

INSTITUTE OF
PUBLIC ADMINISTRATION
AUSTRALIA

IPAA
SOUTH AUSTRALIA

PROFESSIONAL DEVELOPMENT

Designed for Public Sector Professionals,
by Public Sector Professionals



JULY - OCTOBER
2019

SA.IPAA.ORG.AU

ABOUT IPAA SA TRAINING

Our Professional Development Program is unique in that it is designed by public sector professionals - for public sector professionals.

All of our courses are developed to build the knowledge, skills and capabilities that the Public Sector needs now and into the future.



IN-AGENCY TRAINING

All of the courses in our Professional Development Program are available to be delivered in-agency. This allows our programs to be tailored to meet your unique needs and delivered conveniently on your own premises. Delivering training programs in your workplace benefits your organisation by maximising your training budget whilst still delivering outstanding results.

If you would like to discuss how in-agency training might benefit your workplace, the IPAA SA team is here to assist you.

For enquiries, please contact us at admin@sa.ipaa.org.au

PROGRAM FEES

	Full Day	Half Day
Non-Member	\$575	\$325
Professional Member	\$460	\$260
State Government Member	\$495	\$295
Corporate Member	\$505	\$305

* For pricing on our extended programs please visit the IPAA SA website.

DISCOUNTS

Group Enrolments	3-5 Participants, 5% off 6-10 Participants, 10% off 11+ contact us about in-agency delivery
Multiple Enrolments	3 or more enrolments (at the same time) from one person into courses, 5% discount on each enrolment

PROGRAM DURATIONS

1/2 Day	8:45am Registration 9:00am to 12:30pm
1 Day	8:45am Registration 9:00am to 4:30pm

EXTENDED SERIES

Emerging Executive Development Series

Intake: 6 August - 19 November

Duration: 8x half days

Over this series of 8 core topics you will explore key themes, each built around frameworks derived from tried and proven experience. These topics focus on providing public sector leaders with practical tools to apply in their workplace to enhance performance and productivity. This program will enable emerging executives to cope with greater accountability and transparency.

New and Emerging Manager Series

Intake: 8 August - 17 October

Duration: 4x full days

Give your leadership a power boost with an intensive and practical development program. This 4-part series is ideal if you are coming to grips with managing or leading a team for the first time. Essential skills of team leadership, managing performance, navigating change and managing workloads will be emphasised in order to help you make immediate and practical changes in the workplace.

AICD Company Directors Course

Intake: October 8 - 16 October

Duration: 5x full days

Contextualised to the South Australian Public Sector this course will immediately improve your board performance and decision-making with pragmatic professional development that will have a long-lasting impact on your career. This course will include facilitators that have substantial public sector experience and additional public sector case studies presented throughout the five-day course.



Leading and Developing an Effective Team

Duration: 1 day
Date: 8 August

This course is packed full of practical information, tips and tools for new managers. You will explore what is expected of a leader, how to make the transition from team member to team leader and how to get your team working at its best.

Responding to Turbulence

Duration: 1/2 day
Date: 20 August or 30 October

Equip yourself with the skills and mindset to respond effectively to challenges, as well as ways to foster resilience in your colleagues. Your agency will overall benefit from an increased capacity to weather and emerge from periods of turbulence, stronger than ever.

Team Power

Duration: 1/2 day
Date: 3 September

This course will explore the practical and straightforward techniques that managers can apply in order to knit a group of people into an engaged and united team using tried and proven methods from Katzenback and Smith, Tuckman, Collins and West.

Doing More With Less

Duration: 1/2 day
Date: 20 September

This course will present you with a series of 'counterpoints' to challenge accepted thinking across a range of workplace issues from leadership, to staff training and even how we recruit and employ staff. As a result you will walk away with a clear understanding of how to harness savings and productivity opportunities and in the process polish your skills in innovation and creativity.

Introduction to Supervision/ Management

Duration: 1 day
Date: 23 September

This course is designed to give you an introduction to the new world of supervision and management. You will also be provided with foundational models and approaches to supervision and management that you can immediately apply.

Leading and Managing Change

Duration: 1 day
Date: 26 September

Coping with ambiguity and uncertainty of change is imperative for new managers who also need to help their team members work through the changes. This course provides you with a range of strategies, techniques and tools that will help you and your team adapt to whatever changing circumstances you face.

Authentic Leadership Skills for Managers

Duration: 1/2 day
Date: 14 October

Develop the skills to lead with passion and purpose with a grounding in leadership skills and self awareness. This program will also help you further develop in your overall capabilities as leader.

