



## Engagement and Partnership

Influence, Negotiation and Persuasion - APS			24 Feb
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## Implementation and Services

Change Management Intensive			8 Feb*
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## Leadership and Management

Strategic Leadership			8-9, 15-16 Feb
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Building and Leading High Performing Teams			10 Feb
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SES Orientation			28 Feb*
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## Working in Government

Working Effectively at the EL 1 Level			8-9 Feb
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Essential Writing for APS 5-6 Levels			14-15 Feb
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Working Effectively at the APS 6 Level			16-17 Feb
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Working Effectively at the APS 5 Level			21-22 Feb
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Essential Writing for APS 1-4 Levels			23-24 Feb
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## Strategy, Policy and Evaluation

Delivering Great Policy - Foundations			15, 17, 22 + 28 Feb
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Crafting Quality New Policy Proposals			16 Feb
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Strategic Thinking			22-23 Feb
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[ Updated January 2022 ]

 Foundation Level

 Practitioner Level

 Lead Level

 Face to Face Delivery

 Virtual Delivery











 Mixed Delivery

\* Indicates that a course is delivered over a period of time. The date listed is the first day of this program. All program dates and requirements can be found on:











[APSLEARN](https://apslearn.gov.au)

[apsacademy.gov.au](https://apsacademy.gov.au)



















## Engagement and Partnership

Designing Public Deliberation Engagement Process	 	1-2 Mar
Engaging Stakeholders	 	3-4 + 7 Mar
Influence, Negotiation and Persuasion Skills - Executive Levels	 	7 Mar
Visual scribing 101 - Basics for beginners	 	16 Mar
Building Relationships and Engagement	 	22-23 Mar





































## Implementation and Services

Developing Project Management Expertise	 	1-2 Mar
Procurement Essentials and Contract Management	 	3 Mar
Human Centred Design 101	 	24-25 + 28 Mar
Financial Management: Introduction	 	29 Mar
Structuring Work	 	30-31 Mar

## Leadership and Management

Breakthrough Conversations	 	2 Mar*
Management in Action	 	8-10 Mar
SES Orientation	 	9 Mar*
Women in Leadership	 	9 Mar*
Performance Management	 	16-17 Mar
Building and Leading High Performing Teams	 	21 Mar
Managing Remote Teams	 	25 Mar
Coaching and Developing Others	 	28-29 Mar
Strategic Leadership	 	31 Mar*











## Working in Government

Workforce Planning Foundations	 	3 Mar*
Briefing and Responding to APS Decision Makers	 	4 Mar
Essential Writing for APS 5-6 Levels	 	8-9 Mar
Working Effectively at the EL 1 Level	 	9 Mar
Essential Writing for Executive Levels	 	10 Mar
Providing Effective Secretariat Support	 	15 Mar
Minute Taking Skills	 	16 Mar
Administrative Decision Making	 	16 Mar
Getting that Selection Right	 	17 Mar
Report Writing in the APS	 	17-18 Mar
Working Effectively at the APS 6 Level	 	17-18 Mar
Editing and Proofreading	 	21-22 Mar
The Professional Executive Assistant	 	22 Mar
Working Effectively at the EL 2 Level	 	23 Mar
Grammar and Punctuation	 	23 Mar
How to apply for jobs in the APS - APS levels	 	24 Mar
Essential Writing for APS 1-4 Levels	 	28-29 Mar
Effective Communication	 	30-31 Mar











## Strategy, Policy and Evaluation

Producing Quality Cabinet Submissions	 	15 Mar
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## Engagement and Partnership

Professional Representational Skills in the APS	 	4 Apr
Influence, Negotiation and Persuasion - APS	 	12 Apr
Influence, Negotiation and Persuasion Skills - Executive Levels	 	26 Apr
Presentation Skills	 	26-27 Apr
Sketch-noting Meetings and Conferences	 	28 Apr





## Implementation and Services

Developing Project Management Expertise	 	1 + 8 Apr
Leading Successful Projects	 	6-7 Apr
Finance Essentials	 	12 Apr
Change Management Intensive	 	26 Apr*
Financial Management: Advanced	 	27 Apr

