

Training workshops

Communications

Writing to influence and persuade

- Principles of clear writing
- Ministerial correspondence
- Writing for the minister: briefs and QTBs
- Meeting briefs and talking points
- Briefs for appearances before parliamentary committees
- Executive briefs, decision documents and business cases
- Writing effective letters and emails
- Writing persuasive reports
- Editing and proofreading
- Plain English for scientists ★
- Clear writing for IT specialists ★
- Requests for Tender and tender proposals
- Writing business documents that influence and persuade
- Creating a clear writing culture

Look for our
brand new
workshops
marked
with a ★

Engaging with stakeholders

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

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
- Regulatory advice and guidance
- Statutory interpretation
- Freedom of information laws ★
- Performance evaluation ★

Leadership and teams

Analytical and clear thinking skills

- Analytical thinking and problem solving skills
- Making good decisions under pressure
- Creative thinking for teams

Leading, building and managing effective teams

- Stepping up: survival skills for new managers
- Essential skills: leadership and the middle manager
- From the top: executive and strategic leadership
- Solving problems as a leader: analytical and critical reasoning
- Giving feedback to improve performance
- Managing, mentoring and coaching skills
- Building resilient teams
- Building a creative, high performing team
- Negotiation skills for teams and individuals
- Handling challenging conversations
- **DISC** and managing a diverse team

Contact us at service@ethoscrs.com.com.au for more information