

# NTPS: ESSENTIALS OF MANAGEMENT

This course provides supervisors and managers with an introduction to the key responsibilities and functions of managing people within the Northern Territory Public Service and their particular Agency.

## COURSE AGENDA

- Governance: An overview of what it means to be a Public Servant
- The NTPS Human Resource Management Framework
  - Overview of relevant Federal and Territory legislation
  - Detailed review of *Public Sector Employment and Management Act*
  - Employment Instructions and Commissioner’s Guidelines
  - Delegations
- Leadership: Discussion about the meaning and purpose of leadership
  - The role of organisational values and ethics
  - Leadership styles and emotional intelligence
  - The purpose and application of the Capability and Leadership Framework
- Management:
  - The functions of management
  - An overview of operational and strategic planning
  - The importance of a well planned and executed workplace induction
  - Succession planning

## COURSE DETAILS

Delivery duration	1 day course
Delivery style	Face-to-face workshop facilitated by an Accrete team member including: presentation and facilitated discussion.
Location	Venue to be provided by the client.
Cost	\$2,640, regardless of participant numbers. Course materials are provided by Accrete at a cost of \$25 per participant.
Participant numbers	Maximum: 25
Tailored option	Yes. Please contact us to speak with a facilitator. To provide a tailored course we will generally meet with you to discuss your needs, the specific outcomes you are seeking, and to identify any relevant policies or procedures that should be referred to during the workshop.  Tailoring of workshops incurs a development cost. Our facilitators will be able to provide you with a quote for these costs once the range of required tailoring has been determined.

November, 2018