



# Public Sector APS6 to EL1: Management Essentials Workshop

Develop and enhance essential skills and key strategic leadership capability to strengthen the connections between strategy and results, and increase efficiency gain for emerging leaders

## EXPLORE

- Address changing expectations facing management
- Translate strategic direction into definable outcomes
- Define and action efficiency gain in your team
- Align and incorporate your values into leadership vision
- Deliver to corporate outcomes
- Manage KPIs, set expectations and monitor outcomes
- Hit targets within set time and budget constraints
- Communicate across management and executive levels
- Exercise self-awareness to optimise your impact
- Understand the attributes of an authentic leader that inspires accountability
- Contribute to strategic planning and successfully implement operational strategies
- Proactively manage conflict, controversies and sensitivities to deliver outcomes
- Implement innovation and long-term efficiency gain

## EXPERT FACILITATOR



**Liz Tilley**  
Leadership Coach  
**Liz Tilley Coaching**



10 & 11 April 2019  
**Cliftons Melbourne**

16 & 17 April 2019  
**Cliftons Canberra**



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# Public Sector APS6 to EL1: Management Essentials Workshop

## BACKGROUND

With a heightened focus on performance and results in the Australian Public Service, more is expected from emerging leaders in the APS6 to EL1 bands who often sit at the intersection of operations and strategy. In a turbulent operating environment that's characterised by instability, moving goalposts and change, many managers struggle to implement strategy and effectively 'manage for results.'

As an emerging leader, you must effectively bridge the gap between planning and action. You are also responsible for galvanising your teams to execute and implement a strategy. The 2015-16 APC State of the Service Review highlights APS employee engagement at just 45%, compared to the private sector at 72%. At the same time, while 89% of staff are experiencing change, only 47% are satisfied with how that change was communicated. As emerging leaders, you sit at the heart of this opportunity for efficiency gain.

This hands-on program is designed to give you the latest tools, techniques and practical frameworks to successfully manage for better results in today's fast-changing world. The program will connect theory with practice and over the course of the training, you will build a personal action plan to apply when you return to work.

## INTRODUCING YOUR FACILITATOR



**Liz Tilley**  
Leadership Coach  
**Liz Tilley Coaching**

Liz is a corporate and personal development coach who works to empower clients to reach their full potential, overcome challenges and get greater clarity and focus around where they want to be and how they can get there. She is also a conflict management coach, working with clients to help them understand the mechanics of conflict and build their conflict resilience.

## 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.

## WHO WILL ATTEND

Most attendees will fall into the upper APS band (6) and EL1, in a variety of roles such as:

- Manager
- Team Leader
- Senior Policy Officer
- Assistant Director
- Advisor / Senior Advisor

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# Public Sector APS6 to EL1: Management Essentials Workshop

## Day One

### MANAGING YOURSELF FOR RESULTS

#### **Redefine your success - New competencies and capabilities**

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- Strategies to effectively step up and build your leadership skills beyond technical competency
- How to stay grounded while taking on greater leadership challenges
- What it means to be an 'agile' and 'authentic' leader

#### **Expand your Emotional Intelligence (EQ)**

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- Evaluate your EQ level and identify opportunities for further growth
- Understand your EQ and its impact on personal and team performance
- Using the 'Third Space' to maximise your impact and effectiveness

### MANAGING YOUR TEAM FOR RESULTS

#### **Communicate with confidence and power to drive performance**

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- Identify your own communication style and learn how to work with differing communication styles
- Enable collaborative decision making in your team
- Harness the potential and performance to develop others

#### **Streamline your decision making process**

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- Identify your goals and become an outcomes-oriented leader
- How to intervene when performance targets are off track
- Provide high direction and high support

## Day Two

### MANAGING UP FOR RESULTS

#### **Managing up - Improve your influencing skills**

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- Understand the interest and influence of Senior Executives
- Communicate to all stages of the 'change curve'
- Effectively code-switch to influence and achieve buy-in from senior leaders

#### **Predict your critical path - Projecting future outcomes**

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- Anticipate and establish priorities
- Strategic advice, problem solving and issues management
- Achieve outcomes by proactively managing conflict, controversy and sensitivities

### TURNING INSIGHT INTO ACTION

#### **Leading for results**

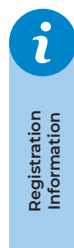
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- Enrich your learning experience through practical group discussion
- Brainstorm issues and strategies to address challenges
- Reality check! The bottom line on implementation

#### **Create your personal plan to lead for results**

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- Individual reflection and planning to take the next step
- Identify and tackle strategy execution challenges
- Develop a focussed, yet flexible, strategy to guide your leadership development



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



#	Title	Full Name or TBA	Position	Email	Attendance
1					<input type="checkbox"/> Melbourne <input type="checkbox"/> Canberra
2					<input type="checkbox"/> Melbourne <input type="checkbox"/> Canberra
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Options (per person)	Value Plus Rate	Super Saver Rate	Early Bird Rate	Standard Rate
Qty	Register and pay by 21 December 2018	Register and pay by 31 January 2019	Register and pay by 7 March 2019	
Workshop	\$2395 + GST = (\$2634.50)	\$2695 + GST = (\$2964.50)	\$2845 + GST = (\$3129.50)	\$2995 + GST = (\$3294.50)
Discounted off standard rates :	Save up to \$600	Save up to \$300	Save up to \$150	

**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.

	<b>Group Discounts Available:</b>	<b>10% off Standard Rate</b> Team of 3 - 4	<b>15% off Standard Rate</b> Team of 5 - 7	<b>17% off Standard Rate</b> Team of 8 +		<b>In-house Training Available:</b>	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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