

Training

Venue	<u>Claude Wharton Building</u> 46 Quay Street, Bundaberg, QLD, Australia
Session	15 Nov 2017 9:00 AM - 4:00 PM
Registrations close	13 Nov 2017 at 04:00 PM
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 (Fraser Coast / Wide Bay)

A one-day course for officers at all levels within the public sector. This course helps officers consider all of the relevant issues when making a decision. The course adopts an interactive approach and participants are given an opportunity to apply the training in group exercises, scenarios and case studies.

This course outlines the principles of decision-making and the factors that allow officers to make good decisions. It explains the importance of recordkeeping and details how officers can maintain proper and accurate records to support their decisions. This course helps officers identify relevant legislation, policies and procedures.

Course outcomes

Participants will be able to:

- understand their 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

Benefits to you and the organisation

- reduce the risk of external review
- comply with best-practice standards

Who should attend?

- managers
- supervisors
- operational/administration officers