

LGNSW LEARNING SOLUTIONS CALENDAR OF UPCOMING COURSES: JANUARY TO JUNE 2017

Local Government NSW (LGNSW) Learning Solutions coordinates a range of high-quality and cost-effective professional development options for NSW councils. LGNSW Learning Solutions works with councils, groups of councils, Regional Organisations of Councils (ROCs), accredited training providers and expert training consultants to offer training programs, workshops, seminars and courses. Contact LGNSW Learning Solutions for a quote to have any of these workshops delivered locally - in-house at your council or in your region. The following information outlines upcoming courses under four key areas.

ESSENTIAL SKILLS AND KNOWLEDGE

Targeted training from expert presenters to develop professional and practical skills and knowledge

- Customer Service Excellence
- Improving your Correspondence Writing
- Improving your Grammar and Punctuation Skills
- Improving Your Minute Taking Skills
- Improving your Report Writing
- Introduction to Local Government
- Social Media
- Speed Reading
- The Supervisor Series
- Time Management
- Writing Winning Grant Funding Applications

EFFECTIVE WORKPLACE RELATIONS

Professional development programs to improve workplace relations and people management in your council

- Award History and Interpretation
- Employment Law Seminar
- GIPA Advanced
- Handling Difficult People
- Learning and Development Network
- Making Consultative Committees more Effective
- Managing Workplace Reform
- Mental Health in the Workplace
- People and Performance
- Recruitment and Selection Skills
- Resilience and Stress Management
- Resume Writing and Interview Skills
- Transitioning Merging Teams
- Workforce Planning

ADVANCING LOCAL LEADERSHIP

Supporting and developing the role of both elected and professional leaders

- Business Excellence in Local Government
- Chairing Effective Meeting Procedures
- Community and Stakeholder Engagement
- Executive Certificate for Elected Members
- Finance for Non Finance Managers
- Financial Issues in Local Government
- Leadership for Aspiring Women
- Mayors' Weekend Seminar
- Model Code of Conduct for Councillors
- Springboard Women's Development Program

SMARTER LOCAL GOVERNMENT

Networking events with Local Government peers to share good ideas and generate innovative new solutions

- Developing Commercial Awareness
- Good Governance Forum
- Internal Audit Familiarisation Seminar
- Know your Planning
- Political Awareness
- Price Setting for Fees and Charges
- Systems Thinking
- Understanding Strategic Thinking

JANUARY

25	Handling Difficult People	Sydney	●
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FEBRUARY

14	Workforce Planning	Sydney	●
15	Time Management	Sydney	●
17	Recruitment and Selection Skills	Sydney	●
22	People and Performance	Sydney	●
24	Making Consultative Committees More Effective	Sydney	●
27	Springboard Mentor's Development 1/2 day program	Sydney	●
28	Springboard Women's Development Program Day 1	Sydney	●
28	Learning and Development Network	Sydney	●

MARCH

1	Improving your Report Writing	Sydney	●
3	Mental health in the Workplace	Parramatta	●
7	GIPA Advanced	Sydney	●
8 & 9	Supervisor Series	Sydney	●
10, 11 & 12	Executive Certificate Block 1	Coffs Harbour	●
14	Springboard Women's Development Program Day 2	Sydney	●
15	Workforce Planning	Sydney	●
17	Managing Workplace Reform	Sydney	●
18 & 19	Mayors Weekend	Sydney	●
20	Speed Reading	Sydney	●
22	Improving your Minute Taking Skills	Sydney	●
23	Transitioning Merging Teams	Sydney	●
24	Understanding Strategic Thinking	Sydney	●
27	Community and Stakeholder Engagement	Sydney	●
29	Financial Issues in Local Government	Sydney	●
30	Chairing Effective Meeting Procedures	Sydney	●
30	Writing Winning Grant Funding Applications	Sydney	●

APRIL

3	Making Consultative Committees More Effective	Ballina	●
4	Springboard Women's Development Program Day 3	Sydney	●
5	Award History and Interpretation	Moree	●
7 & 8	Executive Certificate Block 2	Coffs Harbour	●
28	Employment Law Seminar	Sydney	●

