

Professional Development June – December 2019

In-House Learning

Contact us for a quote to have programs delivered at your council.

Online Learning

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

Effective Workplace Relations

Integrated Planning & Reporting	Sydney	13 August 2019 19 November 2019
Making Consultative Committees More Effective	Sydney	5 August 2019 6 November 2019
Award History & Interpretation	Sydney	26 June 2019 28 August 2019 20 November 2019

Skills and Knowledge

Improving your Grammar and Punctuation	Sydney	7 November 2019
Introduction to Local Government	Sydney	17 September 2019 26 November 2019
Speed Reading	Sydney	14 August 2019
Customer Service Excellence	Sydney	20 August 2019
Improving your Report Writing	Sydney	5 September 2019 5 December 2019
Improving your Correspondence Writing	Sydney	20 June 2019 21 August 2019
Minute Taking Skills	Sydney	27 June 2019 11 December 2019
Introduction to Local Government	Sydney	17 September 2019 26 November 2019
Tender Writing	Sydney	27 August 2019
Planning for Non-Planners	Caves Beach	9 October 2019

Smarter Local Government

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

Learning & Development Network Meeting	TBA Sydney	3 September 2019 3 December 2019
Executive Assistant / Personal Assistant Conference	Sydney	8 & 9 August 2019
National Local Government Workforce Summit	Tweed Heads	13,14,15 November 2019

Advancing Local Leadership

Audit, Risk & Improvement Committee Training (Senior Staff)	Sydney Ballina Sydney	5 July 2019 19 September 2019 17 October 2019
Advancing Local Leadership (3 days training & individual coaching) LGNSW & The Australian Institute of Management	On Request	On Request
Lead and Manage your Team Through	Sydney	23 October 2019
Introduction to Project Management	Sydney	11 June 2019
Mental Health in the Workplace for Supervisors	Sydney	25 June 2019
Finance for Non-Finance Managers	Sydney	3 July 2019 5 November 2019
Workplace Behaviour Training	Sydney	19 September 2019
The Supervisor Series	Sydney	31 October & 1 November 2019

Civic Leadership

Professional Development for Elected Members ***Free Councillor mentoring available, contact LGNSW**

Audit, Risk & Improvement Committee Training	Sydney Ballina Sydney	5 July 2019 19 September 2019 17 October 2019
Chairing & Effective Meeting Procedures for Councillors	Sydney	5 September 2019
Capabilities for Elected Members	Sydney	28 November 2019
Financial Issues in Local Government	Sydney	10 October 2019
Mayors' Weekend	Sydney	29 & 30 June 2019
Social Media for Councillors	Sydney	4 July 2019 18 October 2019
Executive Certificate for Elected Members – Part 1 2 days	LGNSW Sydney	6 & 7 September 2019
Executive Certificate for Elected Members – Part 2 2 days	UTS Sydney	11 & 12 October 2019

Please note that the dates are subject to change and programs cannot proceed if there are insufficient registrations.

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

Visit <https://lgnsw.org.au/learning> for further details and registration.

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