



#### What's on in July 2025

#### **APS People**

Editing and Proofreading	2
Essential Writing for APS 5-6 Levels	
Essential Writing for Executive Levels	<u>*</u> 2
Working Effectively at the APS 6 Level	2
Working Effectively at the EL 1 Level	2

#### Leadership and Management

Building and Leading High Performing Teams	<u>*</u> 2
Conflict Resolution for Managers	2
SES Band 1 Leadership Program	<u>*</u> &
SES Orientation Program	<u>*</u> &
Strategic Leadership	2

#### Implementation and Services

Achieving Value for Money	8.	
Broader Economic Benefits	8,	
Contract Management in Practice	8,	
CPR Exemptions and Conditions for Limited Tender	8,	
Developing Project Management Expertise		<u></u>
Industry Engagement and Market Research	8,	
Procurement and Contract Management Basics	8,	
Procurement and Contract Management Basics	8,	
Procurement in Practice	8,	
Procurement-connected Policies	8.	
Probity and Integrity in Procurement	8,	
Procurement for SES Delegates	8.	
Writing and Evaluating Tender Criteria	8.	

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals		2
Delivering Great Policy Foundations		2
Producing Quality Cabinet Submissions		<u>*</u> °
Strategic Thinking		2
Workforce Planning Boost - Organisational Design and Job Design		2

#### Working in Government

Appearing before Parliamentary Committees	=	<u>*</u>
APS Unlocked		2
Providing Effective Secretariat Support		2
The Professional Executive Assistant		2

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Practitioner Level



























#### What's on in August 2025

### **APS** People

Effective Communication	<u>*</u>
Essential Writing for APS 5-6 Levels	
Essential Writing for Executive Levels	<u>*</u> °
Working Effectively at the APS 5 Level	2
Working Effectively at the APS 6 Level	<u>*</u> 2
Working Effectively at the EL 1 Level	<u>*</u> 2
Working Effectively at the EL 2 Level	<u>*</u> 2

#### **Engagement and Partnerships**

Influence, Negotiation and Persuasion - APS		2
Influence, Negotiation and Persuasion - EL		2
Managing Remote and Hybrid Teams		2
Pacific Engagement microcredential: Building long-term relationships through cultural capability	8.	

#### Implementation and Services

Achieving Value for Money	8,	
Broader Economic Benefits	8	
Change 101: Introduction to Organisation	8	2
Change Management	8	2
Contract Management in Practice	8.	
CPR Exemptions and Conditions for Limited Tender	8.	
Dealing with Change - Hobart		*
Executives: The Role of a Change Sponsor	8	2
Industry Engagement and Market Research	8	
Managers: Leading Your Team through Change	8	2
Probity and Integrity in Procurement	8.	

Procurement and Contract Management Basics	8	
Procurement in Practice	8	
Procurement-connected Policies	8,	
Procurement for SES Delegates	8,	
Staff: Your Role in Change	8,	2
Writing and Evaluating Tender Criteria	8,	

#### Integrity

SES Integrity Masterclass

#### Leadership and Management

Building and Leading High Performing Teams	2
Coaching and Developing Others	2
Empowering Conversations - EL2s	<u></u>
SES Band 1 Leadership Program	<u>*</u> @
Strategic Leadership	<u>*</u> 2

#### Strategy, Policy and Evaluation

Delivering Great Policy Foundations		<u>*</u> &
Workforce Planning Boost - Demand and Supply Forecast	<del>K</del>	2
Workforce Planning Boost - Identifying Critical Job Roles		2

#### Working in Government

Administrative Decision Making		2
Briefing and Responding to APS Decision Makers - Brisbane and Hobart		*
Providing Effective Secretariat Support		<u>*</u> °
The Professional Executive Assistant		<u>*</u> °
Workforce Planning Start up Program		2

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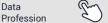








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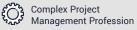
