MAY

2	Springboard Women's Development Program Day 4	Sydney	●
3	Improving your Correspondence Writing	Sydney	●
4	People and Performance	Sydney	●
8	Resilience and Stress Management	Sydney	●
9	Social Media	Sydney	●
11 & 12	Good Governance Forum	Sydney	●
16	Price Setting for Fees and Charges	Sydney	●
18	Award History and Interpretation	Sydney	●
19	Know your Planning	Sydney	●
24, 25 & 26	Business Excellence in Local Government	Sydney	●
29	Making Consultative Committees More Effective	Narrabri	●
31	Internal Audit Familiarisation Seminar	Sydney	●

JUNE

1	Systems Thinking	Sydney	●
6	Learning and Development Network	Sydney	●
8	Improving your Report Writing	Sydney	●
9	Developing Commercial Awareness	Sydney	●
13	Introduction to Local Government	Sydney	●
13	Making Consultative Committees More Effective	Wagga	●
14	Handling Difficult People	Wagga	●
15	Leadership for Aspiring Women	Sydney	●
20	Finance for Non Finance Managers	Sydney	●
22	Resume Writing and Interview Skills	Sydney	●
22	Political Awareness	Sydney	●
23	Model Code of Conduct for Councillors	Sydney	●
27	Improving your Grammar and Punctuation	Sydney	●
29	Customer Service Excellence	Sydney	●

Course Calendar Key

ESSENTIAL SKILLS AND KNOWLEDGE

EFFECTIVE WORKPLACE RELATIONS

ADVANCING LOCAL LEADERSHIP

SMARTER LOCAL GOVERNMENT

- Seminar and Conference costs are available on the LGNSW website.
- Please note that the dates are subject to change. Programs will not proceed if there are an insufficient number of registrations.
- Participants will receive a confirmation email once the course is confirmed.
- Contact LGNSW Learning Solutions for a quote to have any of these workshops delivered locally - in-house at your council or your region.
- For further information on these programs, or to register, please contact LGNSW Learning Solutions: (02) 9242 4181 or (02) 9242 4081 learning@lgnsw.org.au

YOUR INVESTMENT

	Members	Non-Members
One Day Program	\$660	\$1320
Two Day Program	\$1100	\$2200
Business Excellence in Local Government	\$1980	\$3960
Springboard Program	\$1320	\$2640
Mayors Weekend	\$1320	\$2640
Executive Certificate for Elected Members (five days)	\$3500 GST exempt	\$7000 GST exempt
Learning and Development Network Meetings	Free	Free

In-House Service

If you are interested in running any of the programs in this calendar in-house at your council please contact LGNSW Learning Solutions. In-house programs often offer significant savings, promote a collective and team-based approach in your council, and can be tailored to the unique requirements of your workplace and your area.

eLearning Tools

LGNSW Learning Solutions has a wide range of eLearning programs to help councils with cost and time effective training. These standard or customised programs can support your council's annual compliance training requirements. eLearning programs can be loaded onto your council's own Learning Management System (LMS), or via LGNSW's LMS for councils without their own.

Course Catalogue

This calendar includes the programs which will be offered in the public calendar for January – June 2017. However, LGNSW Learning Solutions also has an extensive catalogue of programs which can be offered in-house and directly to councils and regions. For a full catalogue of programs please visit www.lgsa.org.au/learning

About our Presenters

Our team of experienced presenters have been selected for their expertise in specialist areas as well as their understanding of the Local Government environment. Each program includes presentation of relevant and current information, participative and practical exercises and encourages discussion as a basis for the day's learning. All participants will be provided with a comprehensive work book for future reference and guidance following the course.

Conferences

- Employment Law Seminar – 28 April 2017
- Good Governance Forum – 11-12 May 2017
- Personal and Executive Assistants Conference – 21 July 2017
- Finance Summit – 24-25 August 2017
- National HR Conference – 15-17 November 2017

Cancellation Policy

All cancellations must be received in writing 15 working days before the date of the conference or the payment will be forfeited. A substitute enrolment may be made.

Visit lgnsw.org.au/learning for details and monitor the LGNSW Weekly for specific information on all of our programs. If you have any questions, please contact the LGNSW Learning Solutions team:

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