

PROFESSIONAL DEVELOPMENT CALENDAR

JULY – DECEMBER 2020

| JULY | | AUGUST | | SEPTEMBER | | OCTOBER | | NOVEMBER | | DECEMBER | |
|------|--|--------|---|-----------|---|---------|---|----------|---|----------|---|
| 2 | Excellence in Annual Reporting | 3 | Developing a Sound Business Case | 1 | Writing Policy Documents | 1 | Presenting to Influence and Persuade With Confidence | 2 | Accountability: Building a Performance Culture | 1 | NEW! Management Accounting in the Public Sector |
| 3 | Read at Speed | 5 | Optimising Performance Through Hard Conversations | 2 | Executive Writing Skills | 2 | Advanced Writing Skills | 3 | Introduction to Program Logic | 2 | Project in Progress: Next Steps in Project Management |
| 7 | Writing Skills for Government | 6 | Writing Ministerial Letters and Briefings | 4 | Intelligent Influence | 4 | Leadership: What Every New and Experienced Manager Needs to Know | 4 | How to Develop Good Report Writing Skills | 3 | Proactive Conflict Management |
| 8 | Introduction to Program Logic | 7 | Introduction to Policy Work | 7 | Workplace Mental Health & Developing Resilient Teams | 5 | Leadership: What Every New and Experienced Manager Needs to Know | 5 | Investigations and Procedural Fairness: Your rights & obligations | 4 | Contract Management Fundamentals for Government |
| 9 | Editing and Proofreading Skills for Government | 10 | Leading Through Change and Uncertainty | 8 | How to Develop Good Report Writing Skills | 7 | Introduction to Monitoring and Evaluation | 5 | Investigations and Procedural Fairness: Your rights & obligations | 5 | Policy Evaluation |
| 10 | Accountability: Building a Performance Culture | 10 | Leading Through Change and Uncertainty | 10 | Writing Skills for Government | 7 | Introduction to Monitoring and Evaluation | 6 | Writing With Style: The Power of Plain English | 6 | Policy Evaluation |
| 13 | Writing With Style: The Power of Plain English | 11 | Getting Started in Project Management | 11 | Investigations and Procedural Fairness: Your rights & obligations | 10 | Writing Skills for Government | 9 | Optimising Performance Through Hard Conversations | 7 | Policy Evaluation |
| 14 | Job Application and Interview Skills for the Public Sector | 12 | NEW! Outcomes Based Performance of Remote Teams | 11 | Investigations and Procedural Fairness: Your rights & obligations | 11 | Investigations and Procedural Fairness: Your rights & obligations | 9 | Optimising Performance Through Hard Conversations | 8 | Developing Good Communication Skills in the Workplace |
| 15 | Negotiating With Confidence | 13 | Advanced Strategic Planning | 15 | NEW! Administrative Support for Committees | 12 | Public Sector Finance and Budgeting in State Government | 10 | Managing Priorities: Improving Workflow and Productivity | 9 | Writing Ministerial Letters and Briefings |
| 16 | Brushing Up On Your Grammar and Punctuation | 14 | WA Public Service, Government & Parliament: Relationships & Roles | 16 | Job Application and Interview Skills for the Public Sector | 13 | Brushing Up On Your Grammar and Punctuation | 11 | Managing Priorities: Improving Workflow and Productivity | 10 | Intelligent Influence |
| 20 | Proactive Conflict Management | 17 | Financial Statements in the Public Sector | 17 | Introduction to Strategic Planning | 15 | Leading Through Change and Uncertainty | 11 | Job Application and Interview Skills for the Public Sector | 11 | Capturing Social Outcomes: The Most Significant Change Technique |
| 21 | Public Sector Finance and Budgeting in State Government | 18 | Grammar and Punctuation Essentials | 18 | Developing Good Communication Skills in the Workplace | 17 | Introduction to Strategic Planning | 12 | Advanced Strategic Planning | 12 | Advanced Strategic Planning |
| 28 | Leadership: What Every New and Experienced Manager Needs to Know | 20 | Managing Priorities: Improving Workflow and Productivity | 21 | Developing a Sound Business Case | 18 | Developing Good Communication Skills in the Workplace | 13 | Executive Writing Skills | 13 | Executive Writing Skills |
| 29 | Writing Policy Documents | 21 | Building and Leading High Performance Teams | 24 | NEW! Management Accounting in the Public Sector | 21 | Developing a Sound Business Case | 16 | Editing and Proofreading Skills for Government | 16 | NEW! Administrative Support for Committees |
| 30 | Coaching Style of Leadership | 24 | Capturing Social Outcomes: The Most Significant Change Technique | 30 | Contract Management Fundamentals for Government | 21 | Developing a Sound Business Case | 17 | Editing and Proofreading Skills for Government | 17 | WA Public Service, Government & Parliament: Relationships & Roles |
| | | 25 | Dealing with Change in the Workplace | | | 22 | Getting Started in Project Management | 18 | Editing and Proofreading Skills for Government | 18 | Negotiating With Confidence |
| | | 27 | Policy Evaluation | | | 24 | Getting Started in Project Management | 17 | Editing and Proofreading Skills for Government | 19 | Building and Leading High Performance Teams |
| | | | | | | 26 | Read at Speed | 18 | Editing and Proofreading Skills for Government | 24 | Grammar and Punctuation Essentials |
| | | | | | | 27 | Introduction to Policy Work | 19 | Building and Leading High Performance Teams | 25 | Writing Policy Documents |
| | | | | | | 30 | NEW! Creative minds, Creative futures | 24 | Grammar and Punctuation Essentials | | |
| | | | | | | | | 25 | Writing Policy Documents | | |