

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