

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
13	Writing Ministerial Letters and Briefings	2	Optimising Performance Through Hard Conversations	3	Coaching Style of Leadership	2	Capturing Social Outcomes: The Most Significant Change Technique	5	How to Develop Good Report Writing Skills	3	Dealing with Change in the Workplace
17	Introduction to Monitoring and Evaluation	7	Introduction to Policy Work	5	Read at Speed			7	Grammar and Punctuation Essentials	4	Getting Started in Project Management
16	Negotiating With Confidence	9	NEW! Job Application and Interview Skills for the Public Sector	10	Executive Writing Skills	8	Contract Management Fundamentals for Government	9	Writing Ministerial Letters and Briefings	5	Advanced Writing Skills
18	How to Develop Good Report Writing Skills	10	Writing Skills for Government	11	Change Management for Team Leaders	9	Honing Editing and Proofreading Skills for Government	14	Negotiating With Confidence	6	Contract Management Fundamentals for Government
19	Excellence in Annual Reporting	13	Accountability: Building a Performance Culture	12	Writing Policy Documents	10	Writing With Style: The Power of Plain English	15	Project in Progress - Action Workshop	7	Writing Skills for Government
23	Grammar and Punctuation Essentials	15	Advanced Writing Skills	13	Writing Ministerial Letters and Briefings	10	Writing With Style: The Power of Plain English	19	NEW! Job Application and Interview Skills for the Public Sector	10	Policy Evaluation
24	Capturing Social Outcomes: The Most Significant Change Technique	16	NEW! Dealing with Change in the Workplace	14	Intelligent Influence	11	Writing Skills for Government	20	Intelligent Influence	11	Brushing Up On Your Grammar and Punctuation
25	Policy Evaluation	16	NEW! Dealing with Change in the Workplace	18	Developing Resilience	12	Introduction to Policy Work	21	Executive Writing Skills	12	Leadership: What Every New and Experienced Manager Needs to Know
27	Building and Leading High Performance Teams	21	Project in Progress - Action Workshop	19	Getting Started in Project Management	15	Building and Leading High Performance Teams	22	Accountability: Building a Performance Culture	13	Developing Good Communication Skills in the Workplace
30	NEW! Leading Through Change and Uncertainty	22	Contract Management Fundamentals for Government	20	Introduction to Strategic Planning	16	Developing a Sound Business Case	23	Introduction to Program Logic		
		24	Introduction to Program Logic	21	Developing Good Communication Skills in the Workplace	17	Policy Evaluation	26	NEW! Workplace Mental Health & Developing Resilient Teams		
		27	Writing With Style: The Power of Plain English	25	Proactive Conflict Management	18	Brushing Up On Your Grammar and Punctuation	27	Writing With Style: The Power of Plain English		
		29	Leadership: What Every New and Experienced Manager Needs to Know	27	NEW! Workplace Mental Health & Developing Resilient Teams	22	Presenting to Influence and Persuade With Confidence	28	Optimising Performance Through Hard Conversations		
		30	Financial Statements in the Public Sector			23	Advanced Strategic Planning	29	Writing Policy Documents		
						24	Public Sector Finance and Budgeting in State Government	30	Honing Editing and Proofreading Skills for Government		
						25	NEW! Leading Through Change and Uncertainty				
						29	Introduction to Monitoring and Evaluation				