

LGNSW LEARNING SOLUTIONS CALENDAR OF UPCOMING COURSES: JULY TO DECEMBER 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
- Cyber Safety and Awareness
- Improving your Correspondence Writing
- Improving your Grammar and Punctuation Skills
- Improving Your Minute Taking Skills
- Improving your Report Writing
- Introduction to Local Government
- Personal and Executive Assistants' Conference
- Price Setting for Fees and Charges
- Property Professionals Conference
- Social Media for Councils
- 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
- GIPA Advanced
- Handling Difficult People
- Learning and Development Network
- Making Consultative Committees more Effective
- Managing an Ageing Workforce
- Mental Health in the Workplace
- National Human Resources Conference
- People and Performance
- Resilience and Wellbeing
- Workforce Planning
- Workplace Behaviour – Drawing the Line

ADVANCING LOCAL LEADERSHIP

Supporting and developing the role of both elected and professional leaders

- Building an Effective Team
- Business Excellence in Local Government
- Chairing Effective Meeting Procedures
- Community and Stakeholder Engagement
- Councillor Weekend
- Executive Certificate for Elected Members
- Finance for Non Finance Managers
- Financial Issues in Local Government
- Leadership for Aspiring Women
- Mayors' Weekend Seminar
- Media Skills
- Navigator – Men's Development Program
- Social Media for Councillors
- Springboard Women's Development Program
- Strategic and Business Planning

SMARTER LOCAL GOVERNMENT

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

- Finance Summit
- Internal Audit Familiarisation Seminar
- Models of Community Governance
- Needs Analysis Workshop
- Political Awareness
- Technology and Digital Collaboration

JULY

28	Making Consultative Committees More Effective	Sydney	●
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AUGUST

1	GIPA Advanced	Sydney	●
8	Writing Winning Grant Funding Applications	Sydney	●
11	Personal and Executive Assistants' Conference	Sydney	●
15	Award History and Interpretation	Sydney	●
16	Workplace Behaviour - Drawing the Line	Sydney	●
17	People and Performance	Sydney	●
22	Social Media for Councils	Sydney	●
24	Handling Difficult People	Armidale	●
25	Handling Difficult People	Sydney	●
29	Improving your Minute Taking Skills	Sydney	●
30	Springboard Mentors Program	Sydney	●
31	Springboard Women's Development Program Day 1	Sydney	●
31	Time Management	Sydney	●

SEPTEMBER

4	Needs Analysis Workshop	Sydney	●
4	Introduction to Local Government	Sydney	●
5	Learning and Development Network	Sydney	●
6	Improving your Correspondence Writing	Sydney	●
7	Customer Service Excellence	Sydney	●
7	Navigator – Men's Development Program Day 1	Sydney	●
11 & 12	Finance Summit	Sydney	●
14	Cyber Safety and Awareness	Sydney	●
15	Price Setting for Fees and Charges	Sydney	●
18	Mental Health in the Workplace	Dubbo	●
19	Resilience and Wellbeing	Dubbo	●
19	Business Excellence in Local Government	Sydney	●
21	Springboard Women's Development Program Day 2	Sydney	●
21	The Supervisor Series Day 1	Sydney	●

OCTOBER

5	Navigator – Men's Development Program Day 2	Sydney	●
9	Making Consultative Committees More Effective	Queanbeyan	●
10	Improving your Grammar and Punctuation	Sydney	●
11	Workplace Behaviour - Drawing the Line	Sydney	●
12	Springboard Women's Development Program Day 3	Sydney	●
12	The Supervisor Series Day 2	Sydney	●
12 & 13	Professionals Conference	Shoalhaven	●
16	Managing an Ageing Workforce	Sydney	●
17	Building an Effective Team	Sydney	●

18	Leadership for Aspiring Women	Sydney	●
19	Workforce Planning	Sydney	●
24	Media Skills	Sydney	●
26	Technology and Digital Collaboration	Sydney	●
26	Navigator – Men's Development Program Day 3	Sydney	●
27	Financial Issues in Local Government	Sydney	●
31	Political Awareness	Sydney	●

NOVEMBER

2	Springboard Women's Development Program Day 4	Sydney	●
2	Improving your Report Writing	Sydney	●
3, 4 & 5	Executive Certificate Block 1	Sydney	●
4 & 5	Mayors' Weekend Seminar	Sydney	●
7	Speed Reading	Sydney	●
9	Chairing effective Meeting Procedures	Sydney	●
10	Models of Community Governance	Sydney	●
13	Handling Difficult People	Bathurst	●
15, 16 & 17	National Human Resources Conference	Sydney	●
21	Award History and Interpretation	Sydney	●
23	Navigator – Men's Development Program Day 4	Sydney	●
24	Community and Stakeholder Engagement	Sydney	●
25 & 26	Councillor Weekend Seminar	Sydney	●
28	Internal Audit Familiarisation Seminar	Sydney	●
29	Social Media for Councillors	Sydney	●
30	Cyber Safety and Awareness	Sydney	●

DECEMBER

1	Mental Health in the Workplace	Dubbo	●
2 & 3	Executive Certificate Block 2	Sydney	●
7	Finance for Non-Finance Managers	Sydney	●
8	Resilience and Wellbeing	Dubbo	●
12	Learning and Development Network	Sydney	●
13	Strategic and Business Planning	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
Short Courses	\$330	\$660
One Day Program	\$660	\$1320
Two Day Program	\$1100	\$2200
Springboard Women's Development Program/Navigator – Men's Development Program	\$1320	\$2640
Mayors Weekend/Councillors 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 July – December 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 <http://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

- Personal and Executive Assistants Conference – 11 August 2017
- Finance Summit – 11-12 September 2017
- Property Professionals Conference – 12-13 October 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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