

# ACADEMY CALENDAR

# AUGUST 2021



Strategy, Policy & Evaluation	Capability	Dates	Delivery
Human Centred Design 101	P	5, 6 & 9	
Workforce Planning Start Up Program	F	17	

Working in Government	Capability	Dates	Delivery
Working Effectively at the EL 2 level	P	2-3	
Minute Taking Skills	F	4-5	
Administrative Decision Making	F	5	
Grammar and Punctuation	F	9-10	
Briefing and Responding to APS Decision Makers	P	12	
How to Apply for Jobs in the APS-APS levels	F	16	
How to Apply for Jobs in the APS-EL levels	F	17	
Working Effectively at the EL 1 level	P	17-18	
Essential Writing for APS 5-6 levels	F	18-19	
The Professional Executive Assistant	P	18-19	
Effective Communication	F	23, 24 & 25	
Working Effectively at the APS 6 level	F	23-24	
Essential Writing for APS 1-4 levels	F	25-26	
Report Writing in the APS	F	26-27	
Providing Effective Secretariat Support	P	30-31	
Essential Writing for Executive levels	F	31-1	

Implementation and Services	Capability	Dates	Delivery
Developing Project Management Expertise	F	4 & 11	
Financial Management-Introduction	F	5	
Financial Management-Advanced	P	12	
Finance Essentials	F	26	

Engagement and Partnerships	Capability	Dates	Delivery
Influence, Negotiation and Persuasion Skills for Executive Levels	F	9	
Building Relationships and Engagement	F	10	
Influence, Negotiation and Persuasion	F	24	
Engaging Stakeholders	F	30-31	

Leadership and Management	Capability	Dates	Delivery
Performance Management	F	2-3	
Coaching and Developing Others	F	2, 9 & 16	
SES Orientation	L	6	
SES Band 1 Leadership	L	6	
Conflict Resolution	F	10-11	
Building and Leading High Performing Teams	F	18-19	
Managing Remote Teams	F	26	
Management in Action	P	24, 25 & 26	

- F Foundation**  
Awareness of key concepts and skills to effectively work in the APS.
- P Practitioner**  
Promoting and leading teams to develop and deliver great policies, projects and services.
- L Lead**  
Applying theoretical knowledge and best practices within the APS and the use of local networks.

## Connecting capability and craft



Face to Face



Online



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# ACADEMY CALENDAR

# SEPTEMBER 2021



Strategy, Policy & Evaluation	Capability	Dates	Delivery
Strategic Thinking	P	1	
Using statistics to make evidence based decisions	F	1-2	

Working in Government			
Editing and Proofreading	F	2-3	
Minute Taking Skills	F	6-7	
Getting that Selection Right	P	6-7	
Understanding Government	F	8-9	
Essential Writing for APS 5-6 Levels	F	13-14	
Working Effectively at the EL 1 Level	P	20-21	
Working Effectively at the APS 6 Level	F	22-23	
Appearing Before Parliamentary Committees	L	27	
Grammar and Punctuation	F	27-28	
Report Writing in the APS	F	30-1	

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Implementation and Services			
Finance Essentials	F	9	
Structuring Work	F	13-14	
Developing Project Management Expertise	F	29 & 6 Oct	
Leading Successful Projects	P	28-29	

Engagement and Partnerships			
Building and Relationships and Engagement	F	14	
Professional Representational Skills in the APS	P	14	
Presentation Skills	F	20-21	
Influence, Negotiation and Persuasion Skills for Executive Levels	F	23	
Designing Public Deliberation Engagement Processes	P	29-30	
Visual scribing 101	F	1	
Visual scribing deep dive	P	15	
Sketch-noting meetings & conferences	F	29	

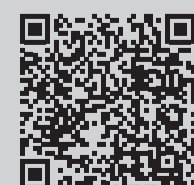
Leadership and Management			
Conflict Resolution for Managers	P	1-2	
Breakthrough Conversations	L	6 & 16	
SES Orientation	L	15	
Strategic Leadership	P	15-16 & 22-23	
Working in Teams	F	16	
SES Band 1 Leadership	L	20	



