

APS 4 ESSENTIAL SKILLS WORKSHOP

YOUR LEADERSHIP JOURNEY STARTS HERE

2 & 3

JULY 2019

CLIFTONS CANBERRA

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 (EQ) to advance as a coach and supervisor
- ▶ Expand your influence through strong stakeholder relationships

EXPERT FACILITATOR



Mark Butz
Principal
Futures by Design

BOOK
AND SAVE!

\$400

BOOK AND PAY BEFORE
15 MARCH 2019
TO SAVE UP TO \$400

START YOUR LEADERSHIP JOURNEY!

Call +61 2 8239 9711 Priority Code - I



LIQUIDLEARNING
bebetter

ABOUT THE EVENT

New strategic directions and ongoing change in the Australian Public Service brings a greater need for more effective and efficient performance from professionals across all levels. This is never more true than at the APS 4 banded level, the foundation of excellence for Government, but also the critical first step on the road to leadership.

This two-day workshop has been designed for APS 4 level officers to advance essential skills and explore the capabilities to thrive today, and lead tomorrow. Across two hands-on, intensive days, you will delve into practical strategies to operate autonomously and exhibit greater awareness of agency goals, while learning to influence others, understand change management principles, and apply flexible thinking to problem solve and make effective decisions.

Register today for this unique professional development opportunity for high performing APS 4's, enabling you to perform at your peak, and position yourself for advancement in the Australian Public Service.

WHO WILL ATTEND?

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

- ▶ APS 4
- ▶ Officers
- ▶ Advisors
- ▶ Analysts / Specialists
- ▶ Coordinators
- ▶ Executive Support & Office Administration

YOUR FACILITATOR

Mark has diverse work experience, which includes 26 years in senior positions in government agencies and an overlapping 30 years in community sector governance roles. Mark has been a consultant, facilitator and trainer since 2002, working across all States and Territories of Australia, and overseas, including New Zealand, India and Nauru. He holds a Graduate Diploma of Facilitative Leadership and a Cert IV TAE. His work draws on principles learned as a practitioner of tai chi and mindfulness, and from deep and enduring interest in ecology, social history and mythology.



Mark Butz
Principal
Futures by Design

2 JULY 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 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

3 JULY 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

#	Title	Full Name or TBA	Position	Email
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Your Investment

Options (per person)	Value Plus Rate	Super Saver Rate	Early Bird Rate	Standard Rate
Qty	Register and pay by 15 March	Register and pay by 26 April	Register and pay by 31 May	
___ Workshop	\$1895 + GST = (\$2084.50)	\$2095 + GST = (\$2304.50)	\$2195 + GST = (\$2414.50)	\$2295 + GST = (\$2524.50)
Discounted off standard rates :	Save up to \$400	Save up to \$200	Save up to \$100	All Prices listed in Australian Dollars

Group Discounts Available:	10% off Standard Rate	15% off Standard Rate	17% off Standard Rate
	Team of 3 - 4	Team of 5 - 7	Team of 8+

TOTAL incl GST

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.

Payment Details

Payment is required prior to attending this event

Credit Card

Cheque (payable to Liquid Learning Group Pty Ltd)

Electronic Funds Transfer

Please invoice me:

Purchase Order No. #

Credit Card Details - Please charge my credit card for this registration:

Card Type Visa MasterCard American Express

Note: 2% surcharge applies to American Express payments

Card Number Expiry /

CVV Full Name as on card

Cardholder's Contact Number Signature

Electronic Funds Transfer (EFT)

Please transfer funds directly to:

Westpac Account Name: Liquid Learning Group Pty Ltd
BSB: 032 002
Account No: 407 273
SWIFT Code: WPACAU2S

Amount

Please quote ref APET0719A - C and registrant name

Authority

Authorising Manager's Details: This registration is invalid without a signature

Name	Position	Phone
Email		Signature
		<input style="width: 100px; height: 20px;" type="text"/>
		Date
		<input style="width: 100px;" type="text"/>

Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

Registration Policy If you are unable to attend this event, you may send a substitute delegate in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by Liquid Learning Group Pty Ltd. A 10% service fee may apply. Should you wish to cancel your registration, please notify us in writing as soon as possible and a credit note will be issued valid for use towards any future event held by Liquid Learning Group Pty Ltd in the twelve months following date of issuance. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of \$400 plus GST. Liquid Learning Group Pty Ltd does not provide refunds for cancellation. The prices above are based on one person per registration. It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. A fee will apply. Please call us for details.

Liquid Learning Group Pty Ltd takes all care to produce high quality events that deliver as promised. All advertised details are correct at time

of publishing. However, when circumstances beyond our control prevail, we reserve the right to change program content, facilitators or venues. We also reserve the right to cancel or reschedule events if circumstances arise whereby performance of the event is no longer feasible, possible or legal. Liquid Learning Group Pty Ltd will not be responsible for any loss or damage arising from any changes to or cancelling or rescheduling of an event. If an event is cancelled or rescheduled, Liquid Learning Group Pty Ltd will make every effort to contact every registered delegate; if an event is cancelled or you are unable to attend the rescheduled event you will be issued with a credit note valid for use towards any future Liquid Learning Group Pty Ltd event held in the twelve months following date of issuance.

Disclaimer Liquid Learning Group Pty Ltd has taken due care in selecting qualified professionals as its authors and course facilitators. The information provided by course facilitators is not produced by Liquid Learning Group Pty Ltd and should not be regarded as advice. Liquid Learning Group Pty Ltd accepts no responsibility for reliance on such information and recommends that its clients seek further professional advice.

Privacy Statement Liquid Learning Group Pty Ltd is committed to your privacy. All information collected on this registration will be held in the strictest of confidence and in accordance with the Privacy Act 1988. Liquid Learning Group Pty Ltd will add your information to a secure database. This will be used primarily to contact you for ongoing research, product development and notice of future events and services offered by Liquid Learning Group Pty Ltd. Occasionally you may receive information from organisations associated with Liquid Learning Group Pty Ltd. If you do not wish to receive such information please tick this box:

To update or have your details deleted please advise our Database team at Liquid Learning Group Pty Ltd, Level 9, 80 Clarence Street, Sydney NSW 2000, PH: +61 2 8239 9700, email: database@liquidlearning.com.au