

Department of Infrastructure and Regional Development

1st June 2014 – 31st October 2014

62 – Attachment A

4. Names of service Providers engaged	4. a Name and nature of service	4. b whether the service is on-on-one or group based	4. c the number of employees who received the service and their classification	4 d. total number of hours involved for all employees (breakdown for each classification)	4. e total spent on service (incl GST)	4. f description of fees charged	5. location
Executive Coaching							
Centre for Public Management Pty Ltd	Career and job role coaching: The ambition of One-on-one coaching is to help the participant determine the most appropriate solution to address the particular job role or career challenge they may be facing, and to help determine an appropriate course of action to address these challenges. By its nature one-on-one coaching is very personal and as such information on what is discussed at these sessions is not collected centrally.	one-on-one	2 total 1 x APS 6 1 x EL 1	A typical coaching session lasts around an hour and a half, but due to the personal nature of one-on-one coaching the timeframe can be negotiated between the participant and their coach on approval from the participant's manager. According to the department's coaching program guidelines, participants are offered up to 3 sessions for a coaching topic under the corporate funding allocation. Coaching can be held outside work hours or during work hours to the discretion of the participant's manager.	\$1,700	4 x one-on-one coaching sessions	The location of one-on-one coaching sessions is not recorded by the Department. The location of coaching is negotiated between the employee participant and their coach. The ambition of coaching is to provide for a relaxing and supportive environment for the participant. Coaching may take place on the department's premises or on the premises of the coaching provider or as otherwise negotiated.
Life unlimited		one-on-one	1 x APS 4		\$752	3 x one-on-one coaching sessions	
Hugh Watson Consulting Pty Ltd		one-on-one	1 x SES Band 1		\$1,347	3.5 hours in total of one-on-one coaching sessions	
Yellow Edge Pty Ltd		one-on-one	2 total 1 x APS 6 1 x EL 1		\$2,205	6 x one-on-one coaching sessions	
Cypice Pty Ltd trading as Berrico Consultants		one-on-one	1 x APS 6		\$385	3 x one-on-one coaching sessions	
Effective People Pty Ltd		one-on-one	1 x SES Band 1		\$405	1 x one-on-one coaching sessions	

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Tempo Strategies	Leadership Group Coaching - The session took participants through a range of exercises to help diagnose leadership development requirements and establish leadership focused development actions	Group Coaching	26 total 1 x APS 4 1 x APS 5 1 x APS 6 17 x EL1 6 x EL2	156 hours total 2 hours 2 hours 2 hours 34 hours 12 hours	\$6,914	3 x 2 hour Group coaching session	Departmental premises
Other leadership training services							
Global Learning	Building team performance through coaching	Group	12 total 3 x APS 6 9 x EL1	90 hours total 22.5 hours 67.5 hours	\$2,750	1 day training delivery	Departmental premises
Berrico Consultants	Foundations of successful people management	Group	8 total 3 x APS 6 5 x EL1	88 hours total 33 hours 55 hours	\$5,569	3 x ½ day workshops	Departmental premises
AIM	Influencing and negotiating for ELs	Group	8 total 7 x EL1 1 x EL2	88 hours total 77 hours 11 hours	\$5,280	1.5 days training delivery	Departmental premises
TeamCorp Australia	High performance and productivity	Group	12 total 1 x APS 5 2 x APS 6 9 x EL1	216 total contact hours plus online work 18 hours 36 hours 162 hours	\$24,057	Fee per program, including 18 contact hours in workshops, 10 online modules and online feedback	Departmental premises
JennGen Consulting	Leading better policy	Group	13 total 1 x APS 5 1 x APS 6 4 x EL1 7 x EL2	341.25 hours total 26.25 hours 26.25 hours 105 hours 183.75 hours	Invoice pending	Fee per program including 3.5 days contact (training delivery and coaching) and profile tools	Departmental premises