#### What's on in September 2025

#### **APS** People <u></u> Editing and Proofreading Essential Writing for APS 1-4 Levels 2 Essential Writing for APS 5-6 Levels \* Essential Writing for Executive Levels 2 Getting that Selection Right 0 How to Apply for Jobs in the APS - APS Level 0 Report Writing in the APS Working Effectively at the APS 6 Level Working Effectively at the EL 1 Level

Probity and Integrity in Procurement	8	
Procurement and Contract Management Basics	8	
Procurement in Practice	8.	
Procurement-connected Policies	8	
Procurement for SES Delegates	8,	
Writing and Evaluating Tender Criteria	8	

#### Leadership and Management

Building and Leading High Performing Teams	<u>*</u>
SES Orientation Program	<u>*</u> °

#### **Engagement and Partnerships**

Building Relationships and Engagement	2
Engaging Stakeholders	2
Presentation Skills	2

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals		<u>*</u>
Delivering Great Policy Foundations		2
Producing Quality Cabinet Submissions		<b>\$</b> 2
Strategic Thinking		<b>\$</b> 2
Workforce Planning Boost - Organisational Culture and Determining Crucial Capabilities		2

#### Implementation and Services

Achieving Value for Money	8.	
Broader Economic Benefits	8.	
Change Management	8	2
Contract Management in Practice	8	
CPR Exemptions and Conditions for Limited Tender	8.	
Industry Engagement and Market Research	8.	

#### Working in Government

Appearing before Parliamentary Committees	2
APS Unlocked	2
Briefing and Responding to APS Decision Makers	2
Understanding Government	<u>*</u> 2

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#### What's on in October 2025

#### **APS People**

Essential Writing for APS 5-6 Levels	
Essential Writing for Executive Levels	2
Working Effectively at the APS 5 Level	<u>*</u> 2
Working Effectively at the APS 6 Level	<u>*</u> 2
Working Effectively at the EL 1 Level	<u>*</u> 2
Working Effectively at the EL 2 Level	2

#### Implementation and Services

implementation and Services		
Achieving Value for Money	8	
Broader Economic Benefits	8,	
Change 101: Introduction to Organisation	8,	2
Change Management	8,	2
Contract Management in Practice	8,	
CPR Exemptions and Conditions for Limited Tender	8,	
Dealing with Change		2
Developing Project Management Expertise		2
Industry Engagement and Market Research	8,	
Managers: Leading Your Team through Change	8.	2
Probity and Integrity in Procurement	8.	
Procurement and Contract Management Basics	8	
Procurement in Practice	8,	
Procurement-connected Policies	8,	
Procurement for SES Delegates	8.	
Staff: Your Role in Change	8,	2
Writing and Evaluating Tender Criteria	8.	

#### Integrity

SES Integrity Masterclass		<u>*</u> ©
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#### **Engagement and Partnerships**

Influence, Negotiation and Persuasion - EL

#### Leadership and Management

Conflict Resolution for Employees	2
Management in Action	2
Managing Remote and Hybrid Teams	2
SES Orientation Program	*
Strategic Leadership	2

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals		2
Delivering Great Policy Foundations		<u>*</u>
Workforce Planning Start up Program		2

#### Working in Government

Administrative Decision Making	*
Briefing and Responding to APS Decision Makers	<u>*</u> °
Providing Effective Secretariat Support	2
The Professional Executive Assistant	2

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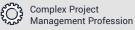
















#### What's on in November 2025

# APS People Effective Communication Effective Communication - Melbourne Essential Writing for APS 1-4 Levels Essential Writing for APS 5-6 Levels Essential Writing for Executive Levels Report Writing in the APS Working Effectively at the APS 6 Level

#### **Engagement and Partnerships**

Building Relationships and Engagement	<u>*</u> 2
Influence, Negotiation and Persuasion - APS	<u>*</u> 2

#### Implementation and Services

8.	
8.	
8.	2
8.	
8	
	<u>*</u> 2
8	
	<u>*</u> 8
8,	
8.	