Building a Constructive Culture

Duration: 1/2 day
Date: 16 October

This practical course will provide you with the tools to understand the current strengths and weaknesses of your workplace culture. You will explore how to determine and define the desired future culture and then shape a plan to build a constructive culture that aids the goals of the organisation as well as one that engages and motivates employees.

Managing Workloads

Duration: 1 day
Date: 17 October

Gain the techniques for monitoring your teams workload, as well as your own. Build on your skills to set and meet priorities, allocate work effectively, resolve problems and make sound decisions.

Managing Wellbeing

Duration: 1/2 day
Date: 21 October

Develop an understanding of the term "mental health" and the obligations of managers and leaders towards both the individual and the organisation. This course will also help you refine your practical skills in work performance management.

Neuroleadership

Duration: 1/2 day
Date: 23 October

This innovative course explains the emerging field of neuroscience as applied to leadership behaviours. You will explore the neuroscience of employee engagement, growth mindsets and innovation, how the brain influences change resistance points, as well as many other fascinating and insightful neuroscience applications.



No matter your role, communication is an essential skill in building your effectiveness in the workplace. Our selection of communications courses are designed to develop and enhance communication skills across a range of areas.

Write On Target

Duration: 1 day

Date: 22 August or 16 October

Great written communication skills are called for in the job specification of almost every public sector employee. This highly interactive course will refresh and update your understanding of the rules and techniques behind effective written English and provide plenty of opportunities for practice.

Produce Persuasive Reports and Proposals

Duration: 2x half days

Date: 23+28 August

Learn the skills needed to research, compile and edit information to inform quality decision making. Through this course you will also be introduced to a variety of tools which you can apply to create immediate improvement in the quality of your reports and proposals.

Polish Your Punctuation and Grammar

Duration: 1 day

Date: 3 September

This intensive course is designed to help you identify and apply key techniques in written communication. If you need to publish documents or proof read them, then this is the course for you.

How to Write Effective Meeting Minutes

Duration: 1/2 day

Date: 10 September

For anyone who is required to prepare or write meeting minutes this course is essential. With our experienced facilitator you will gain the skills to record and prepare meeting minutes concisely and with purpose in order to produce easy to understand and actionable meeting minutes.

Negotiation Plus

Duration: 1/2 day

Date: 4 September

Negotiation is something we engage with on an everyday basis in both our personal and professional lives. This course will provide you with the core framework and tools to prepare and execute an effective negotiation strategy in order to reach a 'Win-Win' outcome.

Conflict Management

Duration: 1 day

Date: 5 September

Develop strategies to handle conflict in your workplace in ways that will enable positive growth and change. You will learn how to manage conflicts effectively, create win-win situations and build better team relationships. Your team and department will benefit from increased overall efficiency and decreased staff turnover.

PROJECT MANAGEMENT



Project Management is a much desired skill in employees. Our public sector orientated Project Management course has been specially developed to meet the unique needs and requirements of public sector project management.



Managing Your Project: Introduction to Project Management

Duration: 1 day

Date: 26 August or 29 October

Gain the practical tools and knowledge needed for planning, controlling and contributing to projects. This course is highly interactive and will explore the lifecycle of a project from design to articulation. You will benefit from a better understanding of your project requirements, enhancing its efficiency, outcomes and overall success.

GOVERNMENT & POLICY



More Than Words: Understanding Legislation

Duration: 1/2 day

Date: 28 August

Develop the tools to understand the vital role that legislation plays in the public sector, as well as how to interpret it and apply it to your job role. In addition to this you will gain an understanding of the risks of misapplying legislation.

Understanding the Cabinet Submission Process

Duration: 1 day

Date: 18 September

Gain a clear understanding of the Cabinet Submission process, as well as the necessary skills to prepare or contribute to Cabinet Submission papers. You will also further develop your professional writing skills.

Mechanics of Government

Duration: 1/2 day

Date: 18 October

Gain a thorough insight into the workings of government in Australia, focusing on current issues in public administration. You will also gain a firm grounding for further specialised training in policy.

Intro to Public Policy

Duration: 1 day

Date: 31 October

Learn the principles of public policy making and gain an understanding of the broad principles of public policy analysis. Additionally you will be able to understand the role of public policy at the broader level and where your work fits within this scope.

An understanding of the workings of government and the role of policy is essential for public sector employees. Our courses provide an in-depth understanding of key areas and skills which you can immediately apply to your role.





Personal Resilience

Duration: 1/2 day

Date: 21 August

Gain the tools to be able to bounce back from adversity stronger than ever! This course will focus on giving you the opportunity to share experiences, receive essential advice and develop strategies to take back with you to the workplace.

Confidence... the Key to Success

Duration: 1/2 day

Date: 4 September

As they say, confidence is key and this course will explore how you can look, sound and act with confidence. Explore how to stay optimistic and positively influence others by presenting a confident and professional image.

