








Public Sector Mapping


CAPABILITY AND LEADERSHIP FRAMEWORK (AO) 8-12

With the continued use of the Queensland Competency and Leadership Framework (Qld AO), AIM has taken the initiative to map our programs against the required competencies.

The mapping of AIM programs to the Qld AO was carried out with permission from the Queensland Public Service Commission.

Legend - AO 8 to 12

-  Shapes Strategic Thinking
-  Achieves Results
-  Cultivates productive working relationships
-  Exemplifies Personal Drive and Integrity
-  Communicates with Influence

 Please refer to the legend above to align AIM courses with the AO 8-12.

Course

Competencies

Accounting for Non-Accountants

Addressing Language, Literacy and Numeracy

Addressing Workplace Bullying, Harassment and Discrimination

Advanced Diploma of Management

Advanced Diploma of Management in Human Resources

Advanced Diploma of Project Management

Advanced Training Skills

Analyse and Present Research Information

Applied Project Management

Assertiveness Techniques

Assessing in the Workplace

Behavioural Interview Skills

Brain Science for Managers

Building Client Relationships

Building Team Performance

Building the Foundations

Business Acumen

Business Networking

Business Sales

Certificate IV in Business

Certificate IV in Frontline Management

Certificate IV in Human Resources

Certificate IV in Marketing

Certificate IV in Project Management Practice

Certificate IV in Training Assessment

Certificate IV in Work, Health and Safety



Course

Competencies

Change Management					
Communicate with Diplomacy, Tact and Creativity					
Complex Negotiations					
Conducting a Marketing Audit					
Contemporary Leadership	■		■		■
Contract Management					
Contributing to Organisational Development	■				
Crafting a Consulting Career					
Create Strategic Human Resource Plans	■				
Dealing with Difficult Situations					
Delegating at Work					
Delivering Customer Service					
Delivering Innovation					
Design Training Programs					
Develop Workplace Learning					
Developing and Implementing Diversity Policy			■		
Developing High Performance Teams					
Diploma of Business			■		■
Diploma of Government					
Diploma of Government Management					
Diploma of Human Resource Management	■	■	■		■
Diploma of Management					
Diploma of Marketing					
Diploma of Project Management					
Effective Business Writing					
Effective Communication					

Course

Competencies

Effective Workplace Relationships					
Embracing Change					
Emerging Leaders					
Essential Selling Skills					
Ethics and Governance					
Experienced Manager					
Finance for Non-Finance Managers					
Foster Innovation and Improvement					
Graduate Certificate Professional Management					
Graduate Diploma Management Innovation					
Handling Customer Complaints					
HR Essentials					
Implementing Continuous Improvement					
Introduction to Projects					
Key Account Management					
Language of Leadership					
Leadership Challenges for Women					
Leadership Essentials					
Leading at the Frontline					
Leading with Emotional Intelligence					
Manage Knowledge and Information					
Manage Meetings					
Manage People Effectively					
Manage Remuneration and Employee Benefits					
Manager as Coach					
Managing Finance					

Course

Competencies

Managing Flexible Work Arrangements	■	■	■	■	■
Managing in the Moment	■	■	■	■	■
Managing Information	■	■	■	■	■
Managing Innovation	■	■	■	■	■
Managing Marketing	■	■	■	■	■
Managing Operations	■	■	■	■	■
Managing People	■	■	■	■	■
Managing Strategy	■	■	■	■	■
Managing Team Budgets	■	■	■	■	■
Managing Your Sales Team	■	■	■	■	■
Marketing Fundamentals	■	■	■	■	■
Microsoft Project 2010 Introduction	■	■	■	■	■
Motivate and Engage Your Team	■	■	■	■	■
Negotiating Skills	■	■	■	■	■
Networking and Personal Branding	■	■	■	■	■
New Manager	■	■	■	■	■
New Supervisor	■	■	■	■	■
Onboarding Your Team	■	■	■	■	■
Operational Planning	■	■	■	■	■
Organisational Leadership	■	■	■	■	■
Performance Management	■	■	■	■	■
Positive Professional Image	■	■	■	■	■
Power of Voice	■	■	■	■	■
Practical People Management Matters	■	■	■	■	■
Presentations Plus - Influencing Your Audience	■	■	■	■	■
PRINCE2® Foundation	■	■	■	■	■

Course

Competencies

PRINCE2® Practitioner					
Problem Solving and Decision Making					
Professional Presentations					■
Professional Skills for Executive Assistants		■	■		■
Project Management - Human Resources, Communications and Stakeholders					■
Project Management - Risk and Procurement					
Project Management - Scope, Time, Quality and Cost	■				
Project Management Fundamentals					
Project Management Practitioner					
Project Portfolio Management A					
Project Portfolio Management B					
Promote Diversity in the Public Sector			■		
Recruitment and Selection					
Resilience for Managers					
Resolving Conflict					
Risk Management	■				
Safe Work Practices			■		■
Sales for Non-Sales People					
Social Media for Managers					
Strategic Marketing	■				
Strategic Planning	■				
Supervision for the Resources Sector					
Sustainable Business Practices					
The Power of Influence					
The Workplace Investigations Training Program™			■		
Think on Your Feet ®					

Time Management					
Time Management Takeaways					
Train the Trainer					
Women: Positioned for Leadership					
Work Priorities					
Workforce Planning					
Workforce Relations					
Workplace Investigations Training Program					
Workplace Knowledge and Information					
Writing Effective Minutes					
Writing Organisational Documents					
Young Manager Program					

Want to discuss your options?

For more information or to learn more about AIM courses and qualifications, please call us on **1300 882 895** or email **courses.qld@aim.com.au**.



Australian Institute of Management



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