## Leadership and Management

Conflict Resolution for Managers	 	4-5 Apr
SES Band 1 Leadership Program	 	19 Apr
SES Orientation	 	20 Apr*
Working in Teams	 	27 Apr
Conflict Resolution	 	27 Apr






## Working in Government

Appearing Before Parliamentary Committees	 	5 Apr
Understanding Government	 	6-7 Apr
Essential Writing for APS 5-6 Levels	 	7 Apr
Working Effectively at the EL 1 Level	 	12-13 Apr
Getting that Selection Right	 	26-27 Apr
Working Effectively at the APS 6 Level	 	28 Apr











## Strategy, Policy and Evaluation

Strategic Thinking	 	5 Apr
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## Engagement and Partnership

Building Relationships and Engagement	 	17 May
Engaging Stakeholders	 	17-18 May
Visual Scribing Deep Dive	 	19 May





























## Implementation and Services

Human Centred Design 101	 	3-5 May
Procurement Essentials and Contract Management	 	11 May
Dealing with Change	 	12 May
Financial Management and Budgeting	 	24 May
Structuring Work	 	26-27 May









## Leadership and Management

Breakthrough Conversations	 	3 May
Planning and Managing Change	 	3-4 May
Coaching and Developing Others	 	3, 10 + 17 May
Building and Leading High Performing Teams	 	5 May
SES Band 1 Leadership Program	 	5 May*
Management in Action	 	5-6, 12-13 + 19-20 May
Women in Leadership	 	19 May*
SES Orientation	 	23 May*
SES Band 2 Leadership Program	 	25 May*











## Working in Government

Essential Writing for APS 5-6 Levels	 	2-3 May
Administrative Decision Making	 	9 May
Briefing and Responding to APS Decision Makers	 	9-10 May
Working Effectively at the APS 5 Level	 	9-10 May
Essential Writing for APS 1-4 Levels	 	10 May
Appearing Before Parliamentary Committees	 	11 May
Working Effectively at the EL 1 Level	 	16 May
Working Effectively at the APS 6 Level	 	17-18 May
Providing Effective Secretariat Support	 	19-20 May
Minute Taking Skills	 	23-24 May
Effective Communication	 	23-25 May
How to apply for jobs in the APS - APS levels	 	24 May
Essential Writing for APS 5-6 Levels	 	31 May
Editing and Proofreading	 	31 May









## Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals	 	5-6 May
Using statistics to make evidence based decisions	 	11 May
Producing Quality Cabinet Submissions	 	12 May
Delivering Great Policy - Foundations	 	25-26 May



















## Engagement and Partnership

Building Relationships and Engagement	 	9-10 Jun
Influence, Negotiation and Persuasion - APS	 	14 Jun
Sketch-noting Meetings and Conferences	 	14 Jun
Influence, Negotiation and Persuasion Skills - Executive Levels	 	27 Jun
Designing Public Deliberation Engagement Process	 	28-29 Jun































## Implementation and Services

Procurement Essentials and Contract Management	 	20 Jun
Finance Essentials	 	21 Jun
Human Centred Design 101	 	22-24 Jun
Developing Project Management Expertise	 	28-29 Jun





## Leadership and Management

Managing Remote Teams	 	1 Jun
Breakthrough Conversations	 	1 Jun*
Strategic Leadership	 	1-2 Jun
Performance Management	 	1-2 Jun
Building and Leading High Performing Teams	 	6 Jun
Management in Action	 	7-9 Jun
SES Orientation	 	15 Jun*
Coaching and Developing Others	 	15-16 Jun
SES Band 2 Leadership Program	 	22 Jun*

## Working in Government

The Professional Executive Assistant	 	2-3 Jun
Getting that Selection Right	 	6 Jun
Essential Writing for Executive Levels	 	6-7 Jun
Appearing Before Parliamentary Committees	 	7 Jun
Report Writing in the APS	 	8 Jun
Briefing and Responding to APS Decision Makers	 	15 Jun
Understanding Government	 	16 Jun
Grammar and Punctuation	 	16-17 Jun
Working Effectively at the EL 2 Level	 	20-21 Jun
Workforce Planning Foundations	 	21 June
Working Effectively at the APS 5 Level	 	22 Jun
Working Effectively at the APS 6 Level	 	23 Jun
Editing and Proofreading	 	23-24 Jun
Essential Writing for APS 5-6 Levels	 	27-28 Jun
Working Effectively at the EL 1 Level	 	29-30 Jun









## Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals	 	9 Jun
Strategic Thinking	 	9-10 Jun















## Implementation and Services

Change Management Intensive			12 Jul*
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## Leadership and Management

Breakthrough Conversations			3 Jul*
SES Orientation			7 Jul*
SES Band 1 Leadership Program			11 Jul
Strategic Leadership			13-14 + 20-21 Jul













## Working in Government

Working Effectively at the APS 6 Level			12-13 Jul
Working Effectively at the APS 5 Level			18-19 Jul
Minute Taking Skills			20 Jul
Providing Effective Secretariat Support			20 Jul
Essential Writing for APS 1-4 Levels			20-21 Jul
Essential Writing for APS 5-6 Levels			26 Jul
Working Effectively at the EL 1 Level			27 Jul









## Strategy, Policy and Evaluation

Delivering Great Policy - Foundations			26-27 Jul
Strategic Thinking			28 Jul

















## Engagement and Partnership

Building Relationships and Engagement			3 Aug
Influence, Negotiation and Persuasion - APS			11 Aug
Visual Scribing 101 - Basics for beginners			12 Aug
Influence, Negotiation and Persuasion Skills - Executive Levels			15 Aug
Visual Scribing Deep Dive			19 Aug
Engaging Stakeholders			30-31 Aug

































## Implementation and Services

Financial Management: Introduction			4 Aug
Procurement Essentials and Contract Management			8 Aug
Developing Project Management Expertise			17-18 Aug
Human Centred Design 101			24-26 Aug





## Leadership and Management

Performance Management			1-2 Aug
Coaching and Developing Others			5, 12 + 19 Aug
Conflict Resolution			8-9 Aug
Management in Action			17-18, 24-25 + 30-31 Aug
Managing Remote Teams			19 Aug
Building and Leading High Performing Teams			22 Aug
SES Orientation			24 Aug*
Women in Leadership			31 Aug*











## Working in Government

Grammar and Punctuation			1 Aug
Briefing and Responding to APS Decision Makers			3 Aug
Administrative Decision Making			4 Aug
How to apply for jobs in the APS - APS levels			8 Aug
Getting that Selection Right			9 Aug
Working Effectively at the APS 6 Level			10 Aug
The Professional Executive Assistant			10 Aug
Report Writing in the APS			11-12 Aug
Essential Writing for Executive Levels			15 Aug
Effective Communication			17-18 Aug
Editing and Proofreading			22 Aug
Essential Writing for APS 5-6 Levels			22-23 Aug
Working Effectively at the EL 2 Level			24 Aug
Working Effectively at the EL 1 Level			25-26 Aug
Providing Effective Secretariat Support			29-30 Aug
Essential Writing for APS 1-4 Levels			31 Aug











## Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals			15-16 Aug
Producing Quality Cabinet Submissions			23 Aug











## Engagement and Partnership

Professional Representational Skills in the APS	 	8-9 Sep
Sketch-noting Meetings and Conferences	 	13 Sep
Presentation Skills	 	14 Sep
Designing Public Deliberation Engagement Process	 	20-21 Sep
Influence, Negotiation and Persuasion Skills - Executive Levels	 	22 Sep















## Implementation and Services

Financial Management: Advanced	 	1 Sep
Leading Successful Projects	 	5-6 Sep
Developing Project Management Expertise	 	5, 12 Sep
Finance Essentials	 	13 Sep
Structuring Work	 	14-15 Sep







## Leadership and Management

Conflict Resolution for Managers	 	7-8 Sep
Working in Teams	 	15 Sep
SES Orientation	 	21 Sep*
SES Band 1 Leadership Program	 	27 Sep*
Strategic Leadership	 	27-28 Sep

## Working in Government







Appearing Before Parliamentary Committees	 	6 Sep
Understanding Government	 	6-7 Sep
Working Effectively at the APS 6 Level	 	12-13 Sep
Minute Taking Skills	 	19-20 Sep
Essential Writing for APS 5-6 Levels	 	20 Sep
Working Effectively at the EL 1 Level	 	21 Sep
Getting that Selection Right	 	22-23 Sep

