

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
3	How to Develop Good Report Writing Skills	1	Grammar and Punctuation Essentials	1	Grammar and Punctuation Essentials	2	Writing Skills for Government	2	Honing Editing and Proofreading Skills for Government	4	Honing Editing and Proofreading Skills for Government
6	Building a Culture of Accountability	2	Introduction to Policy Work	5	NEW! Contract Management Fundamentals for Government	4	Mental Health in the Workplace	3	Introduction to Program Logic	5	NEW! Project in Progress - Action Workshop
7	Negotiating With Confidence	4	Building and Leading High Performance Teams	6	Public Sector Finance and Budgeting in State Government	5	NEW! Mindfulness for Greater Impact and Wellbeing in the Workplace (Modules 1 to 3)	3	Policy in Practice (Day 5 & 6 of 6)	6	Grammar and Punctuation Essentials
12	Developing Good Communication Skills in the Workplace	8	Getting Started in Project Management	7	Developing Resilience	6	Advanced Writing Skills	6	NEW! Contract Management Fundamentals for Government	7	Hard Conversations: Effective Feedback in Performance Management
17	NEW! Project in Progress - Action Workshop	9	NEW! Mindfulness for Greater Impact and Wellbeing in the Workplace (Modules 1 to 3)	12	NEW! Project in Progress - Action Workshop	10	Introduction to Policy Work	9	Writing Policy Documents	11	Policy Evaluation
18	Introduction to Monitoring and Evaluation	16	Advanced Writing Skills	13	Writing Policy Documents	11	Financial Statements in the Public Sector	10	Advanced Strategic Planning	12	Writing Skills for Government
20	Advanced Strategic Planning	23	Hard Conversations: Effective Feedback in Performance Management	14	Writing Ministerial Letters and Briefings	12	Policy in Practice (Day 3 & 4 of 6)	15	Conflict Management	13	Influencing Without the Power Card
21	Writing With Style: The Power of Plain English	14	Getting the Application Right	14	Policy in Practice (Day 1 & 2 of 6)	13	Presenting to Influence and Persuade With Confidence	16	Getting the Application Right	15	Speed Reading
24	Writing Ministerial Letters & Briefings	18	Writing Skills for Government	15	Conflict Management	16	Developing a Sound Business Case	17	Getting Started in Project Management		
26	Developing a Sound Business Case	22	Coaching Style of Leadership	18	Building a Culture of Accountability	17	Introduction to Monitoring and Evaluation	20	Executive Writing Skills		
27	Influencing Without the Power Card	24	Policy Evaluation	19	Executive Writing Skills	18	Introduction to Monitoring and Evaluation	21	Public Sector Finance and Budgeting in State Government		
31	Capturing Social Outcomes - The Most Significant Change Technique	28	Introduction to Program Logic	20	Change Management for Team Leaders	19	Capturing Social Outcomes - The Most Significant Change Technique	23	Writing With Style: The Power of Plain English		
		29	Leadership: What Every New and Experienced Manager Needs to Know	21	Introduction to Strategic Planning	20	Executive Writing Skills	24	Introduction to Policy Work		
		30		27	Influencing Without the Power Card	23	Brushing Up On Your Grammar and Punctuation	27	Building and Leading High Performance Teams		
				28	Speed Reading	25	Policy Evaluation	28	Writing Ministerial Letters and Briefings		
						26	Negotiating With Confidence	29	How to Develop Good Report Writing Skills		
						30	Developing Good Communication Skills in the Workplace	30	Coaching Style of Leadership		