

## Professional Development January - June 2019

### In-House Learning

Contact us for a quote to have programs delivered in-house at your council or in your region.

### Online Learning

Visit <https://www.lgnsw.org.au/events-training/elearning> to view all our online learning courses.

### Effective Workplace Relations

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

**\* Indicates intention to deliver the program in regional areas**

|  |                             |   |
|--|-----------------------------|---|
| Integrating the Local Government Capability Framework in Recruitment & Performance Development | Sydney<br>Nowra<br>Tamworth | <b>6 &amp; 7 February 2019</b><br><b>27 &amp; 28 February 2019</b><br><b>13 &amp; 14 March 2019</b> |
| Award History & Interpretation   | Sydney                      | <b>13 February 2019</b><br><b>26 June 2019</b>  |
| * Integrated Planning & Reporting  | Sydney                      | <b>6 March 2019</b><br><b>14 May 2019</b>   |
| Resilience in the Workplace  | Sydney                      | <b>7 March 2019</b><br><b>3 May 2019</b><br><b>13 June 2019</b>                                     |
| * Making Consultative Committees More Effective  | Sydney                      | <b>13 March 2019</b><br><b>6 June 2019</b>  |

### Essential Skills and Knowledge

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

|  |        |  |
|--|--------|--|
| Developing Successful Grant Applications | Sydney | <b>26 February 2019</b>                        |
| Improving Your Correspondence Writing    | Sydney | <b>28 February 2019</b><br><b>20 June 2019</b> |
| * Improving Your Report Writing          | Sydney | <b>7 March 2019</b><br><b>22 May 2019</b>      |
| Improving Your Grammar and Punctuation   | Sydney | <b>14 March 2019</b><br><b>13 June 2019</b>    |
| Introduction to Local Government         | Sydney | <b>19 March 2019</b><br><b>12 June 2019</b>    |
| Verbal Judo                              | Sydney | <b>21 March 2019</b>                           |
| Aboriginal Cultural Awareness            | Sydney | <b>27 March 2019</b>                           |
| Social Media for Councils                | Sydney | <b>2 April 2019</b>                            |
| Speed Reading                            | Sydney | <b>1 May 2019</b>                              |
| Customer Service Excellence              | Sydney | <b>2 May 2019</b>                              |
| Improving Your Minute Taking Skills      | Sydney | <b>27 June 2019</b>                            |

## Advancing Local Leadership

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

**\* Indicates intention to deliver the program in regional areas**

|  |                  |  |
|--|------------------|--|
| * Advancing Local Leadership AIM (3 days)        | Sydney & Regions | On request                                   |
| * Lead & Manage Your Team Through Change         | Sydney           | 21 February 2019<br>22 May 2019              |
| The Art of Business Storytelling                 | Sydney           | 8 March 2019                                 |
| * Coaching for Managers                          | Sydney           | 11 March 2019<br>28 May 2019                 |
| * Introduction to Project Management             | Sydney           | 12 March 2019<br>11 June 2019                |
| * Mental Health in the Workplace for Supervisors | Sydney           | 15 March 2019<br>10 May 2019<br>25 June 2019 |
| * Finance for Non-Finance Managers               | Sydney           | 26 March 2019                                |
| Foundations of Directorship (AICD) Senior Staff  | Port Macquarie   | 28, 29 & 30 March 2019                       |
| Internal Audit Familiarisation                   | Sydney           | 8 April 2019                                 |
| * Workplace Behaviour for Supervisors            | Sydney           | 9 April 2019                                 |
| The Supervisor Series                            | Sydney           | 6 & 7 May 2019                               |

## Civic Leadership

Professional Development for Elected Members

|   |                                |                                |
|---|--------------------------------|--------------------------------|
| * Financial Issues in Local Government                      | Sydney                         | 31 January 2019<br>5 June 2019 |
| Social Media & Media Skills for Councillors                 | Sydney                         | 1 February 2019                |
| * Chairing & Effective Meeting Procedures for Councillors   | Sydney                         | 11 February 2019<br>8 May 2019 |
| * Code of Conduct for Councillors                           | Sydney                         | 15 February 2019               |
| Foundations of Directorship (AICD) Senior Staff             | Port Macquarie/<br>Taree (TBC) | 28, 29 & 30 March 2019         |
| Capabilities for Elected Members                            | Sydney                         | 10 May 2019                    |
| Mayors' Weekend   | Sydney                         | 1 & 2 June 2019                |
| Executive Certificate for Elected Members – Part 1 - 3 days | Sydney<br>UTS                  | 27, 28 & 29 June 2019          |
| Executive Certificate for Elected Members – Part 2 - 2 days | Sydney<br>UTS                  | 2 & 3 August 2019              |

\*Free Councillor Mentoring available, contact LGNSW

### Smarter Local Government

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

|  |                                  |  |
|--|----------------------------------|--|
| Learning & Development Network Meeting       | Sydney<br>Region (TBC)           | <b>5 March 2019</b><br><b>4 June 2019</b>                        |
| Audit, Risk & Improvement Committee Training | Sydney<br>Dubbo<br>Coffs Harbour | <b>18 March 2019</b><br><b>2 April 2019</b><br><b>7 May 2019</b> |
| Research & Innovation Showcase               | Sydney                           | <b>4 April 2019</b>  |
| Employment Law Seminar                       | Sydney                           | <b>17 May 2019</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.

LGNSW Learning Solutions team: (02) 9242 4081 or (02) 9242 4181 [learning@lgnsw.org.au](mailto:learning@lgnsw.org.au)

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