

APS 4 ESSENTIAL SKILLS WORKSHOP

Your leadership journey starts here

1 - 2
MARCH 2022

ONLINE DELIVERY

EXPLORE

- ▶ Skills and capabilities of a confident and successful Public Sector professional
- ▶ Flexible thinking practices for effective decision making
- ▶ Effective change management principles and practices
- ▶ Career planning and pathways in APS roles

EXPERT FACILITATOR



Mark Butz
Principal
Futures by Design

BOOK
BEFORE
29 NOVEMBER,
SAVE
\$400



VIRTUAL EVENT

Attend from anywhere!

START YOUR LEADERSHIP JOURNEY!

Call +61 2 8239 9711 Priority Code - 1



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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.

Group Discounts Available!



**25% off
Standard Rate**
Team of 10+



**20% off
Standard Rate**
Team of 8 - 9



**15% off
Standard Rate**
Team of 5 - 7



**10% off
Standard Rate**
Team of 3 - 4

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 Emotional Intelligence (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

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

**BOOK
NOW**

Visit
www.liquidlearning.com

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WHAT OUR DELEGATES ARE SAYING



“ Fantastic initiation to leadership/ management with some real practical tools to take back and implement in the workplace. Extremely motivating and thought-provoking. Has Given me an insight into how leadership/management skills influence the workplace ”



YOUR FACILITATOR

Mark's diverse work experience includes more than 26 years in senior positions in government agencies, complemented by voluntary participation in community sector governance, and since 2002 working as a consultant, facilitator, trainer, and writer. He has particular interest and expertise in building connection and bridging gaps of understanding. He has found this to be fundamental to unlocking the potential of teamwork and collaboration, and to averting detrimental aspects of conflicts in values, styles, and ways of thinking. He is a member of the International Association of Facilitators, Australasian Facilitators Network, Asia-Pacific Institute for Learning and Performance, and Environment Institute of Australia & NZ. He has been training others in communication, facilitation, leadership, and conflict transformation for more than 25 years, across all States and Territories of Australia, and in New Zealand, India and Nauru. His work draws on principles learned as a practitioner of tai chi and mindfulness meditation, and from deep personal interest in landscape ecology, social history, and mythology.



Mark Butz
Principal
Futures by Design

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)	Rapid Action Rate Register and pay by 29 November	Value Plus Rate Register and pay by 20 December	Super Saver Rate Register and pay by 12 January	Early Bird Rate Register and pay by 3 February	Standard Rate
Qty _____ Workshop	\$1895 + GST = (\$2084.50)	\$1995 + GST = (\$2194.50)	\$2095 + GST = (\$2304.50)	\$2195 + GST = (\$2414.50)	\$2295 + GST = (\$2524.50)
Discounted off standard rates:	Save up to \$400	Save up to \$300	Save up to \$200	Save up to \$100	All Prices listed in Australian Dollars

Group Discounts Available:	10% off Standard Rate Team of 3 - 4	15% off Standard Rate Team of 5 - 7	20% off Standard Rate Team of 8 - 9	25% off Standard Rate Team of 10 +	TOTAL incl GST
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Note: Course materials included. Registration Options are per person only.

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Payment is required prior to attending this event

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Cheque (payable to Liquid Learning Group Pty Ltd)

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Please invoice me:

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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 **X**

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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 APET0322A - O and registrant name

Authority

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

Name	Position	Phone
Email		Signature X Date

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

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