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# ACADEMY CALENDAR

# OCTOBER 2021



Strategy, Policy & Evaluation	Capability	Dates	Delivery
Strategic Thinking	P	6-7	
Crafting Quality New Policy Proposals	P	13	
Producing Quality Cabinet Submissions	P	21	
Human Centred Design 101	P	13, 14 & 15	

Working in Government	Capability	Dates	Delivery
How to Apply for Jobs in the APS: APS Levels	F	5	
Working Effectively at the APS 5 Level	F	6-7	
Appearing Before Parliamentary Committees	L	7	
How to Apply for Jobs in the APS: EL Levels	F	11	
Administrative Decision Making	F	11	
Editing and Proofreading	F	11-12	
Appearing Before Parliamentary Committees	L	12	
Working Effectively at the EL 1 Level	P	13-14	
Minute Taking Skills	F	14-15	
Essential Writing for APS 1-4 Levels	F	18-19	
Briefing and Responding to APS Decision Makers	P	19	
Essential Writing for APS 5-6 Levels	F	20-21	
Working Effectively at the APS 6 Level	F	27-28	
Effective Communication	F	27, 28 & 29	

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Implementation and Services	Capability	Dates	Delivery
Dealing with Change	F	12	
Financial Management and Budgeting	F	19	
Procurement Essentials and Contract Management	F	26	

Engagement and Partnerships	Capability	Dates	Delivery
Engaging Stakeholders	F	5	
Building Relationships and Engagement	F	6	
Influence, Negotiation and Persuasion	F	26	

Leadership and Management	Capability	Dates	Delivery
Managing Remote Teams	F	5	
SES Band 1 Leadership	L	11	
SES Orientation	L	12	
Coaching and Developing Others	F	18, 25 & 1	
Planning and Managing Change	P	20-21	
Building and Leading High Performing Teams	F	28	

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# ACADEMY CALENDAR

# NOVEMBER 2021



Strategy, Policy & Evaluation	Capability	Dates	Delivery
Strategic Thinking	P	24-25	
Using statistics to make evidence based decisions	F	29-30	
Crafting Quality New Policy Proposals	P	30-1	
Human Centred Design 101	P	25, 26 & 29	

Working in Government	Capability	Dates	Delivery
Understanding Government	F	1-2	
Providing Effective Secretariat Support	P	1-2	
Working Effectively at the EL 2 Level	P	3-4	
Report Writing in the APS	F	8-9	
Briefing and Responding to APS Decision Makers	P	8-9	
Working Effectively at the EL 1 Level	P	10-11	
Grammar and Punctuation	F	15-16	
Working Effectively at the APS 5 Level	F	15-16	
The Professional Executive Assistant	P	16-17	
Minute Taking Skills	F	22-23	
Working Effectively at the APS 6 Level	F	22-23	
Essential Writing for APS 5-6 Levels	F	29-30	
Essential Writing for Executive Levels	F	30-31	
Navigating the Complexities of Government	L	15-17	

Implementation and Services	Capability	Dates	Delivery
Structuring Work	F	15-16	
Developing Project Management Expertise	F	22 & 29	
Finance Essentials	F	24	

Engagement and Partnerships	Capability	Dates	Delivery
Engaging Stakeholders	F	1, 2 & 3	
Influence, Negotiation and Persuasion Skills for Executive Levels	F	9	
Building Relationships and Engagement	F	18	
Designing Public Deliberation Engagement Processes	P	29-30	

Leadership and Management	Capability	Dates	Delivery
SES Orientation	L	4	
Management in Action	P	3-4, 10-11 & 17-18	
Strategic Leadership	P	10-11 & 17-18	
Building and Leading High Performing Teams	F	16	
Managing Remote Teams	F	23	
Performance Management	F	24-25	

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# ACADEMY CALENDAR

# DECEMBER 2021



## Working in Government

Working Effectively at the EL 1 Level

P

1-2



Editing and Proofreading

F

2-3



## Engagement and Partnerships

Influence, Negotiation and Persuasion

F

2



## Leadership and Management

Building and Leading High Performing Teams

F

1-2



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