



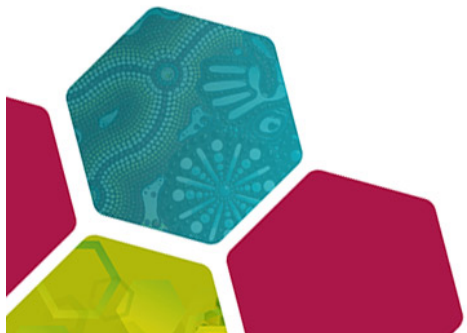
Australian Government

Australian Public Service Commission



Learning and Development Calendar

July–December 2019



Working with people

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Building relationships and engagement	APS-EL			23		13		\$675	1 day
Conflict resolution	APS 3-6				25			\$708	1 day
Dealing with change	APS-EL							\$325	½ day + eLearning
EA & SES: A partnership in performance	SES-EAs			5		7		\$325	½ day
Engaging stakeholders	APS-EL					6-7		\$1325	2 day
Working in teams	APS-EL					18		\$675	1 day

Communication

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Compelling communication	APS-EL			24-25				\$1325	2 day
Editing and proofreading	APS 4-EL 2		19			12	10	\$675	1 day
Effective workplace reading	APS-EL				14			\$675	1 day
Essential writing for APS 1-4	APS 1-4	29			16			\$675	1 day
Essential writing for APS 5-6	APS 5-6	24 & 25	29	6 & 13	14 & 31	14	6	\$675	1 day
Essential writing for executive level	EL 1-2		13		24	25		\$675	1 day

Register online at apslearn.apsc.gov.au

More information: coreskillsdevelopment@apsc.gov.au or (02) 6202 3933

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Grammar and punctuation	APS 1-6		18					\$675	1 day
Influencing, negotiation and persuasion	APS 1-6		14		31			\$675	1 day
Influencing, negotiation and persuasion skills for executive levels	EL 1-2		15			1		\$675	1 day
Minute taking skills	APS 1-6		30		22	21		\$675	1 day
Plain English	APS 1-6							\$675	1 day
Practical tips for briefing the executive	APS 6-EL 2		12					\$325	½ day
Presentation skills	APS 4-EL 2				21			\$675	1 day
Professional representational skills	APS 4-EL 2				18			\$675	1 day
Report writing in the APS	APS 4-EL 1		7				3	\$675	1 day

Decision making and advice

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
APS decision making	APS-EL			13				\$675	1 day
Briefing and responding to APS decision-makers, ministers and parliament	APS 5-EL 2		29					\$675	1 day
Improving analytical and critical reasoning	APS 4-EL 2		14-15		15-16	28-29		\$1325	2 day

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Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Using statistics	APS-EL		19			5		\$675	1 day

Strategy and Innovation

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Creative thinking at work	APS 6-EL 2						3-4	\$1325	2 day
Strategic thinking	APS 4-6		9	12	22	28		\$675	1 day

Working Effectively in the APS

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Developing project management expertise	APS 4-6			26-27			3-4	\$675	1 day
Providing effective secretariat support	EL 1-2					18		\$675	1 day
Structuring work	APS 1-6				29-30		10	\$1625	2 day + recall
The professional executive assistant	APS 4-EL 1					28		\$675	1 day
Working effectively at the APS 5 level	APS 4-5			3		13		\$675	1 day
Working effectively at the APS 6 level	APS 5-6	25		4		12		\$675	1 day
Working effectively at the EL 1 level	APS 6-EL 1	24			16	14		\$675	1 day

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Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Working effectively at the EL 2 level	EL 1-2			5	15			\$675	1 day

Professions Public Service

How we work in the APS

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
APS ethics and values	APS-EL			27				\$325	½ day
APS frameworks	APS-EL							\$675	1 day

Working with government

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Appearing before parliamentary committees	APS 5-SES			6				\$675	1 day
Producing a quality Cabinet submission	APS 5-EL 2		21	12	23	26		\$675	1 day
Working with the minister	APS 5-EL 2				8			\$325	½ day

Policy

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Crafting quality new policy proposals	APS 6-SES		13			11		\$675	1 day

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Policy formulation and advice: introduction	APS 5-6		8-9		28-29			\$1325	2 day
Policy formulation and advice: advanced	APS 5-6					26-27		\$1325	2 day
Policy implementation	EL 1-2			12-13				\$1325	2 day

Finance

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Finance essentials	APS 1-4				1			\$675	1 day
Financial management and budgeting	EL 2-SES				2			\$675	1 day
Financial management: introduction	APS 5-6				25			\$675	1 day
Financial management: advanced	APS 5-6					20		\$675	1 day

Regulation

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Introduction to better practice regulation	APS-EL						5-6	\$1325	2 day
Regulatory practitioners and managers	APS 6-EL 2							\$1325	2 day

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Building Your Career

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
How to apply for jobs in the APS: APS levels	APS 1-6		16				9	\$675	1 day
How to apply for jobs in the APS: executive levels	APS 6-EL 2			2				\$675	1 day
Practical tips for being successful at interview (APS)	APS 1-6			23			13	\$325	½ day
Practical tips for being successful at interview (EL)	APS 6-EL 2			6				\$325	½ day
Writing a winning APS job application (APS levels)	APS 1-6					25		\$325	½ day
Writing a winning APS job application (executive levels)	APS 6-EL 2					4		\$325	½ day

Management

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Building and leading high performing teams	APS-EL managers		13					\$675	1 day
Coaching and developing others	Managers				23-24			\$1325	2 day
Conflict resolution for managers	EL 1-2		29-30					\$1325	2 day
How to provide performance feedback	APS 6-EL 2		5					\$325	½ day

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Leading successful projects	EL 1-2				21-22			\$1325	2 day
Management in action	APS 5-EL 1			3-5		19-21		\$1975	3 day
Mentoring others	APS 6-EL 2						2	\$675	1 day
Performance management	Managers				14-15			\$1325	2 day
Planning and managing change	APS 6-EL 1				3-4			\$1325	2 day
Procurement essentials and contract management	APS-EL		15	26				\$975	1 day + recall
Strategic leadership	EL 1-2		21			8		\$675	1 day

HR/L&D Specialists

Selection Panels

Course	Target audience	July	Aug	Sep	Oct	Nov	Dec	Fees	Workshop
Getting that selection right	APS-EL				28			\$675	1 day
Harassment contact officer: refresher	APS 3-6				17			\$675	1 day
Harassment contact officer: training	APS-EL					12-13		\$1325	2 day

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