

EL1 & EL2 HIGH PERFORMANCE & LEADERSHIP WORKSHOP

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



27 - 28
SEPTEMBER

ONLINE DELIVERY

EXPLORE

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

EXPERT FACILITATOR



Kevin Riley
Managing Director
Capital Training College

BOOK
BEFORE
13 JULY,
SAVE
\$700



VIRTUAL EVENT

Attend from anywhere!

CONTACT US

Call +61 2 8239 9711
Priority Code - I



LIQUIDLEARNING
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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.

TRAINING DELIVERY AND PRE-COURSE QUESTIONNAIRE

This workshop will be delivered using a three tiered approach. The structure of each session is as follows:

1. Technical overview and review of research into the topic area under discussion
2. Practical application of management principles in the review of case studies, worked examples and interactive exercises
3. Discussion of outcomes and implementation issues

Workshop participants will have the opportunity to include comments and questions about issues outlined in the program by way of a pre-course questionnaire. This feedback will enable the course facilitator to adjust content accordingly. The workshop has limited places to allow for customisation, greater interactivity and for individual concerns to be addressed.

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 Sign in
- 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 management

- ▶ 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

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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 September 2021

Online Delivery

Booking Form

Event Reference: APEL0921A - O

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

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

Your Investment

Options (per person)	Rapid Action Rate Register and pay by 13 July	Value Plus Rate Register and pay by 27 July	Super Saver Rate Register and pay by 10 August	Early Bird Rate Register and pay by 31 August	Standard Rate
Qty Workshop	\$1995 + GST = (\$2194.50)	\$2195 + GST = (\$2414.50)	\$2395 + GST = (\$2634.50)	\$2495 + GST = (\$2744.50)	\$2695 + GST = (\$2964.50)
Discounted off standard rates :	Save up to \$700	Save up to \$500	Save up to \$300	Save up to \$200	All Prices listed in Australian Dollars

Group Discounts Available:	10% off Standard Rate Team of 3 - 4	15% off Standard Rate Team of 5 - 7	20% off Standard Rate Team of 8 - 9	25% off Standard Rate Team of 10+
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TOTAL incl GST

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: WPAUCAU2S

Amount

Please quote ref APEL0921A - O 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 or Call us on: +61 2 8239 9711

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