



# Executive Level development calendar

## Career & Self Development

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
APS Induction	4.5hrs			18			1	\$350
APS job applications and interview skills: applying for jobs at the Executive levels	1			23		3		\$635
Assess your leadership capabilities: leadership at the Executive levels	1				29		15	\$635
Career Development Assessment Centre (CDAC) △	5		*	*		*	*	\$12,925
EL1 transition	1		23		16	13	17	\$635
EL2 transition	1			19			28	\$635
Indigenous Career Trek ◇	2		VIC	NT/WA/SA		NSW/ACT	QLD	◇
Public Sector Management program (PSMP) ◆	◆		Register now					\$7,600
Winning that SES job—some practical insights	1			23	20		8	\$1,889

## Communication & Stakeholder Engagement

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Briefing Ministers ✕	1		24	24	7	6	8	\$1,485
Conflict resolution for Executive levels	1					26-27		\$1,245
Developing Cabinet Submissions ✕	2		23	23	9	18	24	\$1,485
Enrich your representational skills	1				12		17	\$635
Essential writing for Executive levels	1		19			5	18	\$635
Giving and receiving feedback	1					25		\$635
How to write high impact speeches	1					10		\$635
Influencing skills for Executives	1		17		27		9	\$635
Minute taking skills	1		12	12	23		2	\$635
Preparing Ministerial responses	1				16			\$635
Preparing Senate Estimates briefs	1				6			\$635
Presentation skills	1			22		12	7	\$635
Proofreading and editing	1		18			25		\$635
Report writing in the APS environment for Executive levels	1					19		\$635
Responding to Questions on Notice and preparing Question Time Briefs	1						4	\$635
Smart reading skills	1			19		4	7	\$635
Stakeholder engagement	1				30			\$635

## Financial Management

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Financial management: introduction	1		25		14		8	\$635
Financial management: advanced	1			15		21		\$635
Financial management in the APS: a strategic perspective	½					7		\$320

## Governance & Regulation

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Getting that contract right for Executive levels	2					10-11		\$1,245
Governance, boards and the APS employee	1					6		\$635
Keep the knowledge: make a record	2hrs				7		8	\$55
Leading successful projects	2				19-20			\$1,245
Planning and conducting a tender	2			17-18			1-2	\$1,245

## HR & People Management

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Embedding and promoting the APS Values and Code of Conduct	1					17		\$635
Getting that selection right	1				28			\$635
Managing performance	1					14		\$635
Promoting a harassment free workplace	½					14		\$320
Supporting staff with mental health issues	1						7	\$635
Understanding work value: job analysis, classification principles, work level standards and broadbanding defined	1			26			18	\$635

## Leadership

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Executive level 2 leadership dimensions (non residential) → ✕ □	3		17-19					\$3,100
Executive level 2 leadership dimensions (residential) → ✕ □	3½				13-16		1-4	\$4,695
Global Leadership Practices Program	6					16-22		\$15,400
Leading your team	2				20-21			\$1,245
Management essentials	1				21		24	\$635
Professional Public Service: an EL1 Masterclass (non residential) → ✕	3				20-22			\$3,100
Professional Public Service: an EL1 Masterclass (residential) → ✕	3		16-18					\$4,290
The APS professional practical leadership: leading and managing small teams (non residential) → ✕	3		10-12					\$3,100
The APS professional practical leadership: leading and managing small teams (residential) → ✕	3					25-27		\$4,290

## Policy

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Collaborative policy formulation and advice	1					28		\$635
Policy implementation	2					26-27		\$1,245
Professional Public Service: an EL1 Masterclass (non residential) → ✕	3				20-22			\$3,100
Professional Public Service: an EL1 Masterclass (residential) → ✕	3		16-18					\$4,290

## Program Management

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Program management in a policy context	2					3-4		\$1,245

