



Executive Level development calendar

ACT February–June 2012

Effective leadership Diverse workforce Capable organisations and workforce Employee conditions APS Values

www.apsc.gov.au/learn

Career & Self Development

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
APS Induction	4.5hrs	6		12			\$350
APS job applications and interview skills: applying for jobs at the Executive levels	1	15	23	3, 11	18	15	\$635
Assess your leadership capabilities: leadership at the Executive levels	½		5		8		\$320
Career Development Assessment Centre (CDAC) △	5						\$12,925
EL1 transition	1	28	6		8, 31	14, 27	\$635
EL2 transition	1	29	7		9	28	\$635
Indigenous Career Trek ❖	❖						❖
Public Sector Management Program (PSMP) ◆	◆			Register now			\$8,500
Winning that SES job—some practical insights →	1	7	6	3	1, 29	26	\$2,530

Communication & Stakeholder Engagement

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Briefing APS decision makers and Ministers (EL2–SES) ●	1		6		3	29	\$1,485
Conflict resolution for Executive levels	2				17–18		\$1,245
Developing Cabinet Submissions (EL2–SES) ●	1	24		26		22	\$1,485
Editing and proofreading	1	7	16	12	4	1	\$635
Enrich your representational skills	1		19		28		\$635
Essential writing for Executive levels	1	14	13	17	4, 14	19	\$635
Giving and receiving feedback	1			4	16		\$635
How to write high impact speeches	1					20	\$635
Influencing skills for Executives	1	27	29		30	12	\$635
Minute taking skills	1	22	26	20	9, 21	29	\$635
Preparing Ministerial responses	1				11		\$635
Preparing Senate Estimates briefs	1			4			\$635
Presentation skills	1	17	21	23		25	\$635
Report writing in the APS environment for Executive levels	1			11		1	\$635
Responding to Questions on Notice and preparing Question Time Briefs	1					22	\$635
Smart reading skills	1		30			12	\$635
Stakeholder engagement	1			16		13	\$635

Financial Management

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Financial management: introduction	1	27		2	23		\$635
Financial management: advanced	1			24		26	\$635
Financial management in the APS: a strategic perspective	½				29		\$320

Governance & Regulation

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Getting that contract right for Executive levels	2			2–3			\$1,245
Leading successful projects	2				9–10		\$1,245
Planning and conducting a tender	2				10–11		\$1,245

HR & People Management

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Getting that selection right	1		26		14		\$635
NEW Introduction to workforce planning	1	23			24		\$635
Managing performance	1				7		\$635
Promoting a harassment free workplace	½					29	\$320
Supporting staff with mental health issues	1					15	\$635
Understanding work value: job analysis, classification principles, work level standards and broadbanding defined	1		19			8	\$635
Using values and ethics to drive performance	1					1	\$635
NEW Workforce planning in the APS	2	21–22			22–23		\$1,245

Leadership

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Executive level 2 Leadership Dimensions (non residential) → ○ □	3	29 → 2					\$3,100
Executive level 2 Leadership Dimensions (residential) → ● □	3½				15–18	12–15	\$4,690
Leading your team	2				28–29		\$1,245
Management essentials	1		13	27	25		\$635
Professional Public Service: an EL1 Masterclass (non residential) → ●	3				22–24		\$3,100
Professional Public Service: an EL1 Masterclass (residential) → ●	3		28–30			20–22	\$4,290
The APS Professional Practical Leadership: Leading and managing small teams (non residential) → ●	3				1–3		\$3,100
The APS Professional Practical Leadership: Leading and managing small teams (residential) → ●	3	21–23				26–28	\$4,290

Policy

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Policy implementation	2					27–28	\$1,245
Professional Public Service: an EL1 Masterclass (non residential) → ●	3				22–24		\$3,100
Professional Public Service: an EL1 Masterclass (residential) → ●	3		28–30			20–22	\$4,290
Whole-of-Government collaborative policy	1				7		\$635

Program management

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Program management in a policy context	2				1–2		\$1,245

Specialist & Technical

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Administrative investigations in the APS	2			17–18			\$1,245
Harassment Contact Officer (HCO) training	1		21		7	22	\$635
Harassment Contact Officer (HCO) refresher	1		27				\$635
Providing effective secretariat in the APS environment	1	21				1	\$635
The professional Executive Assistant ‡	1		27			20	\$635

Strategic Thinking

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Shaping strategic thought	1	10	1, 8, 15		3, 11, 31	21	\$635

Networking Events & Seminars

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Executive Level Leadership Network annual forum ○ → ●	1					*	\$330
Executive Level Leadership Network breakfasts ○ → ●	2hrs		*		*		\$110

Nationally Recognised Qualifications

	DAYS	FEB	MAR	APR	MAY	JUN	FEES
Certificate IV in Government (Injury Rehabilitation Management) ≈	≈						≈
Certificate IV in Project Management § ●	●		2 → 4 → 29				\$3,025
Certificate IV in Training and Assessment	13	21 →				early Oct	\$4,100
Diploma of Government ★	15		Register now				\$5,445

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 for further details

❖ **Indigenous Career Trek**
Indigenous Career Trek is delivered nationally. Please call 1300 656 009 or email careertrek@apsc.gov.au for more information.

◆ **PSMP**
The PSMP consists of four units over a 12 month period, with face-to-face tutorials and individual study components. On successful completion of the PSMP 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

● For more information please call (02) 6202 3765

‡ \$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

● Blended mode (3 tutorials and online delivery)

□ \$150 optional additional cost for performance diagnostic 360 degree report

≈ Delivered in partnership with Comcare. For more information visit www.comcare.gov.au or call Comcare on 1300 366 979

★ GST Free

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 nationalcalendarteam@apsc.gov.au or contact (02) 6202 3522



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 or email rto@apsc.gov.au.