Australian Government

AUSTRALIAN PUBLIC SERVICE ACADEMY

Implementation and Services

Course			Date
Regulatory Practice Essentials			6–28 Feb
Change Management Foundations			14 Feb – 16 Mar
Change Management Practitioner			22 Feb – 9 Aug
Leading Regulatory Systems at the EL2 level			22 Feb
Procurement Essentials and Contract Management			28 Feb

Leadership and Management

Course				Date
Strategic Leadership				16–17, 23–24 Feb
Building and Leading High Performing Teams				22 Feb
Leading Regulatory Systems at the SES level				22 Feb
SES Data Leadership *				24 Feb
SES Orientation *				27 Feb
SES Band 1 Leadership Development Program *				28 Feb

Strategy, Policy and Evaluation

Course				Date
Delivering Great Policy – Foundations				2–3 Feb
Workforce Planning Boost – Futuring and Scenario Planning				14 Feb
Crafting Quality New Policy Proposals				20–21 Feb
Strategic Thinking				20–21 Feb
Producing Quality Cabinet Submissions				22 Feb
Workforce Planning Startup Program *				23 Feb – 30 Mar

Working in Government

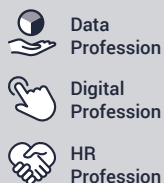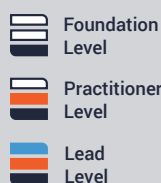| Course			Date
Essential Writing for APS 5–6 levels			8–9 Feb
Working Effectively at the APS 6 level			13–14 Feb
Briefing and Responding to APS Decision Makers			15 Feb
Working Effectively at the EL1 level			15–16 Feb
Editing and Proofreading			21–22 Feb
Essential Writing for Executive levels			23–24 Feb
Minute Taking Skills			27–28 Feb

The theme for APS Academy events in February is
Better value through understanding the bottom line: Accounting and Finance

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

Foundation Level	Face to Face Delivery	Data Profession
Practitioner Level	Virtual Delivery	Digital Profession
Lead Level	Mixed Delivery	HR Profession

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APSLEARN

Australian Government

AUSTRALIAN PUBLIC SERVICE ACADEMY

Engagement and Partnerships

Course			Date
Human Centered Design 101			1–3 Mar
Influence, Negotiation and Persuasion for Executive levels			20 Mar
Building Relationships and Engagement			28 Mar
Influence, Negotiation and Persuasion for APS levels			30 Mar

Implementation and Services

Course			Date
Regulatory Practice Essentials			1 Mar
Developing Project Management Expertise			8–9 Mar
Change Management Practitioner			22 Mar – 9 Aug
Procurement Essentials and Contract Management			27 Mar

Leadership and Management

Course			Date
Management in Action			2, 16, 17 Mar
Women in Leadership *			7 Mar
SES Orientation *			15 Mar
Breakthrough Conversations *			16 Mar
Coaching and Developing Others			17, 24, 31 Mar
Strengthening Partnership – SES			17 Mar
Performance Management			27–28 Mar
Managing Remote Teams			29 Mar
Building and Leading High Performing Teams			30 Mar

Integrity

Course			Date
SES Integrity Masterclass Series			3 Mar

Strategy, Policy and Evaluation

Course				Date
Delivering Great Policy – Foundations				2–3 Mar
Workforce Planning Boost – Organisational Culture and Determining Crucial Capabilities	🤝			23 Mar
Crafting Quality New Policy Proposals				23–24 Mar

Working in Government

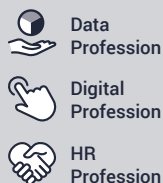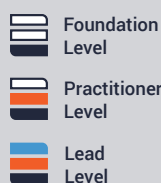| Course			Date
Essential Writing for APS 1–4 levels			1–2 Mar
Working Effectively at the APS 5 level			6–7 Mar
Effective Communication			6–8 Mar
Working Effectively at the EL2 level			8–9 Mar
Grammar and Punctuation			9–10 Mar
Working Effectively at the EL1 level			14 Mar
Working Effectively at the APS 6 level			15 Mar
Essential Writing for APS 5–6 levels			16 Mar
How to Apply for Jobs in the APS			21 Mar
Report Writing in the APS			20–21 Mar
Providing Effective Secretariat Support			22–23 Mar
The Professional Executive Assistant			23–24 Mar
Appearing before Parliamentary Committees			28 Mar
Editing and Proofreading			29 Mar

