

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