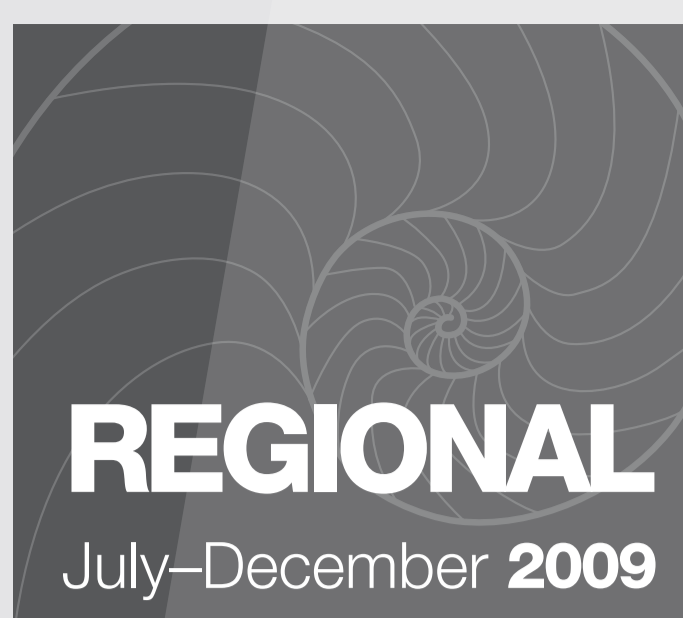




Executive Level & APS 1-6 development calendar



REGIONAL
July-December 2009

Career and Self Development	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
APS Induction	NEW ENTRANTS ALL LEVELS	4.5hrs				2 SEP	
APS job applications and interview skills: applying for jobs up to the APS 6 level	APS 1-6	1	SA 30 JUL DARWIN 11 AUG	BRISBANE 4 NOV TOWNSVILLE 19 OCT CAIRNS 20 OCT	VIC 13 AUG VIC 12 NOV	19 AUG 15 DEC	8 SEP
APS job applications and interview skills: applying for jobs at the Executive levels	APS 6-EL	1		BRISBANE 6 NOV			15 SEP
Assess your leadership capabilities: leadership at the APS levels	APS 1-6	1				1 OCT	
Assess your leadership capabilities: leadership at the Executive levels	APS 6-EL	1	SA 27 OCT DARWIN 19 NOV	BRISBANE 25 AUG		22 JUL 2 DEC	4 AUG
Career directions workshop	APS 3-6	2				23-24 SEP	
Indigenous Career Trek * *	APS 1-4	2	DARWIN 12-13 OCT	BRISBANE 21-22 SEP	TAS 25-26 AUG	16-17 NOV	14-15 SEP
Indigenous Career Trek * *	APS 5-EL	2	DARWIN 14-15 OCT	BRISBANE 23-24 SEP		18-19 NOV	16-17 SEP
Marketing yourself into an Executive level position	APS 5-6	2			VIC 21-22 OCT		25-26 NOV

Communication & Stakeholder Engagement	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Conflict resolution	APS 1-6	2		BRISBANE 29-30 JUL			29-30 SEP
Essential writing for APS 1-4 levels	APS 1-4 and graduates	1					17 SEP
Essential writing for APS 5-6 levels	APS 5-6	1			VIC 24 NOV TAS 1 OCT	29 OCT	18 SEP
Essential writing for Executive levels	EL	1			TAS 30 SEP		
Giving and receiving feedback	ALL LEVELS	1				15 SEP	23 NOV
Influencing skills	APS 3-6	1		BRISBANE 18 AUG			
Minute taking skills	ALL LEVELS	1		BRISBANE 12 OCT		15 JUL	
Ministerial correspondence writing	APS 5-EL	1					27 OCT
Preparing Ministerial responses	APS 5-EL	1			TAS 29 OCT		
Presentation skills	APS 1-6	1				28 OCT	12 AUG
Report writing in the APS environment	APS 5-EL	1	SA 22 SEP DARWIN 24 SEP	BRISBANE 13 OCT			

Financial Management	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Financial management	APS 1-4	1					22 OCT
Financial management: introduction	APS 5-EL	1		BRISBANE 4 AUG			23 OCT
Financial management: advanced	APS 5-EL	1	SA 7 SEP DARWIN 15 SEP				

Governance & Regulation	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Developing project management expertise	APS 5-6	2					7-8 DEC
Getting that contract right	APS 5-EL	1 or 2	DARWIN 18 SEP	BRISBANE 20 AUG TOWNSVILLE 21 AUG			

Leadership	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Essentials for new team leaders	APS 5-6	2		BRISBANE 13-14 AUG			15-16 OCT
Professional Public Service: an EL1 Masterclass (residential)	EL1	3					25-27 NOV
The APS professional practical leadership: leading and managing small teams (residential)	EL1	3					7-9 OCT

