

PUBLIC SECTOR APS6 TO EL1: MANAGEMENT ESSENTIALS WORKSHOP

ESSENTIAL LEADERSHIP SKILLS TO
STRENGTHEN THE CONNECTIONS
BETWEEN STRATEGY & RESULTS



7 - 8
APRIL 2020

ONLINE DELIVERY

EXPLORE

- ▶ Address changing expectations facing management
- ▶ Translate strategic direction into definable outcomes
- ▶ Define & action efficiency gain in your team
- ▶ Align & incorporate your values into leadership vision
- ▶ Deliver to corporate outcomes
- ▶ Manage KPIs, set expectations & monitor outcomes
- ▶ Hit targets within set time & budget constraints
- ▶ Communicate across management & executive levels
- ▶ Understand the attributes of an authentic leader that inspires accountability
- ▶ Contribute to strategic planning & successfully implement operational strategies
- ▶ Proactively manage conflict, controversies & sensitivities to deliver outcomes
- ▶ Implement innovation & long-term efficiency gain

EXPERT FACILITATOR



Liz Tilley
Leadership Coach
Liz Tilley Coaching



START YOUR LEADERSHIP JOURNEY!

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ABOUT THE EVENT

With a heightened focus on performance and results in the Australian Public Service, more is expected from emerging leaders in the APS6 to EL1 bands who often sit at the intersection of operations and strategy. In a turbulent operating environment that's characterised by instability, moving goalposts and change, many managers struggle to implement strategy and effectively 'manage for results.'

As an emerging leader, you must effectively bridge the gap between planning and action. You are also responsible for galvanising your teams to execute and implement a strategy. The 2015-16 APC State of the Service Review highlights APS employee engagement at just 45%, compared to the private sector at 72%. At the same time, while 89% of staff are experiencing change, only 47% are satisfied with how that change was communicated. As emerging leaders, you sit at the heart of this opportunity for efficiency gain.

This hands-on program is designed to give you the latest tools, techniques and practical frameworks to successfully manage for better results in today's fast-changing world. The program will connect theory with practice and over the course of the training, you will build a personal action plan to apply when you return to work.

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

MANAGING YOURSELF FOR RESULTS

Redefine your success - New competencies and capabilities

- ▶ Strategies to effectively step up and build your leadership skills beyond technical competency
- ▶ How to stay grounded while taking on greater leadership challenges
- ▶ What it means to be an 'agile' and 'authentic' leader

Expand your Emotional Intelligence (EQ)

- ▶ Evaluate your EQ level and identify opportunities for further growth
- ▶ Understand your EQ and its impact on personal and team performance
- ▶ Using the 'Third Space' to maximise your impact and effectiveness

MANAGING YOUR TEAM FOR RESULTS

Communicate with confidence and power to drive performance

- ▶ Identify your own communication style and learn how to work with differing communication styles
- ▶ Enable collaborative decision making in your team
- ▶ Harness the potential and performance to develop others

Streamline your decision making process

- ▶ Identify your goals and become an outcomes-oriented leader
- ▶ How to intervene when performance targets are off track
- ▶ Provide high direction and high support



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.

DAY TWO

MANAGING UP FOR RESULTS

Managing up - Improve your influencing skills

- ▶ Understand the interest and influence of Senior Executives
- ▶ Communicate to all stages of the 'change curve'
- ▶ Effectively code-switch to influence and achieve buy-in from senior leaders

Predict your critical path - Projecting future outcomes

- ▶ Anticipate and establish priorities
- ▶ Strategic advice, problem solving and issues management
- ▶ Achieve outcomes by proactively managing conflict, controversy and sensitivities

TURNING INSIGHT INTO ACTION

Leading for results

- ▶ Enrich your learning experience through practical group discussion
- ▶ Brainstorm issues and strategies to address challenges
- ▶ Reality check! The bottom line on implementation

Create your personal plan to lead for results

- ▶ Individual reflection and planning to take the next step
- ▶ Identify and tackle strategy execution challenges
- ▶ Develop a focussed, yet flexible, strategy to guide your leadership development

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YOUR FACILITATOR

Liz Tilley is The Coach for Women Who Want to Change the World. She is an executive, and conflict management coach, mentor, facilitator and speaker. Her passion is helping women unlock the secrets to leading with more confidence and authority, leading in every cell of their being. Liz's toolkit includes helping clients tap into the superpower of non-verbal communication to change how others perceive them, and how they see themselves. She brings over 25 years' experience in communications across the corporate sector, state and federal governments and non-for-profits to her work.



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WHO WILL ATTEND?

Most attendees will fall into the upper APS band (6) & EL1, in a variety of roles such as:

- ▶ Manager
- ▶ Assistant Director
- ▶ Team Leader
- ▶ Advisor / Senior Advisor
- ▶ Senior Policy Officer

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

