

MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER	
3 [^] 10 [^]	Leadership: What Every New and Experienced Manager Needs to Know <small>(Course held over two half-days)</small>	1	Intelligent Influence	1	Optimising Performance Through Hard Conversations	2	Negotiating With Confidence	1	Intelligent Influence	1	Advanced Writing Skills
4 [^] 11 [^]	Building and Leading High Performance Teams <small>(Course held over two half-days)</small>	2	Writing Policy Documents	2	Read at Speed	3 [^]	Writing Skills for Government	2	Executive Writing Skills	4	Creative minds, Creative futures
6 [^]	Writing Policy Documents	3 [^]	Workplace Mental Health & Developing Resilient Teams	5 [^]	Introduction to Program Logic	4 [^]	Introduction to Policy Work	3	Managing Priorities: Improving Workflow and Productivity <small>(Course held over two half-days)</small>	5	Subject Matter Expert to Manager
7 [^]	Brushing Up On Your Grammar and Punctuation	4 [^]	Writing With Style: The Power of Plain English	8 [^]	Editing and Proofreading Skills for Government	5	Writing Ministerial Letters and Briefings	6	Workplace Mental Health & Developing Resilient Teams	6 [^]	Career Planning - Crafting Your Unique Story
10	How to Achieve Diversity and Inclusion in the Public Sector NEW!	10	Writing Skills for Government	12	Subject Matter Expert to Manager	6	Contract Management Fundamentals for Government	7	Investigations and Procedural Fairness: Your rights & obligations	7	Writing Skills for Government
11	Collaborative Leadership: Create a Culture to Empower Employees	11	Developing Good Communication Skills in the Workplace	13	Job Application and Interview Skills for the Public Sector	9	Leading Through Change and Uncertainty	8	How to Develop Good Report Writing Skills	8	How to Achieve Diversity and Inclusion in the Public Sector NEW!
12	Project in Progress: Next Steps in Project Management	14 [^]	Capturing Social Outcomes: The Most Significant Change Technique	15	Writing Policy Documents	11 [^]	Getting Started in Project Management	9	Project in Progress: Next Steps in Project Management	11 [^]	Introduction to Monitoring and Evaluation
13	Editing and Proofreading Skills for Government	14	Cultural Competency and Responsiveness in the Public Sector NEW!	16	Brushing Up On Your Grammar and Punctuation	12	Dealing with Change in the Workplace	13 [^]	Negotiating With Confidence	12	Budgeting in the Public Sector
14 [^]	Excellence in Annual Reporting	15	Introduction to Monitoring and Evaluation	19	Accountability: Building a Performance Culture	13	How to Achieve Diversity and Inclusion in the Public Sector	14 [^]	Administrative Support for Committees	13	Brushing Up On Your Grammar and Punctuation
17	Proactive Conflict Management	16	Career Planning - Crafting Your Unique Story	20	Budgeting in the Public Sector	16	Managing Priorities: Improving Workflow and Productivity	16 [^]	Job Application and Interview Skills for the Public Sector	14 [^]	Leading Through Change and Uncertainty
18	Developing Resilience	17	Building and Leading High Performance Teams	21	Grammar and Punctuation Essentials	20	Building and Leading High Performance Teams	17	Developing Good Communication Skills in the Workplace	15	Optimising Performance Through Hard Conversations
19	Creative minds, Creative futures	17	Building and Leading High Performance Teams	22	Proactive Conflict Management	23 [^]	Collaborative Leadership: Create a Culture to Empower Employees	21	Developing a Sound Business Case	18	Change Management for Team Leaders
20	Writing Ministerial Letters and Briefings	18 [^]	Developing Resilience	23	Advanced Writing Skills	25	Creative minds, Creative futures	22	Contract Management Fundamentals for Government	19 [^]	Writing Ministerial Letters and Briefings
21 [^]	Intelligent Influence	21	Managing Priorities: Improving Workflow and Productivity	27 [^] 2 Aug [^]	Leadership: What Every New and Experienced Manager Needs to Know <small>(Course held over two half-days)</small>	26	Policy Evaluation	23	Introduction to Strategic Planning	21	Developing Resilience
24 [^]	Developing a Sound Business Case	21	Managing Priorities: Improving Workflow and Productivity	28 [^]	Investigations and Procedural Fairness: Your rights & obligations	27	Writing With Style: The Power of Plain English	24	Management Accounting in the Public Sector	22	Advanced Strategic Planning <small>(Course held over two half-days)</small>
25	Presenting to Influence and Persuade With Confidence	22	Policy Evaluation	29	Intelligent Influence	30 [^]	Writing Policy Documents	25	Presenting to Influence and Persuade With Confidence	23	Leadership: What Every New and Experienced Manager Needs to Know
26 [^]	Job Application and Interview Skills for the Public Sector	23 [^]	Executive Writing Skills					26	Presenting to Influence and Persuade With Confidence	24	Advanced Strategic Planning <small>(Course held over two half-days)</small>
27	Negotiating with Confidence	24 [^]	Contract Management Fundamentals for Government					27	Presenting to Influence and Persuade With Confidence	25	Leadership: What Every New and Experienced Manager Needs to Know
28	Advanced Writing Skills	28	How to Develop Good Report Writing Skills					30	Presenting to Influence and Persuade With Confidence	26	Read at Speed
		29	Writing Ministerial Letters and Briefings							27	Getting Started in Project Management
		30	Introduction to Policy Work							28	Capturing Social Outcomes: The Most Significant Change Technique

Notes:

- The ^ symbol next to a date denotes online delivery for that course on that particular date.
- Dates correct at time of publishing, and registration opens three months prior to each course date above.
- To find out more or to register for a course, click on the course name above.