The theme for APS Academy events in March is
You can't be who you can't see: International Women's Day – Leadership and Management

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

Engagement and Partnerships

Presentation Skills			3 Apr
Engaging in Stakeholders			3–4 Apr

Leadership and Management

SES Band 1 Leadership Development Program *			3, 28 Apr
Strategic Leadership			4–5 Apr
SES Orientation *			26 Apr
Breakthrough Conversations *			27 Apr

Strategy, Policy and Evaluation

Delivering Great Policy – Foundations			6–7 Apr
Strategic Thinking			27–28 Apr
Workforce Planning Boost – Program Management for Workforce Planning			27 Apr

Working in Government

Administrative Decision Making			4 Apr
Briefing and Responding to APS Decision Makers			5 Apr
Working Effectively at the APS 6 level			12–13 Apr
Working Effectively at the EL1 level			17–18 Apr
Essential Writing for APS 5–6 levels			18–19 Apr
Understanding Government			18–19 Apr
Getting that Selection Right			26–27 Apr
Essential Writing for Executive levels			27 Apr

The theme for APS Academy events in April is
Strengthening Standards of Integrity

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

Foundation Level
Practitioner Level
Lead Level

Face to Face Delivery
Virtual Delivery
Mixed Delivery

Data Profession
Digital Profession
HR Profession

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Engagement and Partnerships

Course			Date
Visual Scribing 101 – Basics for Beginners			2 May
Human Centred Design 101			3–5 May
Visual Scribing Deep Dive			12 May
Influence, Negotiation and Persuasion for APS levels			22 May
Influence, Negotiation and Persuasion for Executive levels			23 May
Building Relationships and Engagement			30 May

Implementation and Services

Course			Date
Financial Management and Budgeting			1 May
Finance Essentials			2–3 May
Change Management Foundations			16 May – 15 Jun
Leading Successful Projects			16–17 May
Developing Project Management Expertise			17–18 May
Structuring Work			23–24 May
Dealing with Change			24 May

Integrity

Course			Date
SES Integrity Masterclass Series			1 May

Strategy, Policy and Evaluation

Course				Date
Workforce Planning Startup Program *				11 May – 22 Jun
Producing Quality Cabinet Submissions				18 May
Crafting Quality New Policy Proposals				23 May

Leadership and Management

Course			Date
Conflict Resolution			2 May
Conflict Resolution for Managers			3–4 May
SES Band 1 Leadership Development Program *			5 May
Building and Leading High Performing Teams			9 May
Management in Action			10–12 May
SES Band 2 Leadership Development Program *			15 May
Coaching and Developing Others			15, 22 May
SES Orientation *			17 May
SES Data Leadership			26 May
Strengthening Partnership – SES			26 May
Planning and Managing Change			30–31 May

Working in Government

Course			Date
Minute Taking Skills			2 May
Essential Writing for APS 1–4 levels			9 May
Working Effectively at the APS 5 level			10 May
Editing and Proofreading			10–11 May
Working Effectively at the APS 6 level			11 May
Working Effectively at the EL1 level			15 May
Effective Communication			16–17 May
Providing Effective Secretariat Support			18 May
Essential Writing for APS 5–6 levels			18–19 May
Essential Writing for Executive levels			25–26 May
How to Apply for Jobs in the APS			31 May

The theme for APS Academy events in May is **Unlocking the APS' potential: Continuous Learning**

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

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Engagement and Partnerships

Course			Date
Sketch-noting Meetings and Conferences	📑	👤	2 Jun
Influence, Negotiation and Persuasion for Executive levels	📑	👤	14 Jun
Engaging in Stakeholders	📑	👤	20–21 Jun
Human Centred Design 101	📑	👤	28–30 Jun

Implementation and Services

Course			Date
Procurement Essentials and Contract Management	📑	👤	7 Jun
Regulatory Practice Essentials	📑	👤	7 Jun
Finance Essentials	📑	👤	22 Jun

