Overview
This course covers the responsibility of those in public service to model and encourage in others the highest standards of ethical conduct. It includes promoting ethical standards, assisting staff to avoid conflicts of interest, and modelling and fostering integrity of conduct.

Content
Topics to be covered include:
• Public sector ethics
• Organisational code of ethics/conduct
• Legislation related to privacy, freedom of information, human rights, and whistleblower protection
• Procedural fairness
• Equal employment opportunity, equity and diversity principles
• Procedures for declaring conflicts of interest
• Procedures or protocols for reporting unethical conduct
• Occupational health and safety procedures relating to ethical work practices

Who should attend?
People already working within the public sector and who are emerging into a leadership role.

Benefits to your organisation
• Enhances opportunities for a career path within government into positions of greater responsibility and influence
• Provides opportunity to create valuable networks across South Australia
• Creates awareness of the issues faced across the South Australian Public Sector

Outcomes
By the end of this course you will be able to:
• Apply ethical decision making/problem solving
• Use a variety of words and language structures to explain complex ideas to different audiences
• Interpret and explain complex, formal documents and assist others to apply them in the workplace
• Use strategies to clarify understanding
• Prepare written advice and reports requiring accuracy of expression
• Access legislation and codes of ethics electronically or in hard copy
• Respond to diversity, including gender and disability
• Assist others to apply occupational health and safety and environmental procedures relating to ethical work practices
• Facilitate group discussions which gain consensus on contentious issues taking into account local needs and complying with the Code of Ethics for the South Australian Public Sector

Benefits to you
• Create and develop skills in:
  - Creating culture within an organisation that is open to change and innovation
  - Understanding the nature of leadership and utilising personal influence and leadership styles
  - Understanding and working within the government sector
  - Being strategic within the workplace, including managing to achieve organisational objectives
• Raise your visibility within the organisation
• Create opportunity to meet and work with colleagues from across agencies within the South Australian Government

Theme
Core Skills for the Public Sector

Competency Framework Level
<table>
<thead>
<tr>
<th>First Line Manager</th>
<th>Common</th>
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<tbody>
<tr>
<td>Middle Manager</td>
<td>Core</td>
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2013 Dates
April 11

Time
9:00am – 4:30pm (8:45am registration)

Catering
Morning Tea, Afternoon Tea & Lunch

Facilitator
Jill Gael

Location
Level 6, 12 Pirie Street, Adelaide

Price
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<th>Professional Member</th>
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<td>$495</td>
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<tr>
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<td>Non-Member</td>
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Assessment – Additional cost of + $100

Values and Ethos of the Public Sector

IPAA Partners with Centre for People Development for this Accredited program