

APS 3-4 Essential Skills Workshop

Develop and refine essential skills required to achieve success in APS 3-4 level roles and position yourself as a future leader

EXPLORE

- Skills and capabilities of a confident and successful Public Sector professional
- Flexible thinking practices for effective decision making
- Career planning and pathways in APS roles
- Effective change management principles and practices
- Increase cohesion, engagement and motivation for productive teams
- Strategies for resilience in challenging situations
- Leverage your emotional intelligence to advance as a coach and supervisor
- Expand your influence through strong stakeholder relationships

EXPERT FACILITATOR



Mark Butz
Principal
Futures by Design



19 & 20 March 2019
Cliftons Canberra



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APS 3-4 Essential Skills Workshop

BACKGROUND

New strategic directions and ongoing change in the Australian Public Service leaves a greater need for more effective and efficient performance from professionals across all levels. Increasingly the APS 3-4 banded level requires you to undertake work of a more complex nature, operating autonomously and exhibiting greater awareness of agency goals. To take your career to the next level, you must be better equipped with the right tools and capabilities.

This two-day workshop has been designed for APS 3-4 level officers to advance core skills and explore the capabilities required to advance into leadership roles in the future. Across two hands-on, intensive days, you will delve into practical strategies for influencing others, coaching, adapting to change, developing advanced decision-making skills, and applying flexible thinking and problem solving strategies.

This interactive workshop offers a unique professional development opportunity to enhance and refine key skills and capabilities, enabling you to perform at your peak. Unlock your potential to advance your career within the Australian Public Service.

INTRODUCING YOUR FACILITATOR



Mark Butz
Principal
Futures by Design

Mark's diverse work experience includes more than 26 years in senior positions in government agencies, complemented by voluntary participation in community sector governance, and since 2002 working as a consultant, facilitator, trainer, coach and writer. He has particular interest and expertise in building connection and bridging gaps of understanding. He has found this to be fundamental to unlocking the potential of teamwork and collaboration, and to averting detrimental aspects of conflicts in values, styles, and ways of thinking. He is a member of the International Association of Facilitators, Australasian Facilitators Network, Institute for Learning Professionals and Environment Institute of Australia & NZ. He has been training others in communication, facilitation, leadership, and conflict transformation for more than 20 years, across all States and Territories of Australia, and in New Zealand, India and Nauru. His work draws on principles learned as a practitioner of tai chi and mindfulness meditation, and from deep personal interest in ecology, social history and mythology.

TRAINING DELIVERY

This workshop will be delivered using a three tiered approach. The structure of each session is as follows:

1. Technical overview and review of research into the topic area under discussion
2. Practical application of management principles in the review of case studies, worked examples and interactive exercises
3. Discussion of outcomes and implementation issues

PRE-COURSE QUESTIONNAIRE

Workshop participants will have the opportunity to include comments and questions about issues outlined in the program by way of a pre-course questionnaire. This feedback will enable the course facilitator to adjust content accordingly. The workshop has limited places to allow for customisation, greater interactivity and for individual concerns to be addressed.

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WHO WILL ATTEND

APS 3-4 banded level across all disciplines and departments throughout the Public Sector, including:

- APS 3-4
- Officers
- Advisors
- Analysts / Specialists
- Coordinators

APS 3-4 Essential Skills Workshop

Day One

Establish your personal and professional values

- Assess the skills, capabilities and attributes of an effective leader
- Establish your core values at the heart of your professional band
- Learn to demonstrate your value to the organisation
- Become a reflective practitioner and lifelong learner

Coaching, supervising and managing relationships - The importance of Emotional Intelligence (EQ)

- Understand the impact of EQ on your performance
- Use authenticity, acceptance and empathy to build trust
- Create and sustain relationships at all levels in the organisation
- Identify opportunities to develop your EQ and the EQ of others

Increase accountability and positively influence others

- Enhance team cohesion, engagement and motivation
- Make a business case - Provide sound advice and recommendations
- Study conflict resolution techniques and models
- Build team capacity through performance feedback and coaching

Harness the ability to problem solve and make effective decisions

- Use flexible thinking styles to find solutions
- Re-frame your thinking to solve problems
- Trust your experience to develop robust decision-making processes
- Balance independent and group decision-making efforts

Day Two

Understand change management principles

- Develop new styles for managing transformation and change
- Improve situational awareness and solution finding
- Support stakeholders and teams through changes
- Learn to set measurable goals and communicate expectations clearly

Improve stakeholder management for career success


- Expand influence and better understand stakeholder interests and needs
- Resolve complex enquiries and competing viewpoints
- Strengthen your negotiation skills
- Form and maintain stronger stakeholder relationships

Develop resilience in times of uncertainty

- Support others through challenging times
- Grow strong internal and external networks for advice
- Develop strength through diversity of thought
- Invest in self-care - Maintain your emotional and physical wellbeing


Key approaches to grow trust, credibility and build confidence in your abilities

- Trust models - Learn to generate trust, the quick and slow method
- Be courageous - Trust yourself to perform
- Embrace flexibility on the road to success
- Commit to a conscious development path



Registration
Information

Organisation Name			
Address	Suburb	State	Postcode
Booking Contact Information			
Title	Full Name	Position	
Email	Phone		



Delegate
Information

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Your Investment


Options (per person)	Value Plus Rate Register and pay by 19 December 2018	Super Saver Rate Register and pay by 23 January 2019	Early Bird Rate Register and pay by 25 February 2019	Standard Rate
Qty Workshop	\$1795 + GST = (\$1974.50)	\$1895 + GST = (\$2084.50)	\$1995 + GST = (\$2194.50)	\$2095 + GST = (\$2304.50)
Discounted off standard rates :	Save up to \$300	Save up to \$200	Save up to \$100	


TOTAL incl GST

All Prices listed in Australian Dollars

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.

Note: Course materials, refreshments & lunches are included. Travel and accommodation are NOT included. Registration Options are per person only.

	Group Discounts Available:	10% off Standard Rate Team of 3 - 4	15% off Standard Rate Team of 5 - 7	17% off Standard Rate Team of 8 +
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	In-house Training Available:	Do you have a team of ten or more people requiring this training? If so, it may be more cost effective for Liquid Learning to bring the training to you. Contact us to discuss your needs today.
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