

## Training

Venue	<u>Department of Housing and Public Works - TR1</u> Training Room 1, Level 17, 53 Albert Street, Brisbane, Australia
Session	07 Nov 2017 9:00 AM - 4:00 PM
Registrations close	01 Nov 2017 at midnight
Price	\$429.00 includes GST

We recommend using the latest browser version of Chrome, Safari, Mozilla or Edge.

To finalise your training registration you will need to pay online with a credit card. Please have your credit card handy prior to starting the registration form.

Any problems, please email our [Training team](#).

## Good Decisions Training (Brisbane)

Get the skills you need to make good decisions and comply with best-practice standards in the public sector. This one-day course is designed to help people of all levels within the public sector—including managers, supervisors and administration officers—consider all of the relevant issues when making a decision.

The course covers the principles of decision-making and the factors that allow you to make good decisions. It explains the importance of recordkeeping and how you can maintain proper and accurate records to support your decisions. It also helps you identify relevant legislation, policies and procedures you need to comply with.

It is an interactive, practical day and participants are given an opportunity to apply the training in group exercises, scenarios and case studies.

At the end of the course, you will be able to:

- understand your legal authority to make decisions
- make sound and defensible decisions
- effectively communicate reasons for decisions
- maintain accurate and proper records
- comply with the rules of natural justice.

