

for **purpose.**

# ONLINE LEARN



**Access for six months.  
Download and use a range of tools and resources  
from the courses.  
Receive a certificate of completion.**

# POLICY WRITING

Time: 60 minutes completion  
Cost: \$69

Policy writing in a not-for-profit environment requires a distinct set of skills. Using case studies from across the sector, this course will explore approaches for policy writing including letter writing, policy briefs and position statements, reports and submissions. It also had a range of tips, tricks and tools.

This course includes 7 learning bites:

- Before you begin
- Avoiding autopilot
- Formats and approach
- Letters
- Policy briefs and position statements
- Submissions
- Election platforms

If you work in a not-for-profit or purpose-driven organisation that prepares policy documents, this course is for you.

# STRATEGIC PLANNING

Time: 60 minutes completion  
Cost: \$69

Strategic Planning is a process for developing a high-level plan for where you want to be and how you're going to get there. This course explores strategic plan development, implementation and measurement. It also had a range of tips, tricks and tools.

This course includes 5 learning bites:

- What is (and isn't) strategic planning
- Developing a strategic planning process
- Tools for strategic planning
- What is a vision [and all of that other jargon]?
- Implementing your strategic plan and measuring success

# MEETING WITH DECISION MAKERS

Time: 60 minutes completion  
Cost: \$69

Meeting with Decision-makers explores how you set up, prepare for, participate in and follow-up a meeting with a politician, advisor or public servant. It also has a range of tips, tricks and tools.

This course includes 5 learning bites:

- Who to meet with and why
- How to set up a meeting
- How to prepare for a meeting
- What to do in a meeting
- Follow-up and Record Keeping

If you work in a not-for-profit or purpose-driven organisation that engages with public servants, politicians or advisors, this course is for you.

# THE 46TH PARLIAMENT

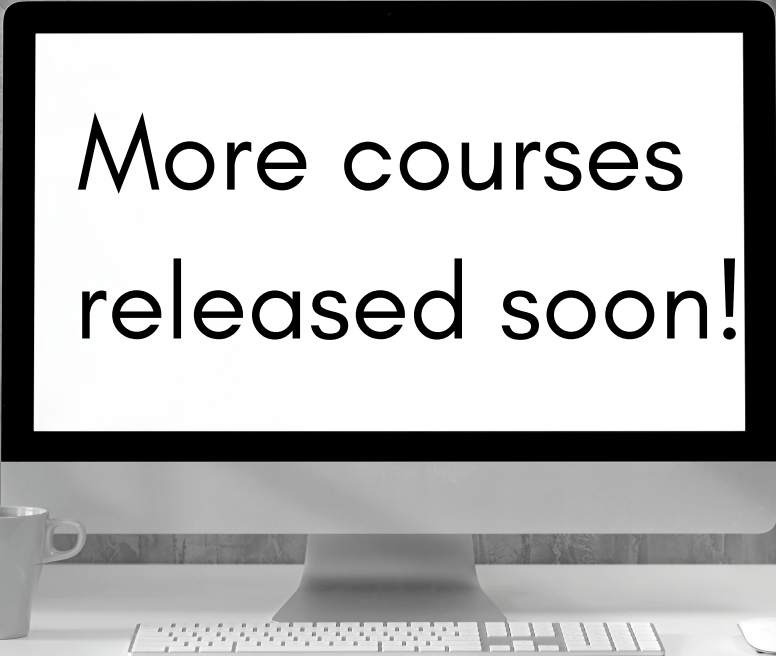
Time: 60 minutes completion  
Cost: \$69

Understanding the 46th Parliament is important for any organisation working in the policy and advocacy space. This course provides ready to use guides on the Cabinet, Shadow Cabinet and the 45 new MPs and Senators and provides templates, tips and resources to ensure you are prepared for engaging with the 46th Parliament.

This course includes 8 learning bites:

- Overview
- The Cabinet
- The Shadow Cabinet
- New MPs and Senators
- Getting to know the polities
- Parliamentary committees
- Engaging with the Parliament
- Tools and resources

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More courses  
released soon!

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