## Strategy, Policy and Evaluation











Strategic Thinking	 	1-2 Sep
Delivering Great Policy - Foundations	 	1, 8, 15 + 22 Sep
Using statistics to make evidence based decisions	 	14 Sep

















## Engagement and Partnership

Influence, Negotiation and Persuasion - APS			17 Oct
Engaging Stakeholders			19-21 Oct
Building Relationships and Engagement			25-26 Oct























## Implementation and Services

Procurement Essentials and Contract Management			10 Oct
Change Management Intensive			12 Oct*
Financial Management and Budgeting			12 Oct
Dealing with Change			18 Oct
Human Centred Design 101			20, 21 + 24 Oct





## Leadership and Management

Women in Leadership			4 Oct*
Breakthrough Conversations			5 Oct*
SES Orientation			5 Oct*
Planning and Managing Change			5-6 Oct
Building and Leading High Performing Teams			11 Oct
Coaching and Developing Others			12-13 Oct
Management in Action			25-27 Oct













## Working in Government

Editing and Proofreading			6-7 Oct
Working Effectively at the APS 6 Level			10 Oct
Working Effectively at the APS 5 Level			11 Oct
Appearing Before Parliamentary Committees			12 Oct
Briefing and Responding to APS Decision Makers			13-14 Oct
Working Effectively at the EL 1 Level			17-18 Oct
Essential Writing for APS 1-4 Levels			18-19 Oct
Administrative Decision Making			19 Oct
How to apply for job in the APS - APS levels			20 Oct
Essential Writing for APS 5-6 Levels			24-25 Oct
Effective Communication			27-28 + 31 Oct











## Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals			11 Oct
Producing Quality Cabinet Submissions			13 Oct

















## Engagement and Partnership

Visual Scribing 101 - Basic for Beginners			1 Nov
Building Relationships and Engagement			9 Nov
Visual Scribing Deep Dive			10 Nov
Influence, Negotiation and Persuasion - Executive Levels			15 Nov
Engaging Stakeholders			16-17 Nov
Designing Public Deliberation Engagement Process			30 Nov-1 Dec

































## Implementation and Services

Finance Essentials			3 Nov
Developing Project Management Expertise			7-8 Nov
Procurement Essentials and Contract Management			15 Nov
Human Centred Design 101			23-25 Nov
Structuring Work			24-25 Nov









## Leadership and Management

Performance Management			1-2 Nov
Breakthrough Conversations			2 Nov*
Management in Action			3-4, 10-11 + 17-18 Nov
Coaching and Developing Others			7, 14, 21 Nov
Building and Leading High Performing Teams			8 Nov
Strategic Leadership			8-9 + 15-16 Nov
SES Orientation			14 Nov*
Managing Remote Teams			25 Nov





## Working in Government

The Professional Executive Assistant			1-2 Nov
Working Effectively at the EL 2 Level			3-4 Nov
Providing Effective Secretariat Support			7 Nov
Appering before Parliamentary Committees			9 Nov
Working Effectively at the APS 6 Level			10-11 Nov
Working Effectively at the EL 1 Level			14 Nov
Briefing and Responding to APS Decision Makers			14 Nov
Editing and Proofreading			16 Nov
Essential Writing for Executive Levels			17-18 Nov
Report Writing in the APS			21 Nov
Minute Taking Skills			21 Nov
Working Effectively at the APS 5 Level			21-22 Nov
Understanding Government			22 Nov
Essential Writing for APS 5-6 Levels			24 Nov
Grammar and Punctuation			28-29 Nov
Getting the Selection Right			29 Nov



## Strategy, Policy and Evaluation

Strategic Thinking			2 Nov
Crafting Quality New Policy Proposals			3-4 Nov
Delivering Great Policy - Foundations			22-23 Nov
Using Statistics to make Evidence Based Decisions			23-24 Nov

## Engagement and Partnership

Sketch-noting Meetings and Conferences			1 Dec
Influence, Negotiation and Persuasion - APS			6 Dec

## Working in Government

Working Effectively at the EL 1 Level			1-2 Dec
Essential Writing for APS 5-6 Levels			5-6 Dec