


Training workshops

In 2017, new workshops and classic favourites!

Communications

Writing to influence and persuade

- Ministerial correspondence
- Ministerial briefs, question time briefs
- Meeting briefs and talking points
- Briefs for Senate Estimates and parliamentary committees
- Executive briefs, decision documents and business cases
- Business letters and emails
- Report writing
- Editing and proofreading
- Plain English for scientists 
- Requests for Tender and tender proposals
- Writing business documents that influence and persuade
- Grammar, punctuation and foundation writing skills
- Creating a clear writing culture

Look for our
brand new
workshops
marked
with a 

Engaging with stakeholder

- Introduction to engaging with stakeholders
- Advanced stakeholder engagement
- Negotiation and representation skills
- Strategic communications
- Developing an effective communications and engagement plan

Giving powerful speeches and presentations

- Speaking effectively as a professional
- Building confidence and speaking clearly
- Giving the keynote address, PowerPoint and handling questions
- Appearing before parliamentary committees

Engaging the media

- Engaging audiences using social media
- Defensive interview skills: answering tough questions
- Media releases and talking points
- Advanced media skills for leaders
- Engaging the media: **SWOT**—Strengths, Weaknesses, Opportunities, Threats—capability audit

Policy

- Introduction to policy
- Advanced policy skills
- Strategic policy: developing and implementing policy in a dynamic environment ★
- Nudge theory: positive outcomes with minimum regulation
- Economics for non-economists
- Science, policy and influence: presenting evidence for decision makers

Regulation

- Core concepts in regulation ★
- Regulatory design and development ★
- Decision-making and regulatory discretion ★
- Strategic regulation: effective interventions in a complex environment ★
- Contemporary compliance strategies
- Risk-based regulation ★
- Effective regulatory writing ★
- Administrative law ★
- Monitoring, compliance and evaluation ★
- Enforcement awareness ★
- Licensing, assessments and approvals ★
- Regulatory advice and guidance ★
- Statutory interpretation ★
- Freedom of information laws ★
- Performance evaluation ★

Leadership and teams

Building professional capability

- Creating a client service culture
- Giving and receiving feedback
- Creative thinking for teams
- Analytical thinking and problem solving skills

Leading, building and managing effective teams

- Executive workshops: writing standards, roles, processes and responsibilities ★
- Managing, mentoring and coaching skills ★
- Building resilient teams
- Techniques for leaders and managers, coaches and mentors
- Building a creative, high performing team
- Managing teams that need to improve performance
- Negotiation skills for teams and individuals
- Handling challenging conversations
- DISC for leaders and managers

Call us on 02 6247 2225 or find us at ethoscrs.com.au for more information