HR/People Management	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Better Practice series *	APS 5-EL	2hrs		•		•	
Focus on people series: foundations for APS leaders *	APS 5-EL	2hrs		•		•	•
Getting that selection right	APS 4-EL	1	SA 25 AUG DARWIN 3 DEC	BRISBANE 13 NOV TOWNSVILLE 17 NOV CAIRNS 18 NOV	VIC 17 NOV	26 AUG 18 NOV	13 AUG
Management essentials	APS 5-EL	1	SA 3 AUG DARWIN 5 AUG				16 SEP
Managing performance	APS 5-6	1				5 AUG	19 OCT
Managing performance for Executive levels	EL	1			VIC 15 OCT TAS 20 AUG		
Promoting a harassment free workplace	Managers & senior HR staff	½ day		BRISBANE 24 NOV		9 DEC	
Supporting staff with mental health issues	Relevant HR staff	1	SA 26 OCT				30 OCT
Upholding and supporting the APS Values and Code of Conduct	APS 1-6	½ day			VIC 18 AUG	8 JUL 1 DEC	27 JUL

Specialist & Technical	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Administrative investigations in the APS	ALL LEVELS	2	DARWIN 17-18 NOV	BRISBANE 16-17 SEP	VIC 18-19 NOV	1-2 JUL	16-17 NOV
Harassment Contact Officer: refresher	TRAINED HCO	1		BRISBANE 19 AUG TOWNSVILLE 7 AUG	VIC 20 OCT		3 DEC
Harassment Contact Officer: training	ALL LEVELS	2	SA 1-2 DEC DARWIN 12-13 AUG	BRISBANE 6-7 OCT	VIC 6-7 OCT	17-18 SEP	4-5 NOV
The professional Executive Assistant ▲	APS 5-EL	1			VIC 15 SEP		11 SEP

Strategic Thinking	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Shaping strategic thought	EL	1					19 NOV
Strategic thinking	APS 4-6	1					28 AUG
Strategic thinking	APS 5-EL	1	SA 5 NOV	BRISBANE 6 AUG			

Events & Seminars *	LEVEL	DAYS	SA/NT	QLD	VIC/TAS	WA	NSW
Australian Government Leadership Network: Annual Conference	EL and SES	1 or 2			VIC 5-6 AUG TAS 15 OCT		
Australian Government Leadership Network: Vic Awards Lunch	ALL LEVELS	2hrs			VIC 3 DEC		
Australian Government Leadership Network: Qld Christmas function	Regional Heads	3hrs		BRISBANE NOV			
Australian Government Leadership Network: Qld Government Business Conference	EL and SES	2		GOLD COAST 16-17 JUL			
Australian Government Leadership Network: Qld Excellence Awards	ALL LEVELS	90mins		BRISBANE 14 OCT			

BETTER PRACTICE SERIES							
Better faster: streamlining recruitment in the APS	APS 5-EL	2hrs		BRISBANE 26 OCT		23 OCT	
Building business capability through workforce planning	EL	2hrs		BRISBANE 26 OCT		23 OCT	
Leading productive people	APS 5-EL	2hrs	ALICE SPRINGS 20 OCT			25 NOV	
Sharpening the focus: building better performance managers	APS 5-EL	2hrs	ALICE SPRINGS 21 OCT			29 SEP	
Succession planning: ensuring leadership continuity in the APS	APS 5-EL	2hrs				29 SEP	
Turned up and tuned in: a manager's guide to maximising staff attendance	APS 5-EL	2hrs	ALICE SPRINGS 22 OCT	BRISBANE 15 OCT		25 NOV	
FOCUS ON PEOPLE SERIES: FOUNDATIONS FOR APS LEADERS							
Career development	APS 5-EL	2hrs				4 NOV	
Change management	APS 5-EL	2hrs				30 SEP	10 NOV
Coaching and mentoring in an APS environment	APS 5-EL	2hrs		BRISBANE 22 OCT		30 SEP	25 AUG
Delegating	APS 5-EL	2hrs				12 AUG	
Generation APS	APS 5-EL	2hrs				4 NOV	
Induction	APS 5-EL	2hrs				3 DEC	
Networking in the APS	APS 5-EL	2hrs				21 OCT	10 NOV
Performance in the APS	APS 5-EL	2hrs		BRISBANE 1 SEP			
Principles of engagement	APS 5-EL	2hrs		BRISBANE 7 SEP		21 OCT	25 AUG
Supervision	APS 5-EL	2hrs				3 DEC	
The APS feedback culture	APS 5-EL	2hrs				12 AUG	
Connections event	EL and SES	1hr			VIC 16 JUL VIC 8 OCT		
Executive leadership dimensions (Residential)	EL2	3.5					4-7 AUG 1-4 SEP
Indigenous Australian Public Service Employee Network (IAPSEN)	ALL LEVELS	3hrs	SA 30 OCT ALICE SPRINGS 19 OCT DARWIN 10 AUG				
Indigenous event	ALL LEVELS	TBC			VIC SEP		
Investing in your retirement seminar	ALL LEVELS	½ or 1			VIC 20 OCT	12 NOV	
State of the Service briefing	ALL LEVELS	2hrs			VIC DEC		

Programme fees and more information Please note all fees are GST inclusive

1 day programme: \$575
2 day programme: \$1125
APS Induction: \$300
½ day programme: \$290

* Indigenous Career Trek
Indigenous Career Trek please call (02) 6202 3714 or email careertrek@apsc.gov.au for more information

* Indicates non-standard fee
❖ Currently available through Skills Recognition
▲ \$170 additional cost for online tool

For more information on any of these programmes please email nationalcalendar@apsc.gov.au or contact (02) 6202 3522

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

www.apsc.gov.au/learn

For terms and conditions, cancellation policy and new programmes please refer to the website.

To receive immediate confirmation of registration, please register online at www.apscregistration.gov.au