Leadership and Management

Course			Date
Women in Leadership *	📑	👤	1 Jun
SES Band 2 Leadership Development Program *	📑	📶	5 Jun
Management in Action	📑	👤	6–7, 13–14, 20–21 Jun
Coaching and Developing Others	📑	👤	7, 14, 21 Jun
SES Orientation *	📑	👤	9 Jun
Breakthrough Conversations *	📑	👤	15 Jun
Strategic Leadership	📑	👤	19–20, 26–27 Jun
Performance Management	📑	👤	26–27 Jun
Managing Remote Teams	📑	👤	28 Jun
Working in Teams	📑	👤	29 Jun
SES Band 1 Leadership Development Program *	📑	📶	29 Jun

Strategy, Policy and Evaluation

Course				Date
Strategic Thinking		📑	👤	1 Jun
Delivering Great Policy – Foundations		📑	👤	6–7 Jun
Using Statistics to Make Evidence Based Decisions		📑	👤	22–23 Jun
Workforce Planning Boost – Identifying Critical Job Roles	🤝	📑	👤	27 Jun

Working in Government

Course			Date
Administrative Decision Making	📑	👤	1 Jun
Appearing Before Parliamentary Committees	📑	👤	1–2 Jun
Report Writing in the APS	📑	👤	5 Jun
Briefing and Responding to APS Decision Makers	📑	👤	5–6 Jun
Grammar and Punctuation	📑	👤	6 Jun
The Professional Executive Assistant	📑	👤	7 Jun
Getting that Selection Right	📑	👤	8 Jun
Working Effectively at the APS 6 level	📑	👤	8–9 Jun
Essential Writing for APS 5–6 levels	📑	👤	13 Jun
Editing and Proofreading	📑	👤	15–16 Jun
Working Effectively at the EL1 level	📑	👤	15–16 Jun
Working Effectively at the EL2 level	📑	👤	19 Jun
Understanding Government	📑	👤	19–20 Jun

The theme for APS Academy events in June is
Putting people and business at the centre: Implementation and Services

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

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Engagement and Partnerships

| Influence, Negotiation and Persuasion for APS levels | | | 19 Jul |
| Building Relationships and Engagement | | | 25 Jul |

Implementation and Services

| Developing Project Management Expertise | | | 24–25 Jul |

Integrity

| SES Integrity Masterclass Series | | | 6 Jul |

Leadership and Management

Building and Leading High Performing Teams			20 Jul
SES Band 1 Leadership Development Program *			20 Jul
SES Orientation *			25 Jul
Strengthening Partnership – SES			27 Jul

Strategy, Policy and Evaluation

Strategic Thinking			20–21 Jul
Crafting Quality New Policy Proposals			26–27 Jul
Workforce Planning Boost – Demand and Supply Forecasting			26 Jul

Working in Government

Working Effectively at the APS 6 level			5 Jul
Working Effectively at the APS 5 level			10–11 Jul
Minute Taking Skills			10–11 Jul
Working Effectively at the EL1 level			12 Jul
Essential Writing for APS 1–4 levels			13–14 Jul
Essential Writing for APS 5–6 levels			17–18 Jul
Providing Effective Secretariat Support			17–18 Jul

The theme for APS Academy events in July is
Reconciliation: NAIDOC week – Inclusion focus

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

Foundation Level

Practitioner Level

Lead Level

Face to Face Delivery

Virtual Delivery

Mixed Delivery

Data Profession

Digital Profession

HR Profession

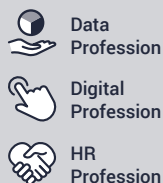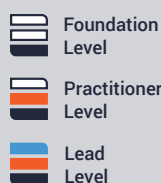* This course is delivered over a period of time. The date listed is the first day of this program.

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Australian Government | **AUSTRALIAN PUBLIC SERVICE ACADEMY**

Engagement and Partnerships

| Course			Date
Human Centred Design 101			16–18 Aug
Influence, Negotiation and Persuasion for Executive levels			21 Aug

Implementation and Services

Course			Date
Finance Essentials			3 Aug
Procurement Essentials and Contract Management			9 Aug
Change Management Foundations			15 Aug – 14 Sep
Structuring Work			30–31 Aug
Regulatory Practice Essentials			TBA

Leadership and Management

Course			Date
Management in Action			2–4 Aug
SES Band 1 Leadership Development Program *			4 Aug
Coaching and Developing Others			8, 15, 22 Aug
SES Orientation *			11 Aug
Breakthrough Conversations *			16 Aug
SES Orientation *			28 Aug
Strategic Leadership			28–29 Aug
Performance Management			30–31 Aug