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TeamHR	Leading change and promoting resilience	Group	7 total 1 x APS 5 3 x APS 6 2 x EL1 1 x EL2	77 hours total 11 hours 33 hours 22 hours 11 hours	\$4,900	1.5 days training delivery	Departmental premises
SAGE Thinking	The Leadership Brain	Group	15 total 1 x APS 4 1 x APS 5 7 x APS 6 5 x EL1 1 x EL 2	112.5 hours total 7.5 7.5 52.5 37.5 7.5	\$2,920	Training delivery and manuals	Departmental premises
SAGE Thinking	Tribal Leadership	Group	10 total 1 x APS 5 9 x EL1	150 hours total 15 hours 135 hours	\$5,640	Training delivery and manuals	Departmental premises
APSC**	SES Band 1 Talent Program	Group	1 total 1 x SES Band 1	Eight-month period 12 days of facilitated workshops (including 4 day residential) 3 x small group learning sessions 3 x one-to-one executive coaching	\$13,000	Assessment, development planning, workshops, facilitated learning network groups and coaching	Provider premises no additional cost
Mt Eliza (Melbourne Business School)***	Leading for organisational impact	Group	4 total 2 x SES Band 1 2 x EL2	150 hours total 75 hours 75 hours	\$39,964	Program registration	Provider premises no additional cost
Mt Eliza (Melbourne Business School)***	Decision making for leaders	Group	3 total 3 x EL2	67.5 hours total 67.5 hours	\$14,400	Program registration	Provider premises no additional cost
Mt Eliza (Melbourne Business School)***	Resilient Leadership	Group	1 total 1 x EL2	22.5 hours total 22.5 hours	\$4,800	Program registration	Provider premises no additional cost

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Mt Eliza (Melbourne Business School)***	Futures thinking and Strategic development	Group	2 total 2 x EL2	60 hours total 60 hours	\$16,198	Program registration	Provider premises no additional cost
Mt Eliza (Melbourne Business School)***	Negotiation and influence	Group	1 total 1 x EL2	22.5 hours total 22.5 hours	\$4,800	Program registration	Provider premises no additional cost
Executive Level Leadership Network*	Annual forum	Group	11 total 11 x EL1	82.5 hours total 82.5 hours	\$3,288	Attendance fee	Third party premises no additional cost
Executive Level Leadership Network*	Network event	Group	11 total 11 x EL1	22 hours total 22 hours	\$1,375	Registration fee	Third party premises at no additional cost
ANZSOG**	Executive Fellowship Program	Group	1 total 1 x a/SES Band 2	112.5 hours total 112.5 hours	\$27,170	Program registration Three-week intensive residential program combining theory, case studies and practical exercises	Provider premises no additional cost
SAGE Thinking	Conscious leadership	Group	2 total 1 x EL2 1 x EL1	15 hours total 7.5 hours 7.5 hours	\$2,172	Program registration	Provider premises no additional cost

*Offered to EL staff only

**Offered to EL and SES staff only

***Offered to both EL and SES staff

62 – Attachments B, C, D and E

62 - Attachment B: 1 June 2014 to 31 October 2014 (GST Excl)

(1) Total expenditure on Executive Coaching and Leadership Training 1 June 2014 to 31 October 2014	(2) The number of employees offered these services and their employment classification	(3) The number of employees who have utilised these services and their employment classification
\$367,010	<p>Leadership training, which is generally available to high performing employees, existing team leaders, unit, branch and executive managers and equivalent.</p> <p>Executive coaching is generally available to branch managers, general managers and executive managers.</p>	<p>130 existing high performing employees, existing team leaders, unit, branch and executive managers undertook leadership training, some of which commenced or concluded outside the reporting period.</p> <p>1 senior manager undertook executive coaching during the reporting period.</p> <p>No study leave was granted.</p>

62 – Attachment C: 1 June 2014 to 31 October 2014 (GST Excl)

(4) Provider Name	(a) Service	(b) Group or One on One	(c) Number of employees who received training and their classification		(d) Total Number of employee hours	(e) Total Expenses	(f) Description of fees charge
Mt Eliza Executive Education (Now Melbourne Business School)	Managing For Results (intake 10 module 3) and Managing For Results (modules 1 & 2)	Group	22 employees (Managing For Results 10), 24 employees (Managing For Results 11)	Generally existing team leaders or unit managers	Approximately 3,500	\$116,000	Complete package, course fees
Holos Group	Senior Leadership Program (2 modules conducted in the	Group	Approximately 70	Senior managers, general managers	1120	\$80,000	Course fees, complete package

	reporting period)			and executive general managers			
Knowledge Teams International	Executive coaching	One on one	1 employee	Senior manager	Approximately 3	\$1,350	Coaching fee, complete package
CPP Asia Pacific Pty Ltd	MBTI personality assessment and support materials for Managing For Results (intake 11) participants	n/a	n/a	n/a	n/a	\$2055	Personality assessment and course materials, complete package
SHL/CEB	Consulting: Analysis of leadership capability	n/a	n/a	n/a	n/a	\$10,404	Desktop review of psychometric and 360 feedback data, complete package
SHL/CEB	Consulting: update of leadership competencies	n/a	n/a	n/a	n/a	\$6,600	Design of revised competency framework, complete package
SHL/CEB	Leadership 360 feedback tool to support leadership development programs	n/a	n/a	n/a	n/a	\$14,900	Annual licence fee, complete package

