

# EL1 & EL2 HIGH PERFORMANCE & LEADERSHIP WORKSHOP

ENHANCE ESSENTIAL SKILLS TO EXCEL  
IN EL1 & EL2 LEVEL ROLES & BEYOND



27 - 28  
JULY 2021  
CANBERRA

## EXPLORE

- ▶ Demonstrate the leadership & accountability to achieve high performance
- ▶ Apply Emotional Intelligence (EI) to shape strategic outcomes
- ▶ Set & lead strategic directions across the organisation
- ▶ Deliver efficient & effective service design & delivery

## EXPERT FACILITATOR



Kevin Riley  
Managing Director  
Capital Training College

BOOK  
BEFORE  
3 JUNE,  
SAVE  
**\$300**

## CONTACT US

Call +61 2 8239 9711  
Priority Code - I



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## ABOUT THE EVENT

As we continue to navigate our way through these unprecedented times, shifts, and transformations occurring nationally and internationally are having a dramatic effect on the Public Sector. Although the future is still uncertain, it is critical that businesses and organisations find their new 'business-as-usual' and invest in the development of their teams and people if they wish to thrive in this new world of work. Responsive and adaptable leadership is critical when navigating this change successfully. Leaders who are responsible for this must be strategic, influential, and take responsibility for highly complex projects. This is particularly true for those in EL1 & EL2 roles.

Aimed at EL1 & EL2 level officers and management, this two-day workshop will deliver the essential toolkit for leading successfully in the Australian Public Sector. It will provide you with the chance to hone your current leadership skill set, as well as acquire new ones for taking the next step in your career. Delve into the increasing complexities of stakeholder management, building autonomy in your team, and becoming a key influencer and decision-maker.

## WHAT OUR DELEGATES ARE SAYING



“ 2-days were packed full of insight with a lot of takeaways that can be applied in a practical environment. There was room for discussion and sharing of experiences. A highly valuable workshop that was presented with a lot of relevance to the Public Sector. Thank You! ”



## DAY ONE

### Foundations of authentic leadership

- ▶ Expectations and values of an EL leader
- ▶ Leadership in the time of a VUCA world
- ▶ Understand the shift in focus from technical management to authentic leadership
- ▶ Understand your strengths and value as a leader

### Emotional Intelligence (EI)

- ▶ Utilise EI to motivate and influence your team
- ▶ Harness EI to focus attention
- ▶ Utilise heightened EI to make effective strategic decisions
- ▶ Override emotional responses to stressful situations

### Evolve into the strategic decision-maker

- ▶ The shift from micro to macro leadership
- ▶ Tools to sharpen your political nous in a changing environment
- ▶ Manage conflicting priorities and competing demands
- ▶ Develop your strategy execution toolkit

### Build high performance teams

- ▶ Cultivate your team to take ownership of their success
- ▶ Build reliability and accountability in your team
- ▶ Adaptable leadership strategies for managing different people
- ▶ Providing and receiving feedback - the good, the bad and the ugly

## WORKSHOP SCHEDULE

- 8.30 - 9.00 Registration
- 9.00 - 10.40 Session One
- 10.40 - 11.00 Morning Tea
- 11.00 - 12.30 Session Two
- 12.30 - 1.30 Lunch
- 1.30 - 3.00 Session Three
- 3.00 - 3.20 Afternoon Tea
- 3.20 - 4.30 Session Four
- 4.30 Close of Workshop

## DAY TWO

### Stakeholder management and engagement

- ▶ Engage and manage stakeholder expectations during change
- ▶ Represent and influence on behalf of your agency with authority
- ▶ Engage and manage sensitive issues under pressure
- ▶ Harness and resolve conflict to create choices and resolution

### Build resilience and a positive risk culture

- ▶ Acting vs reacting to unexpected developments
- ▶ Harness opportunities and respond to identified and emerging risks
- ▶ Make crucial judgements under pressure
- ▶ Communicate risk management plans with your teams and senior executives

### Align your team with organisational expectations

- ▶ Strategies to apply best practice approaches to implementation planning
- ▶ Implement strategic initiatives throughout the branch
- ▶ Communicating 'proper use' to your team and others
- ▶ Apply accountable authority instructions and delegations