Strategy, Policy and Evaluation

Course				Date
Producing Quality Cabinet Submissions				8 Aug
Workforce Planning Startup Program *				10 Aug – 21 Sep
Delivering Great Policy – Foundations				16–17 Aug
Workforce Planning Boost – Organisational Design and Job Design				17 Aug

Working in Government

Course			Date
How to Apply for Jobs in the APS			1 Aug
Working Effectively at the APS 6 level			1–2 Aug
Working Effectively at the EL1 level			3–4 Aug
Appearing Before Parliamentary Committees			7 Aug
Effective Communication			7–9 Aug
Briefing and Responding to APS Decision Makers			10 Aug
Essential Writing for Executive levels			10–11 Aug
Essential Writing for APS 5–6 levels			14 Aug
Editing and Proofreading			15 Aug
The Professional Executive Assistant			16–17 Aug
Report Writing in the APS			22–23 Aug
Working Effectively at the EL2 level			23–24 Aug
Providing Effective Secretariat Support			28–29 Aug

The theme for APS Academy events in August is
The APS Skills of the Future

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Practitioner Level	Virtual Delivery	Digital Profession		
Lead Level	Mixed Delivery	HR Profession		

APSLEARN

Engagement and Partnerships

Building Relationships and Engagement			7 Sep
Presentation Skills			13 Sep
Engaging Stakeholders			13–14 Sep
Visual Scribing 101 – Basics for Beginners			19 Sep
Influence, Negotiation and Persuasion for APS levels			21 Sep

Implementation and Services

Leading Successful Projects			18–19 Sep
Developing Project Management Expertise			19–20 Sep
Financial Management and Budgeting			21 Sep

Integrity

SES Integrity Masterclass Series			15 Sep

Leadership and Management

Women in Leadership *			5 Sep
Breakthrough Conversations *			18 Sep
Managing Remote Teams			20 Sep
Strengthening Partnership – SES			22 Sep
Building and Leading High Performing Teams			26 Sep

Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals			6–7 Sep
Strategic Thinking			18 Sep
Workforce Planning Boost – Futuring and Scenario Planning			28 Sep

Working in Government

Understanding Government			4 Sep
Grammar and Punctuation			4–5 Sep
Minute Taking Skills			5 Sep
Administrative Decision Making			5 Sep
Essential Writing for APS 5–6 levels			7–8 Sep
Working Effectively at the APS 5 level			11 Sep
Getting that Selection Right			11–12 Sep
Working Effectively at the APS 6 level			12 Sep
Working Effectively at the EL1 level			13 Sep
Essential Writing for APS 1–4 levels			14 Sep

The theme for APS Academy events in September is
Creating a foundation for success – Government Fundamentals

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

Engagement and Partnerships

Visual Scribing Deep Dive			6 Oct
Influence, Negotiation and Persuasion for Executive levels			10 Oct
Human Centred Design 101			11–13 Oct

Implementation and Services

Procurement Essentials and Contract Management			10 Oct
Finance Essentials			23 Oct
Dealing with Change			30 Oct
Regulatory Practice Essentials			TBA

Leadership and Management

Coaching and Developing Others			9, 16 Oct
SES Orientation *			10 Oct
Conflict Resolution			16 Oct
Conflict Resolution for Managers			17–18 Oct
Strategic Leadership			19–20, 26–27 Oct
Planning and Managing Change			26–27 Oct

Strategy, Policy and Evaluation

Delivering Great Policy – Foundations			2–3 Oct
Using Statistics to Make Evidence Based Decisions			12–13 Oct
Crafting Quality New Policy Proposals			17 Oct
Producing Quality Cabinet Submissions			18 Oct
Workforce Planning Boost – Organisational Culture and Determining Crucial Capabilities	🤝		26 Oct

Working in Government

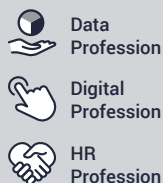|			
Essential Writing for APS 5–6 levels			5 Oct
Essential Writing for Executive levels			9 Oct
Briefing and Responding to APS Decision Makers			9–10 Oct
Working Effectively at the APS 6 level			11–12 Oct
Editing and Proofreading			11–12 Oct
Working Effectively at the EL1 level			18–19 Oct
How to Apply for Jobs in the APS			23 Oct
Effective Communication			24–25 Oct
Report Writing in the APS			30–31 Oct