Maura Fay Group	Consulting: Review of leadership development programs	n/a	n/a	n/a	n/a	\$40,606	Interviews and focus groups, complete package
Franklin Covey	2 x additional “7 Habits of Highly Effective People” participant kits to support Step Up to Management (intake 6)	n/a	n/a	n/a	n/a	\$1,209	Course materials, complete package

62 – Attachment D: 1 June 2014 to 31 October 2014 (GST Excl)

(5a) Location	(5b) The number of employees who took part on each occasion	(5c) The total number of hours involved for all employees who took part	(5d) Any costs the Agency occurred to use the location
Crowne Plaza, Canberra	Conference room hire and catering for 14 Step Up to Management (intake 4) participants and invited guests.	Approximately 112	\$1,477
Cammeray Waters Conference Centre	Accommodation and conference facilities for 22 Managing For Results (intake 10 module 3) and 24 Managing For Results (intake 11 modules 2&3) participants and 2 facilitators.	Approximately 3,500	\$69,708
Brassey of Canberra	Accommodation and conference facilities for 20 Step Up to Management (intake 6) participants and 2 facilitators.	Approximately 750	\$12,342
University of Canberra	Conference room hire and catering for approximately 70 senior managers, general managers and executive general managers for June and September Senior Leadership Team workshops.	Approximately 1120	\$10,359

62 – Attachment E: 1 June 2014 to 31 October 2014

There are 135 of employees who are studying approved graduate or post graduate courses across the business. This number includes staff studying for Diploma and above qualifications. During the period 1 June 2014 to the 31 Oct 2014, 590 hours of approved study leave was taken. The table below provides a breakdown of the approved study leave by what business group and the types of the graduate or post graduate study being undertaken.

Hours of Approved Study Leave	Business Group	Examples of Degrees/Program undertaken
18	Air Traffic Control	Masters of Aviation Management, Graduate Certificate in Aviation
114	Finance & Corporate	Masters of Business Administration, CPA Professional Certification Program
52	Future Service Delivery	Masters of Business Administration
29	Learning Academy	Bachelor of Aviation Management
37	People & Culture	Masters HRM, Graduate Diploma Government & Commercial Law
297	Projects Engineering	Bachelor of Engineering, Bachelor of Engineering telecommunications,
43	Safety, Environment & Assurance	PHD, Masters of Science (security)

62 – Attachment F

Provider Name (4 a)	Service Description of Fees Charged (4 a, f)	Group or One on One (4 b)	Number of employees who received training and their classification (3, 4 c, 5 b)		Number of Employees offered the service (2)	Was Study leave applicable for any of the services offered	Total Number of employee hours (4 d, 5 c)	Total Expenses (1, 4 e)	On Site or Off Site (5 a,d)
Institute of Executive Coaching and Leadership Pty Ltd	Leadership Program Hourly based	Group based program	9	6x Section Heads (CS5), 2x Branch Heads (SMG-D), and 1x Executive Manager (SMG-B)	9	No	12 hours	\$36,787.50 and \$2,500.00	Onsite
Institute of Executive Coaching and Leadership Pty Ltd	Leadership Program - Individual Executive Coaching Hourly based	One on One	2	1x SMG-D and 1x CS5	9	No	10 hours	\$5,000.00	Off site, IECL HQ in Canberra. No location fees incurred.
Yellow Edge	Global Leadership Practices Programme Complete package	Group based program	2	2x SMG-D	2	No	80 hours	\$18,000.00	Off Site, Shanghai No location fees incurred.
Liquid Learning	Leadership Program	Group based	2	1 x CS5, 1 X SMG-C	2	No	40 hours	\$6,254	Off site, Hyatt Hotel Canberra
PEP Worldwide	PEP Program	One-on-one	2	1 x CS3, 1 x Executive Manager (SMG-B)	2	No	24 hours	\$8,954	Onsite