

APS 4 ESSENTIAL SKILLS WORKSHOP

YOUR LEADERSHIP JOURNEY
STARTS HERE



21 - 22
SEPTEMBER

ONLINE DELIVERY

EXPLORE

- ▶ Skills & capabilities of a confident & successful Public Sector professional
- ▶ Flexible thinking practices for effective decision making
- ▶ Effective change management principles & practices
- ▶ Career planning & pathways in APS roles

EXPERT FACILITATOR



Mark Butz
Principal
Futures by Design

ONLINE DELIVERY



This event will be delivered live with the assistance of Video Streaming technology to allow delegates and speakers to participate and interact from their office, their home or wherever they may be.

START YOUR LEADERSHIP JOURNEY!

Call +61 2 8239 9711 Priority Code - I



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ABOUT THE EVENT

New strategic directions and ongoing change in the Australian Public Service brings a greater need for more effective and efficient performance from professionals across all levels. This is never more true than at the APS 4 banded level, the foundation of excellence for Government, but also the critical first step on the road to leadership.

This two-day workshop has been designed for APS 4 level officers to advance essential skills and explore the capabilities to thrive today, and lead tomorrow. Across two hands-on, intensive days, you will delve into practical strategies to operate autonomously and exhibit greater awareness of agency goals, while learning to influence others, understand change management principles, and apply flexible thinking to problem solve and make effective decisions.

Register today for this unique professional development opportunity for high performing APS 4's, enabling you to perform at your peak, and position yourself for advancement in the Australian Public Service.

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

Establish your personal and professional values

- ▶ Assess the skills, capabilities and attributes of an effective leader
- ▶ Establish your core values at the heart of your professional band
- ▶ Learn to demonstrate your value to the organisation
- ▶ Become a reflective practitioner and lifelong learner

Coaching, supervising and managing relationships - the importance of Emotional Intelligence (EQ)

- ▶ Understand the impact of EQ on your performance
- ▶ Use authenticity, acceptance and empathy to build trust
- ▶ Create and sustain relationships at all levels in the organisation
- ▶ Identify opportunities to develop your EQ and the EQ of others

Increase accountability and positively influence others

- ▶ Enhance team cohesion, engagement and motivation
- ▶ Make a business case - provide sound advice and recommendations
- ▶ Study conflict resolution techniques and models
- ▶ Build team capacity through performance feedback and coaching

Harness the ability to problem solve and make effective decisions

- ▶ Use flexible thinking styles to find solutions
- ▶ Re-frame your thinking to solve problems
- ▶ Trust your experience to develop robust decision-making processes
- ▶ Balance independent and group decision-making efforts

DAY TWO

Understand change management principles

- ▶ Develop new styles for managing transformation and change
- ▶ Improve situational awareness and solution finding
- ▶ Support stakeholders and teams through changes
- ▶ Learn to set measurable goals and communicate expectations clearly

Improve stakeholder management for career success

- ▶ Expand influence and better understand stakeholder interests and needs
- ▶ Resolve complex enquiries and competing viewpoints
- ▶ Strengthen your negotiation skills
- ▶ Form and maintain stronger stakeholder relationships

Develop resilience in times of uncertainty

- ▶ Support others through challenging times
- ▶ Grow strong internal and external networks for advice
- ▶ Develop strength through diversity of thought
- ▶ Invest in self-care - Maintain your emotional and physical wellbeing

Key approaches to grow trust, credibility and build confidence in your abilities

- ▶ Trust models - learn to generate trust the quick and slow method
- ▶ Be courageous - trust yourself to perform
- ▶ Embrace flexibility on the road to success
- ▶ Commit to a conscious development path



WE ARE GOING VIRTUAL!

Events will be delivered live with the assistance of Video Streaming technology to allow delegates and speakers to participate and interact from their office, their home or wherever they may be. Some events may include both in person and remote access elements depending on the situation. Information regarding these arrangements will be sent to affected delegates and speakers directly.

WHO WILL ATTEND?

APS 4 banded level roles across all disciplines & departments throughout the Public Sector, including:

- ▶ APS 4
- ▶ Officers
- ▶ Advisors
- ▶ Analysts / Specialists
- ▶ Coordinators
- ▶ Executive Support & Office Administration

YOUR FACILITATOR

Mark's diverse work experience includes more than 26 years in senior positions in government agencies, complemented by voluntary participation in community sector governance, and since 2002 working as a consultant, facilitator, trainer, coach and writer. He has particular interest and expertise in building connection and bridging gaps of understanding. He has found this to be fundamental to unlocking the potential of teamwork and collaboration, and to averting detrimental aspects of conflicts in values, styles, and ways of thinking.

He is a member of the International Association of Facilitators, Australasian Facilitators Network, Institute for Learning Professionals and Environment Institute of Australia & NZ. He has been training others in communication, facilitation, leadership, and conflict transformation for more than 20 years, across all States and Territories of Australia, and in New Zealand, India and Nauru. His work draws on principles learned as a practitioner of tai chi and mindfulness meditation, and from deep personal interest in ecology, social history and mythology.



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Principal
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APS 4 Essential Skills Workshop

21 - 22 September 2020

Online Delivery

Booking Form

Event Reference: APET0920A - 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
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Your Investment

Options (per person)	Rapid Action Rate Register and pay by 1 July	Value Plus Rate Register and pay by 15 July	Super Saver Rate Register and pay by 5 August	Early Bird Rate Register and pay by 26 August	Standard Rate
Qty _____ Workshop	\$1795 + GST = (\$1974.50)	\$1895 + GST = (\$2084.50)	\$1995 + GST = (\$2194.50)	\$2095 + GST = (\$2304.50)	\$2195 + GST = (\$2414.50)
Discounted off standard rates :	Save up to \$400	Save up to \$300	Save up to \$200	Save up to \$100	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+

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: WPACAU2S

Amount

Please quote ref APET0920A - O and registrant name

Authority

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

Name _____ Position _____ Phone _____

Email _____ Signature _____ Date _____

X

Email this form to: 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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