Procurement and Contract Management Basics	8.	
Procurement in Practice	8,	
Procurement-connected Policies	8,	
Writing and Evaluating Tender Criteria	8,	

#### Integrity

SES Integrity Masterclass

#### Leadership and Management

Building and Leading High Performing Teams	2
Coaching and Developing Others	<u>*</u> 2
Planning and Managing Change	2
SES Orientation Program	<u>*</u> e

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals		<u>*</u>
Producing Quality Cabinet Submissions		*
Strategic Thinking		2
Workforce Planning Boost - Workforce Planning Implementation		2

#### Working in Government

Appearing before Parliamentary Committees	<u>*</u> °
APS Unlocked	2
Understanding Government	2

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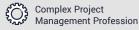
















#### What's on in **December 2025**

#### **APS People**

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

#### Implementation and Services

Achieving Value for Money	8,	
Broader Economic Benefits	8	
Contract Management in Practice	8	
CPR Exemptions and Conditions for Limited Tender	8	
Industry Engagement and Market Research	8	
Probity and Integrity in Procurement	8	
Procurement for SES Delegates	8,	
Procurement and Contract Management Basics	8,	
Procurement in Practice	8,	
Procurement-connected Policies	8,	
Writing and Evaluating Tender Criteria	8,	

#### Leadership and Management

Strategic Leadership

Working in Government

Briefing and Responding to APS Decision Makers

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#### What's on in February 2026

#### **APS People**

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

#### Implementation and Services

Change 101: Introduction to Organisation	8,	2
Change Management	8,	2
Executives: The Role of a Change Sponsor	8,	2
Managers: Leading Your Team through Change	8	2
Staff: Your Role in Change	8,	2

#### Leadership and Management

Building and Leading High Performing Teams	2
Strategic Leadership	2

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals		2
Delivering Great Policy Foundations		2
Strategic Thinking		2
Workforce Planning Start up Program		2

#### Working in Government

Appearing before Parliamentary Committees	=	2
Providing Effective Secretariat Support		2
The Professional Executive Assistant		2

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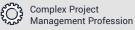


















#### What's on in March 2026

#### **APS** People

Editing and Proofreading	2
Essential Writing for APS 1-4 Levels	2
Essential Writing for APS 5-6 Levels	2
Essential Writing for Executive Levels	2
Report Writing in the APS	2
Working Effectively at the APS 5 Level	2
Working Effectively at the APS 6 Level	
Working Effectively at the EL 1 Level	
Working Effectively at the EL 2 Level	2

#### Implementation and Services

Change Management	8.	2
Developing Project Management Expertise		2

#### Integrity

SES Integrity Masterclass	2

#### **Engagement and Partnerships**

Building Relationships and Engagement	2
Building Relationships and Engagement - Adelaide	<u>*</u>
Influence, Negotiation and Persuasion - APS	2
Influence, Negotiation and Persuasion - EL	2

#### Leadership and Management

Building and Leading High Performing Teams	2
Building and Leading High Performing Teams - Adelaide	<u>*</u> 2
Conflict Resolution for Managers	2
Managing Remote and Hybrid Teams	2

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals		<u>*</u> &
Workforce Planning Boost - Identifying Critical Job Roles	Fine State	2

#### Working in Government

Administrative Decision Making	2
APS Unlocked	2
Briefing and Responding to APS Decision Makers	2
Providing Effective Secretariat Support	<u>*</u> 2

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#### What's on in April 2026

#### **APS People**

Essential Writing for APS 5-6 Levels	<u>*</u>
Essential Writing for Executive Levels	<u>*</u> &
How to Apply for Jobs in the APS - APS Level	2
Working Effectively at the APS 6 Level	<u>*</u> &
Working Effectively at the EL 1 Level	

#### Implementation and Services

Change 101: Introduction to Organisation	8	2
Change Management	8	2
Leading Successful Projects		2
Managers: Leading Your Team through Change	8	2
Staff: Your Role in Change	8.	2

#### **Engagement and Partnerships**

Presentation Skills	2

#### Leadership and Management

Coaching and Developing Others	2
Strategic Leadership	<u>*</u>

#### Strategy, Policy and Evaluation

Delivering Great Policy Foundations	2
Producing Quality Cabinet Submissions	<u>*</u> ©
Strategic Thinking	2

