

- FOCUS:** Success when applying for government jobs
- TARGET:** Government staff and external applicants
- INCLUDES:** Essential information about Capability Frameworks
- ALIGNMENT:** Capabilities 4 & 5, Capability & Leadership Framework (QPS) & Clusters 4 & 5, Integrated Leadership System (APS)

CONTENT

- Understand the merit selection process
- Read between the lines to understand what selection panels are looking for
- Use Capability Frameworks (eg QLD CLF & Australian Government ILS)
- Prepare a professional resume
- Write great applications – 2-3 page summary or responses to selection criteria
- Get tips for successful interviews
- Select the best referees
- Gain the confidence and skills to sell yourself

LEARN FROM

- Highly skilled and experienced facilitators
- Our experience with more than 5000 public sector selection panels since 1996
- Up-to-date knowledge of both Queensland and Australian Government recruitment

OUR APPROACH

- Professionalism
- Personalised attention
- High quality resource material
- Supportive environment

OUR TRAINING TEAM

Angela Bryan, Jane Woodland, Ann Mills and Maria O’Leary all have a wealth of government recruitment experience together with outstanding facilitation and coaching skills. They share a passion for supporting job applicants to perform at their best in the selection process and freely share their experience, enthusiasm and encouragement.

PROGRAM DETAILS

- Location:** Brisbane
- Dates:** Wednesday 29th February 2012
Tuesday 29th May 2012
- Format:** 1 day workshop
- Fees:** \$440.00 incl. GST

Early Bird and Group discounts available.

REGISTER NOW online at
www.meritsolutions.com.au
OR via email to
training@meritsolutions.com.au

For more information, ring 3220-1166 or visit www.meritsolutions.com.au

Short sessions are available for Queensland Government employees adapting to the new Capability & Leadership Framework

FEEDBACK

“Great course. Makes you determined to go out there and try it. Well done!”

“Great facilitator. Lots of great tips, “secrets”, engaging, relevant”

“The delivery of the content. Easy bite-sized information that wasn’t overwhelming”

“Lecturer made you feel comfortable and to learn without embarrassment”