ day
Leading successful projects	EL 1-2				8			\$1325	2 day

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Management in action	APS 5-EL 1			17		25/26	9/23	\$1975	3 day
Mentoring others	APS 6-EL 2							\$675	1 day
Performance management	Managers					28		\$1325	2 day
Planning and managing change	APS 6-EL 1						10	\$1325	2 day
Procurement essentials and contract management	APS-EL			17				\$975	1 day + recall
Strategic leadership	EL 1-2			5			19	\$675	1 day

HR/L&D Specialists

Selection Panels

Course	Target audience	Jan	Feb	Mar	Apr	May	Jun	Fees	Workshop
Getting that selection right	APS-EL				2/28		17	\$675	1 day
Harassment contact officer: refresher	APS 3-6							\$675	1 day
Harassment contact officer: training	APS-EL							\$1325	2 day

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State

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Building relationships and engagement	APS-EL					VIC - 6	NSW - 5	\$675	1 day
Essential writing for APS 1-4	APS 1-4			WA - 5		QLD - 20		\$675	1 day
Essential writing for APS 5-6	APS 5-6			WA - 6		QLD - 21		\$675	1 day
Essential writing for executive level	EL 1-2			NSW - 30 / VIC - 31				\$675	1 day
Influencing, negotiation and persuasion	APS 1-6				VIC - 16		NSW - 18	\$675	1 day
Influencing, negotiation and persuasion skills for executive levels	EL 1-2						NSW - 17	\$675	1 day
Working effectively at the APS 5 level	APS 4-5			NSW - 12 / SA - 19				\$675	1 day
Working effectively at the APS 6 level	APS 5-6						QLD - 3 / WA - 5	\$675	1 day
Working effectively at the EL 1 level	APS 6-EL 1			VIC - 18			QLD - 4	\$675	1 day

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Working effectively at the EL 2 level	EL 1-2				NSW - 22	VIC - 5		\$675	1 day

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