

# Public Service Training

## January - June 2012



### Business and Finance

Financial Statements in the Public Sector	Half Day	2 May
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### Communication Skills

Editing and Proofreading Skills	Half Day	9 Feb, 1 Jun
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Engaging Your Stakeholders & the Community	Two Day	8 & 9 May
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Executive Writing Skills	Full day	21 Feb, 30 May
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Facilitation Tools and Techniques	Full Day	7 Mar
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Grammar and Punctuation Essentials	Half Day	10 Feb, 4 May
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Grammar Basics for Those with English as a Second Language	Half Day	29 Jun
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How to Produce Better Publications - On Paper and Online	Full Day	18 May
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Presenting to Influence and Persuade	Full day	19 Jun
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Speak Up - And Boost Your Career Prospects	Full day	16 Feb
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The Essentials of Good Report Writing	Half Day	24 May
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Writing an Effective Business Case	Full day	1 Mar, 7 Jun
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Writing Ministerial Briefings	Half Day	2 Feb, 11 May
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Writing Ministerial Letters	Half Day	15 Jun
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Writing Skills for Government	Full day	24 Jan, 19 Apr
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Writing With Style: The Power of Plain English	Half Day	16 Mar
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### Governance & Compliance

Interviewing Skills for Investigations	Full Day	21 Mar
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Introduction to Conducting Investigations	Full Day	14 Feb
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### Government & Policy

Introduction to Policy Work	Full day	31 Jan
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Policy Evaluation	Full day	29 Feb, 1 May
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Writing Policy Documents	Full day	15 Feb, 3 Apr, 29 May
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### Leadership and Management

Building and Leading High Performance Teams	Full day	28 Feb, 14 Jun
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Change Management for Team Leaders	Full day	7 Feb, 21 Jun
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Coaching Style of Leadership	Full day	18 Jan
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Conflict Management	Full day	30 Apr
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Conversations for Better Performance: Effective Feedback	Full day	1 Feb, 27 Jun
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Influencing Without the Power Card	Full day	15 Mar
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Leadership: What Every New and Experienced Manager Needs to Know	Full day	9 Feb
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Mental Health in the Workplace	Half day	8 Feb
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Strategic Planning	Full day	22 Feb
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Did you know these courses can also be delivered in-agency or we can develop a customised program specifically for you?

#### Further information contact:

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Institute of Public Administration Australia WA

Register online [www.wa.ipaa.org.au](http://www.wa.ipaa.org.au)