

# PROFESSIONAL DEVELOPMENT CALENDAR JANUARY – JUNE 2020

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
14	Introduction to Policy Work	3	Social Media for Professionals: Introduction to Popular Platforms	4	Read at Speed	1	Introduction to Policy Work	1	Leadership: What Every New and Experienced Manager Needs to Know	3	Developing Resilience
20	Introduction to Strategic Planning			5	Workplace Mental Health & Developing Resilient Teams	2	How to Develop Good Report Writing Skills	4	Writing With Style: The Power of Plain English	4	Social Media for Professionals: Introduction to Popular Platforms
21	Writing Ministerial Letters and Briefings	4	Brushing Up On Your Grammar and Punctuation	6	Optimising Performance Through Hard Conversations	3	Proactive Conflict Management	6	Writing Policy Documents	5	Advanced Writing Skills
24	Leadership: What Every New and Experienced Manager Needs to Know	5	Developing a Sound Business Case	9	Intelligent Influence	6	Dealing with Change in the Workplace	7	WA Public Service, Government & Parliament: Relationships & Roles	8	<b>NEW!</b> Investigations and Procedural Fairness: Your rights & obligations
29	Introduction to Monitoring and Evaluation	7	Writing With Style: The Power of Plain English	10	<b>NEW!</b> Investigations and Procedural Fairness: Your rights & obligations	7	Excellence in Annual Reporting	8	Brushing Up On Your Grammar and Punctuation	10	Intelligent Influence
30	Executive Writing Skills	10	WA Public Service, Government & Parliament: Relationships & Roles	12	Capturing Social Outcomes: The Most Significant Change Technique	8	Managing Priorities: Improving Workflow and Productivity	12	Financial Statements in the Public Sector	11	Developing Good Communication Skills in the Workplace
31	Managing Priorities: Improving Workflow and Productivity	11	Getting Started in Project Management	16	Developing Good Communication Skills in the Workplace	15	Executive Writing Skills	16	<b>NEW!</b> Administrative Support for Committees	12	Capturing Social Outcomes: The Most Significant Change Technique
		12	Public Sector Finance and Budgeting in State Government	17	Negotiating With Confidence	17	Accountability: Building a Performance Culture	17	Accountability: Building a Performance Culture	13	Editing and Proofreading Skills for Government
		13	Writing Policy Documents	18	Advanced Strategic Planning	20	Grammar and Punctuation Essentials	20	Grammar and Punctuation Essentials	14	Building and Leading High Performance Teams
		14	Developing Resilience	20	Contract Management Fundamentals for Government	21	Writing Skills for Government	21	Writing Skills for Government	18	Optimising Performance Through Hard Conversations
		17	Building and Leading High Performance Teams	23	Writing Ministerial Letters and Briefings	22	Leading Through Change and Uncertainty	22	Leading Through Change and Uncertainty	19	Job Application and Interview Skills for the Public Sector
		18	Job Application and Interview Skills for the Public Sector	24	Management Accounting in the Public Sector	29	Getting Started in Project Management	29	Getting Started in Project Management	20	Writing Ministerial Letters and Briefings
		19	Financial Statements in the Public Sector	25	Advanced Writing Skills	30	Public Sector Finance and Budgeting in State Government	30	Public Sector Finance and Budgeting in State Government	25	Presenting to Influence and Persuade With Confidence
		20	Excellence in Annual Reporting	26	Introduction to Program Logic					26	Introduction to Strategic Planning
		21	Editing and Proofreading Skills for Government	31	Coaching Style of Leadership					27	Developing a Sound Business Case
		24	Change Management for Team Leaders							28	Excellence in Annual Reporting
		25	Presenting to Influence and Persuade With Confidence							29	Introduction to Monitoring and Evaluation
		26	Policy Evaluation								
		28	Writing Skills for Government								