

## HR/IR CAPABILITY WORKSHOPS 2017 NOMINATION FORM

### Nomination Process

Please forward completed nomination form to your Human Resources / Learning and Development area for central collection. Nominations in some agencies are required to go through a decision making process in order to prioritise placements before forwarding nominations to OCPE.

Where applicable, HR Directors are requested to nominate candidates in priority order.

### Workshop Selection – Full day workshops

<i>Please select which workshop/s you are applying for:</i>			Program Date	Nominations Close
Data Interpretation for Workforce Planning	AO7 & above	<input type="checkbox"/>	13 September 2017	22 August 2017
Data Interpretation for Workforce Planning	AO7 & above	<input type="checkbox"/>	18 October 2017	4 October 2017

### Workshop Selection – Half day workshops (all in Darwin)

<i>Please select which workshop/s you are applying for:</i>			Program Date	Nominations Close
NTPS Legislative Framework / Statutory Interpretation	AO7 & above	<input type="checkbox"/>	28 April 2017	12 April 2017
Unfair Dismissal / Termination of Employment	AO7 & above	<input type="checkbox"/>	29 May 2017	15 May 2017
s59 Grievances / Public Sector Appeals / Reviews of Special Measures Selections	Open to all levels	<input type="checkbox"/>	25 July 2017	11 July 2017
Appropriate Workplace Behaviours	AO7 & above	<input type="checkbox"/>	9 August 2017	26 July 2017
Inability Q&A Panel	AO7 & above	<input type="checkbox"/>	28 September 2017	14 September 2017
Discipline Q&A Panel	AO7 & above	<input type="checkbox"/>	24 October 2017	10 October 2017

### Applicant's Information

AGS Number:	Classification:	Gender:
Mr/Mrs/Ms/Miss:	First Name:	
	Surname:	
Position Title:		
Agency:		
Work Street Address:		
Email:		
Telephone:	Mobile:	

### Special Needs

Physical (other):

### Applicant's Commitment

Taking responsibility for your own learning begins with a commitment to attend and participate in order to make the workshop as enjoyable as possible for you and other participants.

I understand that I must:

- Complete pre-workshop reading (where applicable).
- Commit to participate .

Signature

Date: / /

### Director's Endorsement

I endorse this application and agree to support the applicant's participation in the nominated workshop/s by:

- Ensuring release time from the workplace for the applicant to attend the workshop/s.
- Assisting and providing support to the applicant in completing the workshop/s (where applicable).

Name

Position Title

Agency

Signature

Date: / /

### Contact Information

Office of the Commissioner for Public Employment, Employee Relations

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Darwin NT 0800

**PRIVACY STATEMENT:** All information collected from this nomination will be treated in accordance with the *NT Information Act*. It will be used by the OCPE Employee Relations Division to assist in processing nominations and administering workshops and may be provided to the workshop facilitators to assist in meeting the needs of all participants.