The theme for APS Academy events in October is
Strengthening Partnerships

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

Engagement and Partnerships

Course			Date
Sketch-noting Meetings and Conferences	📚	👥	2 Nov
Engaging in Stakeholders	📚	👥	9–10 Nov
Human Centred Design 101	📚	👥	27–29 Nov
Building Relationships and Engagement	📚	👤	29 Nov

Implementation and Services

Course			Date
Change Management Foundations	📚	👤	7 Nov – 7 Dec
Developing Project Management Expertise	📚	👤	8–9 Nov
Structuring Work	📚	👤	13–14 Nov
Procurement Essentials and Contract Management	📚	👤	20 Nov
Regulatory Practice Essentials	📚	👤	TBA

Leadership and Management

Course			Date
SES Orientation *	📚	👥	1 Nov
Management in Action	📚	👤	8–9, 15–16, 22–23 Nov
Coaching and Developing Others	📚	👤	14, 21, 28 Nov
Managing Remote Teams	📚	👤	15 Nov
Working in Teams	📚	👤	21 Nov
Building and Leading High Performing Teams	📚	👤	22 Nov
Strengthening Partnership – SES	📚	👥	23 Nov
Performance Management	📚	👥	27–28 Nov

Integrity

Course			Date
SES Integrity Masterclass Series	📚	👥	16 Nov

Strategy, Policy and Evaluation

Course				Date
Delivering Great Policy – Foundations		📚	👤	13–14 Nov
Strategic Thinking		📚	👤	22–23 Nov
Workforce Planning Boost – Program Management for Workforce Planning	🤝	📚	👤	23 Nov

Working in Government

Course			Date
Getting that Selection Right	📚	👥	1 Nov
Minute Taking Skills	📚	👤	1–2 Nov
The Professional Executive Assistant	📚	👥	3 Nov
Working Effectively at the EL1 level	📚	👥	6 Nov
Essential Writing for APS 5–6 levels	📚	👤	6–7 Nov
Understanding Government	📚	👤	6–7 Nov
Providing Effective Secretariat Support	📚	👥	8 Nov
Working Effectively at the EL2 level	📚	👥	8 Nov
Grammar and Punctuation	📚	👤	9–10 Nov
Administrative Decision Making	📚	👤	13 Nov
Essential Writing for Executive levels	📚	👤	14–15 Nov
Working Effectively at the APS 5 level	📚	👤	16–17 Nov
Editing and Proofreading	📚	👥	20 Nov
Working Effectively at the APS 6 level	📚	👤	20–21 Nov
Essential Writing for APS 1–4 levels	📚	👤	23–24 Nov
Appearing Before Parliamentary Committees	📚	👤	29–30 Nov

The theme for APS Academy events in November is **Continuous Learning**

For more details on what is happening visit our news and events page, and if you want to get involved contact APSAcademy@apsc.gov.au

Legend:

- 📚 Foundation Level
- 📚 Practitioner Level
- 📚 Lead Level
- 👥 Face to Face Delivery
- 👤 Virtual Delivery
- 📶 Mixed Delivery
- 📦 Data Profession
- 👆 Digital Profession
- 🤝 HR Profession
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Engagement and Partnerships

Visual Scribing 101 – Basics for Beginners	🗄	👤	4 Dec
Influence, Negotiation and Persuasion	🗄	👥	5 Dec
Influence, Negotiation and Persuasion for Executive levels	🗄	👤	6 Dec

Leadership and Management

Strategic Leadership	▬	👥	6–7 Dec

Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals	▬	👤	4–5 Dec

Working in Government

Working Effectively at the EL1 level	▬	👤	4–5 Dec
Briefing and Responding to APS Decision Makers	▬	👤	6–7 Dec
Essential Writing for APS 5–6 levels	🗄	👤	6–7 Dec

The theme for APS Academy events in December is
End of year wrap up

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▬ Foundation Level	👥 Face to Face Delivery	Data Profession	* This course is delivered over a period of time. The date listed is the first day of this program.
▬ Practitioner Level	🧑 Virtual Delivery	Digital Profession	
▬ Lead Level	📶 Mixed Delivery	HR Profession	

Updated: 20/12/2022