### Apply your learning in the workplace

- ▶ On-the-Job Guide
- ▶ Your career action plan
- ▶ Prepare yourself to take the next steps
- ▶ Identifying your future leadership opportunities

**BOOK  
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SAVE  
\$300**

## WHO WILL ATTEND?

Aspiring, emerging and existing leaders across all disciplines and departments throughout the Australian Public Sector, including:

- ▶ EL1 & EL2
- ▶ Directors
- ▶ Assistant Directors
- ▶ Chief Officers
- ▶ Deputy Commissioners
- ▶ Specialists
- ▶ Senior Officers
- ▶ Senior Advisors

## YOUR FACILITATOR

Kevin Riley has more than 30 years of experience in financial and performance management and budgeting. This includes working with Treasury and Finance departments in the Commonwealth and across all Territory and State jurisdictions.

Kevin and the Capital Training College team have more than 20 years of experience in designing and facilitating learning and development programs focused on building work teams' financial and risk management performance measurement and improvement skills and capabilities.

Kevin will draw upon his public sector experience to assist you to enhance your skills in strategic and operational planning, costing, budgeting and forecasting, analysis and evaluation and performance reporting. Kevin's experience also includes financial management consulting and assurance experience with PricewaterhouseCoopers (PwC) from 1983 to 1996. Kevin is a Fellow with both Chartered Accountants Australia and New Zealand and CPA Australia. He is also a Qualified Accountant with the Chartered Institute of Public Finance and Accountancy (UK).

Kevin is the National Treasurer and National Councillor for the Institute of Public Administration Australia.



**Kevin Riley**  
Managing Director  
Capital Training College

# EL1 & EL2 High Performance & Leadership Workshop

27 - 28 July 2021

Canberra

# Booking Form

Event Reference: APEL0721A - C2

Priority Code: I

## Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone

## Delegate Information

#	Title	Full Name or TBA	Position	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Your Investment

Options (per person)	Early Bird Rate	Standard Rate
Qty	Register and pay by 3 June	
Workshop	\$2995 + GST = (\$3294.50)	\$3295 + GST = (\$3624.50)
Discounted off standard rates :	<b>Save up to \$300</b>	All Prices listed in Australian Dollars

TOTAL incl GST

Group Discounts Available:	10% off Standard Rate	15% off Standard Rate	17% off Standard Rate	20% off Standard Rate
	Team of 3 - 4	Team of 5 - 7	Team of 8 - 9	Team of 10+

**Conditions:** Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.

**Note:** Course materials included. Registration Options are per person only.

## Payment Details

Payment is required prior to attending this event

- Credit Card
  - Cheque (payable to Liquid Learning Group Pty Ltd)
  - Electronic Funds Transfer
  - Please invoice me:
- Purchase Order No. #

**Credit Card Details - Please charge my credit card for this registration:**

Card Type  Visa  MasterCard  American Express

**Note: 2% surcharge applies to American Express payments**

Card Number             Expiry  /

CVV    Full Name as on card

Cardholder's Contact Number

Signature

X

**Electronic Funds Transfer (EFT)**

Please transfer funds directly to:  
Westpac Account Name: Liquid Learning Group Pty Ltd  
BSB: 032 002  
Account No: 407 273  
SWIFT Code: WPCA228

Amount

Please quote ref APEL0721A - C2 and registrant name

## Authority

Authorising Manager's Details: This registration is invalid without a signature

Name Position Phone  
Email Signature Date

Email this form to: [registration@liquidlearning.com.au](mailto:registration@liquidlearning.com.au) or Call us on: +61 2 8239 9711

**Registration Policy** If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by Liquid Learning Group Pty Ltd. A 10% service fee may apply. By confirming your registration you commit to pay the registration investment in full. Should you wish to cancel your registration, please notify us in writing as soon as possible and a credit note will be issued valid for use towards any future event held by Liquid Learning Group Pty Ltd in the twelve months following the date of issuance. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of \$400 plus GST. Liquid Learning Group Pty Ltd does not provide refunds for cancellation. If your invoice is yet to be paid and you wish to cancel, payment must be processed and a credit note will be issued following receipt. The prices above are based on one person per registration. It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. A fee will apply. Please call us for details.

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