

COURSE	JUL	AUG	SEPT	OCT	NOV	DEC
<b>2A. ORGANISATIONAL CULTURE</b>						
Create retirement success and redirection						
Improving your workplace effectiveness					10	
Job application and interview skills					9	
Introduction to effective stakeholder engagement		6				
Effective stakeholder engagement for practitioners			16-17			
<b>2B. DIRECTION</b>						
Effective corporate governance			21			
Risk management			17			
Springboard: women's development program						
Essentials for new managers			8-9			
Expanding your leadership capabilities				25-26		
Fundamentals for supervisors						7
Managing regional staff: working together apart				19		
Managing for improved performance		12				
How to have those difficult conversations with employees				12		
Diploma of Government (Management) PSP51104		30-31	1	21-22		
Certificate IV in Frontline Management BSB40807	28-29		22-23		17-18	
Strategic thinking: resolving vital business challenges		23-24				
<b>2C. CAPACITY TO DELIVER</b>						
<b>Understanding government</b>						
Induction program for new public sector employees	14-15					
<b>Communication skills</b>						
Improving your writing: modern punctuation and grammar		18				
An introduction to writing in the public sector		5		12		
Running great meetings				26		
Taking good minutes				18		
Ministerial correspondence writing		10				6
Modern business writing		23				9
Negotiation and conflict resolution skills				20-21		
Presentation skills						8
Facilitation skills				27		
Speed reading: unload your reading overload						7
Writing briefing materials for Ministers and Executives				20	23	
Speech writing made easy			7			
<b>Finance</b>						
Analysing and interpreting financial information			2			
Budgeting in the NSW Government context					9	
Cost-benefit analysis			16-17		15-16	
An introduction to economics for non-economists		10				
Financial management: fundamentals for the NSW public sector		24				
Diploma of Government (Financial Services) PSP50504						
<b>NSW Treasury Gateway Review courses</b>						
Gateway familiarisation workshop			20			
Gateway reviewer simulation workshop			21			
Building a credible business case		23-24			15-16	
<b>Procurement Certification Training Program</b>						
Level 1 - Understanding public sector procurement		9-10	22-23		3-4	
Level 2 - Effective procurement capabilities	6-8		1-3		22-24	
Level 3A - Intermediate procurement planning		11-13				
Level 3B - Communication and negotiation in procurement			15-17			
Level 3C - Intermediate procurement contract management	20-22				8-10	
Level 4A - Strategic procurement planning		23-25				
Level 4B - Strategic procurement negotiations				13-15		
Level 4C - Strategic procurement contract management	28-30					1-3
<b>Public policy</b>						
Developing and writing operational policy and procedures				5		6
The policy process	1-2		13-14			1-2
Diploma of Government (Policy Development) PSP51404		2-4	16-17			
<b>Project management</b>						
Introduction to project management		3		19		8
Applied project management		30-31			23-24	
Diploma of Government (Project Management) PSP51304			13-15	25-26		
<b>Commercial acumen</b>						
Developing business acumen					8-9	