## Specialist & Technical

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Administrative investigations in the APS	2				28-29			\$1,245
Harassment Contact Officer (HCO) training	2					4-5		\$1,245
Harassment Contact Officer (HCO) refresher	1					6		\$635
Providing effective secretariat in the APS environment	1				27			\$635
The professional Executive Assistant ‡	1			3		11		\$635

## Strategic Thinking

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Shaping strategic thought	1		26		20	31	29	\$635

## Networking Events & Seminars

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Executive Level Leadership Network annual forum ○ → ✕	1						*	\$330
Executive Level Leadership Network breakfasts ○ → ✕	2hrs		26		27			\$110
Executive Level briefing	2hrs			*			*	\$55
Integrated Leadership System (ILS) information session	2hrs			Subject to demand				FREE
Skills Recognition and Qualifications information session	2hrs			Subject to demand				FREE

## Nationally Recognised Qualifications

	DAYS	JAN	FEB	MAR	APR	MAY	JUN	FEEES
Diploma of Government ○	15			Register now				\$5,445
Certificate IV in Government ○	12			Register now				\$4,100
Certificate IV in Government (Injury Rehabilitation Management) ≈	▼							TBC
Certificate IV in Project Management § ●	●					14		\$3,025
Certificate IV in Training and Assessment ○	13			Register now				\$4,100

### Qualifications and Skills Recognition

The Australian Public Service Commission (the Commission) is a Registered Training Organisation (RTO) and can award APS employees nationally recognised qualifications and statements of attainment. Qualifications can be undertaken via participation in learning programs and completion of workplace projects and assignments. Alternatively, qualifications can be achieved wholly or in part through skills recognition. The skills recognition process enables APS staff to achieve a qualification through formal recognition of their prior learning and existing workplace skills and knowledge. For more information on qualifications and skills recognition at the Commission please visit [www.apsc.gov.au/rto](http://www.apsc.gov.au/rto)



### Program fees and more information

Please note all fees are GST inclusive unless otherwise indicated

- △ Career Development Assessment Centre (CDAC) (CDAC) is not self nominating. Please contact your agency's HR area or visit [www.apsc.gov.au/leadership/cdac.htm](http://www.apsc.gov.au/leadership/cdac.htm) for further details
- ◇ Indigenous Career Trek  
Indigenous Career Trek please call (02) 6202 3522 or email [nationalcalendar@apsc.gov.au](mailto:nationalcalendar@apsc.gov.au) for more information
- ◆ PSM Program  
On successful completion of the PSM Program you will gain a Graduate Certificate qualification from Flinders University. This program is available in every State and Territory. For more information please visit [www.psmprogram.gov.au](http://www.psmprogram.gov.au)

- ✕ For more information please call (02) 6202 3782
- Blended mode (3 tutorials and online delivery)
- ‡ \$170 additional cost for online tool
- Subscription for the Executive Level Leadership Network includes all events at \$650
- § Qualifications issued by Canberra Institute of Technology
- GST free
- \$150 optional additional cost for performance diagnostic 360 degree report
- ≈ Delivered in partnership with Comcare. For more information visit [www.comcare.gov.au](http://www.comcare.gov.au) or call Comcare on 1300 366 979

### Qualifications and Skills Recognition

Certificate IV in Government (PSP40104) \$150 per unit  
Diploma of Government (PSP50104) \$190 per unit

For more information on any of these programs please email [nationalcalendar@apsc.gov.au](mailto:nationalcalendar@apsc.gov.au) or contact (02) 6202 3778 or (02) 6202 3522

The Commission reserves the right to change program titles, levels, fees, consultants, dates and venues.

## [www.apsc.gov.au/learn](http://www.apsc.gov.au/learn)

For terms and conditions, cancellation policy, new programs and catering arrangements please refer to the website.

To receive immediate confirmation of registration, please register online at [www.apscregistration.gov.au](http://www.apscregistration.gov.au)

### Program Location

Unless indicated by → the venue for ACT programs will be the Woden Training Facility located at 5th floor 16 Furzer Street Phillip. Please check our website for further details.