Senate Finance and Public Administration Legislation Committee — Budget Estimates Hearing—May 2017

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Corporate Training**

Question: **97**

Written: **Senator Kitching**

Date set by the committee for the return of answer: 7 July 2017

Please provide a copy of the 2016 Corporate Training Program calendar, as well as the calendar for 2017.
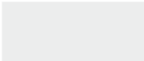
Answer

The DPS Corporate Training Calendar is prepared bi-annually by HR Services and Strategy.

Attached are copies of the DPS Corporate Training Calendar for 2016 and 2017 to date. The calendar for the 2017/18 financial year is yet to be finalised.

DPS Corporate Training Calendar - January to June 2016

Monday	Tuesday	Wednesday	Thursday	Friday
25 January	26 January *Australia Day*	27 January *SAC Training* *E-Recruit Training*	28 January	29 January
1 February *Information & Records in DPS*	2 February	3 February	4 February	5 February
8 February	9 February	10 February	11 February	12 February *WHS Awareness*
15 February	16 February *Being Professional in the Parliamentary Service*	17 February	18 February	19 February
22 February	23 February	24 February	25 February	26 February
29 February	1 March	2 March	3 March	4 March
7 March *Coaching Conversations*	8 March	9 March *SAC Training* *E-Recruit Training* *Coaching Conversations*	10 March *WHS Awareness* *Coaching Conversations*	11 March
14 March *Canberra Day*	15 March	16 March	17 March	18 March
21 March *Resilience Training*	22 March *Resilience Training*	23 March *Transformational Leadership*	24 March *Transformational Leadership*	25 March *Good Friday*
28 March *Easter Monday*	29 March	30 March	31 March	1 April
4 April *Mental Health First Aid*	5 April *Mental Health First Aid*	6 April *Information & Records in DPS* *WHS Awareness*	7 April *Being Professional in the Parliamentary Service*	8 April *Working Sm@rt*
11 April	12 April	13 April *Mental Health (Managers)*	14 April *Mental Health (Employees)*	15 April
18 April	19 April *Think on Your Feet*	20 April *Think on Your Feet*	21 April	22 April
25 April *Anzac Day*	26 April	27 April	28 April	29 April

Monday	Tuesday	Wednesday	Thursday	Friday
2 May	3 May *WHS Awareness*	4 May *Information & Records in DPS*	5 May *Being Professional in the Parliamentary Service*	6 May
9 May	10 May	11 May	12 May	13 May
16 May	17 May	18 May *E-Recruit Training* *Being Professional in the Parliamentary Service*	19 May	20 May
23 May	24 May	25 May	26 May	27 May
30 May	31 May	1 June	2 June	3 June
6 June	7 June *Being Professional in the Parliamentary Service*	8 June	9 June	10 June
13 June *Queens Birthday*	14 June	15 June *Information & Records in DPS*	16 June *SAC Training*	17 June
20 June	21 June	22 June	23 June	24 June *WHS Awareness*

	Public Holiday		Sitting Day		Development Training		Corporate Training

Registration

You can register for course offerings through the DPS Learning Management System (LMS). Just login to DPS SAP Self Service and click on the Learning link in the Learning panel. For any assistance, contact the **Learning and Development** section on extension 2742 or email **dps.ld@aph.gov.au**.

DPS Corporate Training Calendar – July to December 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1 August	2 August	3 August	4 August	5 August
8 August	9 August	10 August *Information and Records Management* *Writing Executive and Senate Estimate Briefs*	11 August *Work Health and Safety Awareness*	12 August
15 August	16 August	17 August	18 August	19 August
22 August	23 August	24 August	25 August	26 August
29 August	30 August	31 August	1 September	2 September
5 September	6 September	7 September	8 September	9 September
12 September	13 September	14 September	15 September	16 September
19 September	20 September *Coaching Conversations*	21 September *Work Health and Safety Awareness*	22 September *Information and Records Management*	23 September
26 September	27 September	28 September	29 September	30 September
3 October	4 October *SAC Training*	5 October *Resilience Training*	6 October *Resilience Training* *Coaching Conversations*	7 October
10 October	11 October	12 October	13 October	14 October
17 October	18 October	19 October	20 October	21 October

Monday	Tuesday	Wednesday	Thursday	Friday
24 October *SAP eRecruit*	25 October *Information and Records Management* *Coaching Conversations*	26 October *Work Health and Safety Awareness*	27 October *Mental Health First Aid*	28 October *Mental Health First Aid*
31 October	1 November	2 November *Coaching Conversations*	3 November *WHS for Supervisors*	4 November
7 November	8 November	9 November	10 November	11 November
14 November	15 November *SAC Training* *Thinking on Your Feet*	16 November *Thinking on Your Feet*	17 November *Information and Records Management* *Mental Health in the Workplace*	18 November *Work Health and Safety Awareness*
21 November	22 November	23 November	24 November	25 November
28 November	29 November	30 November	1 December	2 December
5 December *SAP eRecruit*	6 December *SAC Training*	7 December *Information and Records Management*	8 December *Work Health and Safety Awareness*	9 December
12 December	13 December	14 December	15 December	16 December

Public Holiday   Sitting Day   Development Training   Corporate Training

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DPS Corporate Training Calendar - January to June 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1 February *Information and Records Management* *Resilience Training*	2 February *Work Health and Safety Awareness* *Resilience Training*	3 February
6 February	7 February	8 February	9 February	10 February
13 February	14 February	15 February	16 February	17 February
20 February *Project Management Fundamentals*	21 February *Project Management Fundamentals*	22 February *Coaching Conversations for Supervisors*	23 February	24 February
27 February	28 February	1 March	2 March	3 March
6 March *SAC Training*	7 March *Public Interest Disclosure* *WHS for DPS Supervisors*	8 March *Work Health and Safety Awareness* *Mental Health First Aid*	9 March *Information and Records Management* *Mental Health First Aid*	10 March
13 March	14 March	15 March *Coaching Conversations for Supervisors* *Understanding and Applying the Business Classification Scheme*	16 March	17 March *The Alchemy of Service*
20 March	21 March	22 March	23 March	24 March
27 March	28 March	29 March	30 March	31 March
3 April	4 April *Mental Health in the Workplace*	5 April *Information and Records Management*	6 April *Work Health and Safety Awareness*	7 April
10 April	11 April *Think on Your Feet*	12 April *Think on Your Feet*	13 April	14 April
17 April	18 April	19 April *Understanding and Applying the Business Classification Scheme*	20 April	21 April
24 April	25 April	26 April *Transformational Leadership*	27 April *Transformational Leadership*	28 April

Monday	Tuesday	Wednesday	Thursday	Friday
1 May	2 May *WHS for DPS Supervisors*	3 May *Mental Health First Aid*	4 May *Mental Health First Aid*	5 May
8 May	9 May	10 May	11 May	12 May
15 May *Resilience Training*	16 May *Resilience Training* *SAC Training* *Understanding and Applying the Business Classification Scheme*	17 May *Work Health and Safety Awareness*	18 May *Information and Records Management*	19 May
22 May	23 May	24 May	25 May	26 May
29 May	30 May	31 May	1 June	2 June
5 June	6 June	7 June	8 June *Public Interest Disclosure* *Understanding and Applying the Business Classification Scheme*	9 June
12 June	13 June	14 June	15 June	16 June
19 June	20 June	21 June	22 June	23 June
26 June	27 June *Information and Records Management*	28 June *Transformational Leadership* *Work Health and Safety Awareness*	29 June *Transformational Leadership*	30 June

Public Holiday	Sitting Day	Development Training	Corporate Training

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