

Senior executive orientation for lateral recruits

An Australian Public Service Commission Program

The essential information you need as a newly recruited SES officer from outside the APS.

Joining the SES is an intensely challenging experience. Charged with leadership responsibilities in implementing government policy in an environment of reform and constant change, new senior executives need to come to grips with their new responsibilities and accountabilities within the APS environment. This program provides you with the information and skills you need to meet these new challenges.



**New SES
NON-RESIDENTIAL**

Program details

Duration

3 day non-residential

Date

3-5 November 2010

Venue

Level 5, Aviation House
16 Furzer Street
Phillip ACT 2606

Time

Registration 8:30 am
Start 9:00 am
Finish 5:00 pm

Presenter

Gary Hampson
Results Consulting
Gary facilitates Senior executive orientation with a range of guest speakers

Fee

\$2,500 (GST inclusive)
Morning tea, lunch and afternoon tea will be provided

Registration

www.apscregistration.gov.au or fax the completed registration form on the back of this flyer to 02 6250 4089 or to the office where you wish to attend

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 3788

Program overview

- keynote presentation by a senior APS leader on the current challenges facing the SES, including the Government's expectations of the APS
- discussion of the APS culture/environment with other SES who are also new to the APS
- learning to balance the demands for performance, conformance and public accountability
- creating space to be strategic at the SES level
- Parliament and administrative law
- Parliamentary committees, including estimates hearings
- working with Ministers and their advisers

Participant benefits

- gain a comprehensive knowledge and understanding of the skills that you need to develop in the transition to the SES cadre and in leading within the APS environment
- learn how to be more strategic at the SES level and create an effective people management environment
- develop a detailed understanding of the expectations placed on the SES, including the Government's expectations of the APS
- gain up-to-date knowledge of whole of government policies and initiatives
- build valuable networks across the APS at the SES level



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



Australian Government

Australian Public Service Commission



ONLINE register at www.apscregistration.gov.au or FAX completed form to 02 6250 4089

Program name Senior executive orientation for lateral recruits

Program date/s _____

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification SES Band 1 SES Band 2 SES Band 3

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 \$ 2500 (GST inclusive)

Participants are responsible for their own travel and accommodation costs and arrangements.

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 program 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. Participants are responsible for their own travel and accommodation costs and arrangements.

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

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 programs. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about 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 aspcmailing@apsc.gov.au. For more details see our privacy statement at <http://www.apsc.gov.au>.

Other conditions: Whilst the Commission aims to deliver programs at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes. Where a change in location, facilitator(s), guest speaker(s) or date occurs a refund of the program fee may be made at the discretion of the Commission. The Commission accepts no liability for any other losses incurred as a result of changes to the program details.