Gaining Control of Your Workload

Duration: 1 day

Date: 6 September

If you feel like your workload is increasing and spiraling out of your control this course will present you with effective strategies to put you back in control. Learn how to develop key skills in prioritisation and time management to improve overall decision making.

Career Development

Duration: 1/2 day

Date: 11 September

This exciting and interactive course is designed to stimulate thought on where your career pathway may take you. This course will assist you in building a career plan containing the steps and strategies to get you to where you want to be in your career.

Application and Interview Skills

Duration: 1 day

Date: 17 September

This practical course will provide you with strategies for addressing job specific criteria and tools, as well as models that will boost your skills, confidence and increase your opportunities in securing your new role. You will learn techniques to handle whatever the panel throws at you, anticipate questions and also to present with confidence.

Emotional Intelligence and Beyond

Duration: 1/2 day

Date: 1 October

Explore the key components of EQ/ EI and how it can be developed and enhanced. You will also explore some of the associated myths surrounding EQ/ EI and how we can create a workplace environment and culture that fosters positive EQ/EI.

Confident and Persuasive Presentations

Duration: 1 day

Date: 15 October

Learn the highly sought after skills to become an engaging and persuasive public speaker. Delivering presentations and public speaking play an important part in every area of our personal and professional lives. This course will stimulate you to challenge your current presentation style and further your ability to deliver confident and persuasive presentations that are sure to be remembered.



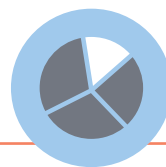
Developing yourself on a personal level is just as important as building your professional skills. Our range of courses provide you with opportunities to increase your personal growth across a range of key areas to enhance both your work and personal life.

Managing Different Personalities

Duration: 1/2 day

Date: 28 October

This course focuses on giving you an understanding of how to manage difficult personality traits and challenging behaviours. You will gain the skills to deal with employee behaviours in a positive way, and also ensure you are meeting legal, ethical and professional obligations.



Our range of business and finance courses are designed to the unique needs of working within, or in support, of the South Australian Public Sector. With highly experienced and regarded facilitators these courses will equip you with sector relevant skills and knowledge.



Strategic Thinking

Duration: 2x half days

Date: 5+12 August or 18+25 October

Strategic thinking is essential for all leaders and is vital in creating smart strategies and identifying improvements. This course is ideal for those who are ready to take the lead in the workplace and advance their strategic thinking capabilities.

Managing Budgets and Financial Plans

Duration: 2x half days

Date: 8+15 August

This highly popular course will provide you with the fundamental elements of developing, contributing to, and managing budgets within the government budgeting framework. By the end of this course you will have all the skills and helpful tips you need to work with budgets and financial plans.

Analysing & Presenting Data

Duration: 2x half days

Date: 12+19 September

Learn the purpose of data analysis as well as a range of analytical techniques and applications for both examining and putting data to work. You will also explore how to effectively present data for maximum retention and impact.

Process Redesign and Lean Thinking

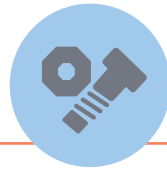
Duration: 3x full days

Date: 16-19 September

This innovative course will be facilitated by founding members of the original Redesigning Care Team, Flinders Medical Centre. The facilitators have been applying lean principles in health care since 2003 and are experts in process redesign. They are well known throughout Australia for their ground-breaking work.



ROLE SPECIFIC SKILLS



Essentials For EAs and PAs (Advanced)

Duration: 1 day
Date: 27 August

Building on the introductory workshop for EAs and PAs this course will advance your skills in order to work more effectively and produce a superior level of service to all stakeholders and customers alike. You will also have the opportunity to share knowledge and experience with other EAs and PAs from the public sector.

In Brief: Writing Ministerials

Duration: 1/2 day
Date: 12 September or 24 October

This course will give you the skills to prepare high quality written materials for Ministers and Chief Executives, as well as to meet the expectations of ministerial staff. If you are required to write or contribute to any ministerial correspondence, this course will immediately boost your job capabilities.

Essentials For EAs and PAs (Introduction)

Duration: 1 day
Date: 22 October

Take the next step beyond basic administration, towards becoming a professional and effective EA or PA. This course will work through skills and knowledge which will give you the tools to succeed in your role.



Certain roles require a set of refined niche skills, where the ability to perform certain duties to a high degree is an essential. Our range of role specific skills based courses, gives you the ability to meet the requirements of specific roles and to excel beyond expectations.

IPAA SA is proudly partnered with



For more information on our Program visit WWW.SA.IPAA.ORG.AU or scan the QR Code below.



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