

# Training Program 2012 – Brisbane

To register for any of these events, please send an email to [training@meritsolutions.com.au](mailto:training@meritsolutions.com.au) or register via our website [www.meritsolutions.com.au](http://www.meritsolutions.com.au)

Course	Details		
<b>Practical Skills for Job Applicants</b>			
<p><b>Focus:</b> Success at interview in government jobs</p> <p>This workshop covers the whole selection process from resume to referees. Discover how to develop a professional resume, write great applications, prepare for interviews and understand the merit selection process. Includes essential information about Capability Frameworks.</p>	<p>1 Day \$440.00 incl. GST</p>	<p>Wednesday 29 February</p>	<p>Tuesday 29 May</p>
<b>Interview Skills for Job Applicants</b>			
<p><b>Focus:</b> Success at interview in government jobs</p> <p>Learn techniques to handle whatever the panel throws at you, anticipate interview questions &amp; preparing responses, use the CLF relevantly, present with confidence and sell yourself to the selection panel. Includes essential information about Capability Frameworks.</p>	<p>1 day \$440.00 incl. GST</p>	<p>Wednesday 14 March</p>	<p>Thursday 19 July</p>
<b>Public Sector Recruitment and Selection</b>			
<p><b>Focus:</b> Selecting the best person for the job</p> <p>An essential introduction for panel members. We provide training in the core skills required for good quality recruitment and selection. Includes effective merit selection process, current best practice, shortlisting techniques, developing great interview questions, referee comments and making the right decision.</p>	<p>1 day \$440.00 incl. GST</p>	<p>Thursday 29 March</p>	<p>Tuesday 5 June</p>
<b>Performance Conversations</b>			
<p><b>Focus:</b> Effective performance feedback conversations</p> <p>Talking to staff about their performance – positive or negative – is a critical management role and one which most find challenging. This practical workshop is designed to provide frameworks and build the skills you need to tackle this responsibility with confidence.</p>	<p>1 day \$595.00 incl. GST</p>	<p><b>FREE INTRODUCTORY</b> Wednesday 28 March</p>	<p>Wednesday 9 May</p>