

LGNSW LEARNING SOLUTIONS CALENDAR OF UPCOMING COURSES: JANUARY TO JUNE 2018

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
- Drone Operations in Local Government
- 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 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

- Applying Capabilities to Performance Development
- Applying Capabilities to Recruitment and Selection
- Award History and Interpretation
- Handling Difficult People
- Employment Law Seminar
- Learning and Development Network
- Making Consultative Committees more Effective
- People and Performance
- Workplace Behaviour – Drawing the Line

ADVANCING LOCAL LEADERSHIP

Supporting and developing the role of both elected and professional leaders

- Chairing & Effective Meeting Procedures
- Code of Conduct for Councillors
- Community and Stakeholder Engagement
- Developing Capabilities for Elected Members
- Executive Certificate for Elected Members
- Finance for Non Finance Managers
- Financial Issues in Local Government
- Foundations of Directorship Program
- Governance Essentials for Local Government
- Leadership for Aspiring Women
- Leveraging Excellence Models for Council-Wide Improvement
- Mayors' Weekend Seminar
- Media Skills
- Navigator – Men's Development Program
- Social Media for Councillors
- Springboard Women's Development Program
- Strategic Business Planning

SMARTER LOCAL GOVERNMENT

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

- Audit Committee Best Practice
- Good Governance Forum
- Internal Audit Familiarisation Seminar
- Learning Needs Analysis Workshop
- Planning 101
- Political Awareness
- Price Setting for Fees and Charges
- Using the Capability Framework

FEBRUARY

13	Media Skills	Sydney	●
14	Improving your Correspondence Writing	Sydney	●
20	Award History and Interpretation	Sydney	●
21	Using the Capability Framework	Sydney	●
22	Navigator – Men's Development Program Day 1	Sydney	●
23	Financial Issues in Local Government	Sydney	●
26, 27 & 28	Foundations of Directorship	Sydney	●
27	Springboard Mentors Program	Sydney	●
28	Springboard Women's Development Program Day 1	Sydney	●

MARCH

2	Applying Capabilities to Recruitment and Selection	Sydney	●
5	Learning Needs Analysis Workshop	Sydney	●
6	Learning and Development Network	Sydney	●
7	Developing Capabilities for Elected Members	Sydney	●
7	Drone Operations in Local Government	Port Macquarie	●
8	Price Setting for Fees and Charges	Sydney	●
8 & 9	The Supervisor Series	Sydney	●
13	Planning 101 (Metro)	Sydney	●
13	Improving your Report Writing	Sydney	●
14	Social Media for Councils	Sydney	●
15	Time Management	Sydney	●
20 & 21	Governance Essentials for Local Government	Sydney	●
21	Springboard Women's Development Program Day 2	Dubbo	●
21	Drone Operations in Local Government	Shoalhaven	●
22	Navigator – Men's Development Program Day 2	Sydney	●
22	Award History and Interpretation	Newcastle	●
24 & 25	Mayors Weekend Seminar	Sydney	●
26	Making Consultative Committees More Effective	Yass	●
27	Workplace Behaviour – Drawing the Line	Sydney	●

APRIL

5	Planning 101 (Rural/Regional)	Sydney	●
6	Strategic Business Planning	Sydney	●
10	Customer Service Excellence	Sydney	●
11	Springboard Women's Development Program Day 3	Sydney	●
12	Applying Capabilities to Performance Development	Sydney	●
19	Navigator – Men's Development Program Day 3	Sydney	●
27	Code of Conduct for Councillors	Sydney	●
30	Making Consultative Committees More Effective	Armidale	●

MAY

2	Springboard Women's Development Program Day 4	Sydney	●
3	People and Performance	Sydney	●
4	Making Consultative Committees More Effective	Sydney	●
4, 5 & 6	Executive Certificate for Executive for Elected Members Block 1	Sydney	●
8	Improving your Minute Taking	Sydney	●
9	Drone Operations in Local Government	Newcastle	●
11	Employment Law Seminar	Sydney	●
15	Improving your Grammar and Punctuation	Sydney	●
16	Audit Committee Best Practice	Sydney	●
17	Award History and Interpretation	Wagga	●
17	Navigator – Men's Development Program Day 4	Sydney	●
21 & 22	Leveraging Excellence Models for Council-Wide Improvement	Sydney	●
22	Improving your Correspondence Writing	Sydney	●
23	Drone Operations in Local Government	The Hills	●
23	Writing Winning Grant Funding Applications	Sydney	●
24	Leadership for Aspiring Women	Sydney	●
25	Political Awareness	Sydney	●
29	Introduction to Local Government	Sydney	●
30	Community and Stakeholder Engagement	Sydney	●
31	Speed Reading	Sydney	●

JUNE

1	Social Media for Councillors	Sydney	●
2 & 3	Executive Certificate for Elected Members Block 2	Sydney	●
5	Learning and Development Network	Sydney	●
7	Making Consultative Committees More Effective	Griffith	●
7	Drone Operations in Local Government	Albury	●
8	Handling Difficult People	Sydney	●
13	Finance for Non Finance Managers	Sydney	●
14	Chairing & Effective Meeting Procedures	Sydney	●
14	Drone Operations in Local Government	Orange	●
15	Award History and Interpretation	Sydney	●
21 & 22	Good Governance Forum	Sydney	●
26	Improving your Report Writing	Sydney	●
28	Internal Audit Familiarisation Seminar	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

	Price
Short Courses	\$330 (incl GST)
One Day Program	\$660 (incl GST)
Two Day Program	\$1100 (incl GST)
Springboard Women's Development Program/Navigator – Men's Development Program	\$1320 (incl GST)
Mayors Weekend/Councillors Weekend	\$1320 (incl GST)
Executive Certificate for Elected Members (five days)	\$3500 (GST exempt)
Foundations of Directorship Program	\$3118.50 (incl GST)
Governance Essentials for Local Government	\$1941.50 (incl GST)
Learning and Development Network Meetings	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 2018. 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

- Employment Law Seminar – 11 May 2018
- Good Governance Forum – 21-22 June 2018

Cancellation Policy

All cancellations must be received in writing 15 working days before the date of the event 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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