

Programme management for senior executives

An Australian Public Service Commission Programme

A comprehensive guide to achieving excellence in programme design and delivery

Is your programme being managed in ways which deliver optimal outcomes? Are you delivering the best outcomes for your stakeholders? Are your stakeholders satisfied with the performance and direction of your programme? This programme, developed in conjunction with the Department of the Prime Minister and Cabinet, explores programme management in a broad context.

Programme overview

The programme will assist APS leaders to achieve excellence in programme design and delivery.

Key content areas that you will explore include:

- methods of engaging stakeholders
- framework elements of an effective programme
- what to do to ensure governance requirements are met
- how to focus on achieving results
- understanding the relationship between policy development and programme implementation
- understanding the leadership role of a SES programme manager in supporting the CEO in portfolio management
- understanding the accountabilities of a designated senior responsible officer for programme management
- reviewing the *Better Practice Guide: Implementation of Programme and Policy Initiatives*

Participant benefits

- deepen your understanding of the relationships between all aspects of policy implementation
- gain confidence in your capacity as a programme manager
- share programme management experiences, perspectives and challenges
- explore how to identify and engage stakeholders
- take-away tips and techniques
- learn to locate and assemble resources

This programme has been designed to enhance your capabilities in line with the APS Integrated Leadership System.



Australian Government

Australian Public Service Commission

SES Band 1 & 2

Programme details

Duration

Full day

Date

18 February 2009

30 April 2009

18 June 2009

Time

Registration: 8:30 am

Start: 9:00 am

Finish: 5:00 pm

Morning tea, lunch and afternoon tea will be provided

Venue

Australian Public Service Commission

Level 5, 16 Furzer Street

Phillip ACT

Parking is limited

after 8.30 am

Presenter

Jenn Bedlington

JennGen Consulting Pty Ltd

Fee

\$725 (GST inclusive)

Registration

www.apscregistration.gov.au

or fax the completed

registration form on

the back of this flyer to

02 6202 3799

Terms and conditions

Cancellation terms and

conditions are explained on the

back of this flyer

More information

Visit our website at

www.apsc.gov.au/seslearn or

please contact 02 6202 3783



ONLINE register at www.apscregistration.gov.au or FAX completed form to 02 6202 3799

Programme name Programme management for senior executives

Programme date/s 18 February 2009 30 April 2009 18 June 2009

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification SES Band 1 SES Band 2

Title/position _____ Agency _____

Branch/team _____

Postal address _____

Phone _____ Fax _____

Email _____ Agency ABN _____

Do you identify as Aboriginal or Torres Strait Islander?

(This information will assist the Commission to improve learning and development outcomes for Indigenous employees).

Special needs

Please note any special dietary or other requirements _____

Authorised person to complete and sign

I understand the terms and conditions below. Signature _____

Name _____

Phone _____ Date _____

Payment

Invoice Amount \$ 725 (GST inclusive)

Credit card payment

Visa Mastercard American Express Card holder's name _____

Card number _____ / _____ / _____ / _____

Expiry date _____ Card holder's phone _____

Card holder's signature _____ Amount \$ _____ (GST inclusive)

TERMS AND CONDITIONS

Fees and charges: Please refer to the accompanying programme materials. The total amount payable includes GST for the supply. This completed document will be a tax invoice for GST when you make payment by credit card ONLY. Otherwise upon registration a tax invoice will be sent to you for payment. A course confirmation will be emailed to you once your place has been secured. Fees may be subject to change without notice.

Substitutes and refunds: If you are unable to attend your programme we would welcome a substitute at the appropriate level. Refunds (only available for development programmes) can be made if your written cancellation is received at least 30 calendar days prior to the start of the programme.

Identifying information: Your information is collected for the purpose of the Public Service Commissioner's functions under the *Public Service Act 1999*, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. It will be used for course administration, statistical analysis and evaluation of programmes. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about other Commission-run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. If you do not wish to have your information used for marketing purposes email apscmailing@apsc.gov.au. For more details see our privacy statement at <http://www.apsc.gov.au>.

Other conditions: Whilst the Commission aims to deliver programmes at the locations and on the dates specified in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes.