



## *Developing Your Career*

### *For APS 3 to Executive Level Staff*

**A one day workshop for those who want to further their career  
in the Public Sector.**

**Work with experienced speakers and trainers on how to:**

- Deal with current career issues and challenges;
- Be proactive in career planning and maximising your choices;
- Take advantage of opportunities as these arise; and
- Position yourself for the future, including for selection processes.

#### **Introduction and Overview of the APS Environment – Sue Willis**

- Understanding the broader context – Government and agency drivers, and priorities
- What “being strategic” really means
- Look outward – how to develop and maintain meaningful networks
- Adapting to a dynamic working environment
- Desirable attributes and behaviours

#### **Taking Stock of You – Sue Willis**

- What are your personal values, preferences and priorities?
- Recognise the triggers which motivate and energise you (and their converse)
- Identify your ‘value add’– the strengths and selling points which differentiate you from others
- Map your career journey - your ultimate career destination and the milestones that may assist you on the way
- Scope your strengths and areas for growth
- Find opportunities to sell yourself – without being pompous or overbearing!



### **Developing a Strong Written Application – Sue Willis**

- The value of research - gathering strategic intelligence about the organisation
- Optimum application structure
  - Maintaining a current CV
  - A strong cover letter
  - Responding to selection criteria
- Standing Out in a crowded selection field

### **Communication and Influencing – Sue Willis**

- The value of planning
- Communicate to achieve desired outcomes in the workplace, in interviews etc.
- The nature of influencing
- Principles for good performance
  - 'Reading' and using verbal and non verbal signals
  - Structure your responses
  - Make the shift - interrogation to constructive conversation
  - Tailor to your audience
  - Build rapport
  - Humour and engagement
  - More is not better
  - Interview tools

### **Marketing Your Career Potential – Barbara Miller**

- You are the PRODUCT
- Personal marketing checklist
- Using emotional intelligence to build relationships
- Networking and hidden job market
- Keeping in touch
- Creating your future

### **Look and Sound like a Winner – Barbara Miller**

- Personal Style
- How to impress an interviewer
- Strategies for success
- Dress for success
- Etiquette or Protocol (Rules of the Game)
- Building Confidence (Challenging your Internal Critic)



### **Interview Skills to Win that Job – Barbara Miller**

- Planning your strategy
- Behavioural interviewing techniques
- Interview do's and don'ts
- Things to avoid
- How to help the panel select you!
- The ten most difficult interview questions

**4:45pm – Finish**

### **PRESENTERS**

#### **SUE WILLIS**

Sue is an approachable, confident and enthusiastic presenter whose strength lies in her ability to build rapport quickly with her clients. This rapport brings about positive change and successful outcomes.

She is an adult educator and for over 12 years has consulted in communication skills training. For the last three years, she has worked as a sub-contractor to Acorn Training and Consulting. Prior to starting her own consultancy, she had 20 years experience in the former Department of Industry, Science and Technology in human resources and training.

Her written contributions to coursework in communication skills include the development of a module for an MBA Program by the Management Development Institute, University of Western Australia for the Singapore military. She has also contributed to the Learner's Guide for the Unit, "Prepare a public speaking presentation for informative and persuasive talks" as part of the Support Materials for the National Sport Industry Training Package.

Sue is a member of the ACT Chamber of Women in Business and has a strong interest in the ACT Editors Association.

- Bachelor of Adult Education (near completion), University of Canberra
- Certificate IV in Training and Assessment, CIT Solutions/Work Resources Centre
- Myers Briggs Type Indicator Accreditation, Price Waterhouse Coopers

Sue regularly trains in the following topics;

- Presentation Skills
- Communication Skills
- Writing Skills at all levels
- Customer Service
- Negotiation Skills
- Call Centre/Help Desk/Reception Skills
- Myers-Briggs



## **BARBARA MILLER**

Barbara is an organisational psychologist, life/executive Coach and corporate trainer with degrees in social sciences, adult education and applied psychology.

She has a diverse working background in management and marketing, is a member of the Australian Psychological Society, college of Organisational Psychologists and principal of Potential Unlimited, a training and development consultancy.

Barbara is a positive psychologist whose mission is to help people bring *flow* into their life by using strengths to dramatically improve their work performance incorporate a healthy lifestyle, and strengthen their relationships and resources. She is an advanced skills teacher, counsellor and published writer.

Barbara presents workshops in Emotional Intelligence, Social Intelligence, Management, Teamwork and Career Development.

# Enrolment Form – Developing Your Career

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre, 74 Townshend St, Phillip ACT

**Date:**

**Time:** 9.00 a.m. to 4.45 p.m.

Attendee's name	Email address	Date(of workshop)
1.		
2.		
3.		
4.		
5.		
<b>Organisation</b>		
<b>Branch/Division</b>		
<b>Address</b>		
<b>Phone #</b>		
<b>Fax #</b>		

## **Payment Details**

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Total price \$695 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ \$645 early bird price (early bird applies up to three weeks before the date of the workshop).

### **1. Credit Card** (Amex, Diners, Visa, MasterCard, Bankcard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

If you prefer not to receive these emails please place remove in the subject line of a return email.

**ABN 34 073 999 185**