#### Working in Government

Appearing before Parliamentary Committees	<u>*</u> &
APS Unlocked	2
Briefing and Responding to APS Decision Makers	<u>*</u> °
Understanding Government	2

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#### What's on in May 2026

#### **APS People**

Editing and Proofreading	<u>*</u>
Effective Communication	2
Essential Writing for APS 1-4 Levels	<u>*</u>
Essential Writing for APS 5-6 Levels	2
Essential Writing for Executive Levels	<u>*</u>
Providing Effective Secretariat Support	2
Working Effectively at the APS 5 Level	<u>*</u>
Working Effectively at the APS 6 Level	2
Working Effectively at the EL 1 Level	<u>*</u>
Working Effectively at the EL 2 Level	<u>*</u> 2

#### Implementation and Services

<u>'</u>		
Change Management	8.	2
Dealing with Change		2
Developing Project Management Expertise		<u>*</u>
Integrity		

#### **Engagement and Partnerships**

SES Integrity Masterclass

Building Relationships and Engagement	<u>*</u> 2
Influence, Negotiation and Persuasion - EL	<u>*</u> %

#### Leadership and Management

Building and Leading High Performing Teams	<u>*</u>
Management in Action	2
Managing Remote and Hybrid Teams	2
Strategic Leadership	2

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals		2
Delivering Great Policy Foundations		<u>*</u> %
Workforce Planning Boost - Futuring and Scenario Planning		2
Workforce Planning Boost - Organisational Design and Job Design	<b>F</b>	2
Workforce Planning Start up Program		2

#### Working in Government

Administrative Decision Making		<b>≗</b> 0
	_	
APS Unlocked		2
Briefing and Responding to APS Decision Makers		2
The Professional Executive Assistant		2

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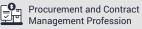


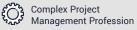
















#### What's on in June 2026

#### **APS People**

Essential Writing for APS 5-6 Levels	<u>*</u>
Essential Writing for Executive Levels	2
Getting that Selection Right	2
Report Writing in the APS	2
Working Effectively at the APS 6 Level	<u>*</u> 2
Working Effectively at the EL 1 Level	2

#### Implementation and Services

Change 101: Introduction to Organisation	8.	2
Change Management	8,	2
Developing Project Management Expertise		2
Executives: The Role of a Change Sponsor	8,	2
Leading Successful Projects		2
Managers: Leading Your Team through Change	8,	2
Staff: Your Role in Change	8,	2

#### Integrity

SES Integrity Masterclass	2

#### **Engagement and Partnerships**

Engaging Stakeholders	2
Influence, Negotiation and Persuasion - APS	<u>*</u> 8
Influence, Negotiation and Persuasion - EL	2

#### Leadership and Management

Building and Leading High Performing Teams	2
Coaching and Developing Others	<u>*</u> &
Conflict Resolution for Employees	2
Planning and Managing Change	2
Strategic Leadership	<u>*</u> 8

#### Strategy, Policy and Evaluation

Crafting Quality New Policy Proposals	<u>*</u> 2
Delivering Great Policy Foundations	2
Producing Quality Cabinet Submissions	<u>*</u> 2
Strategic Thinking	<u></u>

#### Working in Government

Appearing before Parliamentary Committees	2
Briefing and Responding to APS Decision Makers	<u>*</u> °
The Professional Executive Assistant	<u>*</u> &
Understanding Government	2

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#### Other Courses

#### **APS** People

Crafting Inclusive Policy for Gender Equality,
University of New South Wales. Enquire for more detail

#### Implementation and Services

Evaluating Regulatory Systems microcredential, University of Melbourne. Enquire for more detail

Strategy, Policy and Evaluation

Beyond the Horizon: Strategic Foresight Tools,
University of New South Wales. Enquire for more detail

Pacific Engagement microcredential: Building long-term relationships through cultural capability, Flinders University.
Enquire for more detail

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