

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