

## Public Programs July to December 2018

Local Government NSW (LGNSW) Learning Solutions coordinates a range of high-quality and cost-effective professional development options for NSW councils. We work with councils, accredited training providers and expert training consultants to offer public and inhouse training programs, workshops, seminars and courses.

The following information outlines upcoming courses under four key work areas.

### Essential Skills and Knowledge

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

Improving your Correspondence Writing	Sydney	<b>7 September 2018</b>
Speed Reading	Sydney	<b>24 September 2018</b>
Office & Retail Lease Renewal & Rent Reviews	Kingscliff	<b>17 October 2018</b>
Introduction to Local Government	Sydney	<b>18 October 2018</b>
Improving your Minute Taking Skills	Sydney	<b>19 October 2018</b>
Improving your Grammar & Punctuation	Sydney	<b>2 November 2018</b>
Improving your Report Writing	Sydney	<b>23 November 2018</b>
Social Media for Councils	Sydney	<b>26 November 2018</b>

Drone Operations in Local Government	Campbelltown	<b>1 August 2018</b>
Drone Operations in Local Government	Broken Hill	<b>22 &amp; 23 August 2018</b>
Drone Operations in Local Government	Coffs Harbour	<b>13 September 2018</b>
Drone Operations in Local Government	Griffith	<b>18 October 2018</b>
Drone Operations in Local Government	Armidale	<b>23 October 2018</b>
Drone Operations in Local Government	Merrimbula	<b>8 November 2018</b>

### Effective Workplace Relations

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

Making Consultative Committees More Effective	Sydney	<b>3 August 2018</b>
Workplace Behaviour	Sydney	<b>15 August 2018</b>
Handling Difficult Conversations	Wagga	<b>27 August 2018</b>
Making Consultative Committees More Effective	Wagga	<b>28 August 2018</b>
Award History & Interpretation	Sydney	<b>24 October 2018</b>

Integrating the Local Government Capability Framework with Recruitment & Performance Development Processes	Sydney	<b>25 &amp; 26 July 2018</b>
Integrating the Local Government Capability Framework with Recruitment & Performance Development Processes	Dubbo	<b>29 &amp; 30 August 2018</b>
Integrating the Local Government Capability Framework with Recruitment & Performance Development Processes	Taree	<b>26 &amp; 27 September 2018</b>
Integrating the Local Government Capability Framework with Recruitment & Performance Development Processes	Griffith	<b>10 &amp; 11 October 2018</b>

### Advancing Local Leadership

Supporting and developing the role of both elected and professional leaders.

Media Skills	Sydney	<b>27 July 2018</b>
Governance Essentials for Local Government	Sydney	<b>28 &amp; 29 July 2018</b>
Financial Issues in Local Government	Sydney	<b>30 July 2018</b>
Leading and Managing a Learning Environment	Sydney	<b>6 August 2018</b>
Learning Needs Analyst Workshop	Sydney	<b>14 August 2018</b>
Foundations of Directorship	Sydney	<b>27 - 29 August 2018</b>
Chairing and Effective Meeting Procedures	Sydney	<b>6 September 2018</b>
Leadership and Management	Sydney	<b>11 &amp; 12 September 2018</b>
Leadership for Aspiring Women	Sydney	<b>18 September 2018</b>
Community Stakeholder Engagement	Sydney	<b>21 September 2018</b>
Finance for Non-Finance Managers	Sydney	<b>15 October 2018</b>
Chairing and Effective Meeting Procedures	Cowra	<b>30 October 2018</b>
Executive Certificate for Elected Members - Block 1	Sydney	<b>8 - 10 November 2018</b>
Price Setting for Fees and Charges	Sydney	<b>21 November 2018</b>
Executive Certificate for Elected Members - Block 2	Sydney	<b>7-8 December 2018</b>

### Smarter Local Government

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

Personal and Executive Assistants' Conference	Sydney	<b>9 &amp; 10 August 2018</b>
Learning & Development Network Meeting	Sydney	<b>4 September &amp; 11 December 2018</b>
Good Governance Forum	Sydney	<b>6 &amp; 7 September 2018</b>
Internal Audit Familiarisation Seminar	Sydney	<b>27 September 2018</b>
LGNSW Annual Conference	Albury	<b>21 - 23 October 2018</b>
LGNSW Human Resources Conference	Sydney	<b>14 - 16 November 2018</b>
Mayors' Weekend	Sydney	<b>24 &amp; 25 November 2018</b>

Please note that the dates are subject to change and programs cannot proceed if there are insufficient registrations. Participants will receive a confirmation email once the course is confirmed.

#### Contact Details

Contact us for a quote to have any of these workshops delivered in-house at your council or in your region.

Visit [lgnsw.org.au/learning](http://lgnsw.org.au/learning) for details and monitor the LGNSW Weekly for specific information on all our programs.

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