



Reference: 20210212

23 June 2021



Dear 

Thank you for your Official Information Act request, received on 18 May 2021. You requested:

...a list of all extra courses offered to staff.

This should include a list of courses by name, and broadly what the aim of the course is, how much they cost, and how many staff members were involved. Also if they are compulsory or not.

Information being released

The attached file outlines courses that are available to staff via the Treasury centralised Development Centre. The file provides information on the types of courses, the cost of the courses and the maximum number of attendees who can be accommodated each time the course is run. Courses are run at varying frequency throughout the year depending on requirements. Two courses are compulsory, these are Induction programme and the Security and You module.

Specific business units within the Treasury may use their own training budget for training deemed appropriate for specific roles and some staff may choose to undertake additional external training. This information has not been included in this response.

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Treasury website.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Fiona Foster'.

Fiona Foster
Chief People Officer

Treasury Development Centre Course Overview

Course Name	Brief course description	Cost per course	Max enrolment per course
Insider's guide to NZ Government	Overview of the NZ Government	4,250	15
Insider's guide to policy and lawmaking	This course examines the critical parts of policy and law-making	4,250	15
Quality conversations	Covers what 'good conversations' look like and how to approach performance, coaching and development conversation with staff	2,750	15
Influencing skills	Designed to help develop strategies and skills to build compelling arguments, recommendations, or points of view.	8,750	8
Briefing skills	Designed to equip learner with the necessary skills, tools and techniques to deliver high-impact presentations and briefings with confidence, clarity and credibility.	10,500	10
Resilience	Focused on helping participants strengthen existing resilience skills, whilst learning new ones.	6,325	15
Te Aronuku	Learning about and exploring the Māori world view - Marae based programme.	6,000	20
Te Reo Māori programme - Level 1	Māori language learning	5,800	15
Te Reo Māori programme - Level 2	Māori language learning	5,800	15
Te Reo Māori programme - Level 3	Māori language learning	5,800	15
Crown-Māori relations	This course focusses on understand how the story of Māori in Aotearoa/NZ and the Treaty are pieced together and understanding more about Māori perspectives in present-day New Zealand society.	5,500	20
Finance essentials	This two day finance course is aimed at non-accountants and helps develop a body of knowledge and understanding of key accounting and financial management concepts, principles and terminology alongside government financial requirements.	6,750	12
Writing of policy	Focusses on the thinking and planning stages of preparing documents for your audience.	5,000	10

Leadership programmes

Course Name	Brief course description	Cost per course	Max enrolment per course
New People Leaders (LDC)	Covers leadership practises at an introductory level for leaders transitioning into a leadership role.	1,800 per person	variable
Leader of Leaders (LDC)	Covers leadership practises for those leaders who lead other leaders.	2,000 per person	variable
Leadership Forums (Internal)	Focus on building leadership capabilities.	variable	100
Leadership Days (Internal)	Focus on supporting leadership excellence.	variable	100

Internal Course - no fixed cost and maximum enrolments for each course range between 12-15 people

Key: ** Compulsory

Course Name	Brief course description
Induction - Kotahi Groups (1,2,3,4)**	Induction information on key areas about working at the TSY
Security and You module**	Covers importance of security at the TSY and individual obligations
Introduction to CFISnet	Builds understanding on how to navigate and use CFISnet data in spreadsheet applications.
PFA in action	This course is designed to provide a thorough introduction to working with appropriations.
Annual budget cycle	Designed to explain the end-to-end Budget process.
Official Information Act 1982 – Introductory workshop	Introduction to the Official Information Act 1982.
Fiscal responsibility & strategy	This course explains what makes New Zealand unique when it comes to fiscal responsibility and strategy, why the government has a fiscal strategy and the key aims of the current strategy.
State sector finance	This course gives an overview of New Zealand's state sector financial management system and the Treasury's role within it.
Regulatory impact analysis	This course explores the roles of the regulatory quality team, the Treasury's vote teams, and regulatory departments with a strong practical focus.
Development planning - He Manaaki	Covers how to create your own development plan
Better Business cases	Designed to explain the Better Business Cases framework.
Accessing Macro databases	This module provides an introduction to the databases used to access macro and fiscal data.
Introduction to Fiscal Projections	This module provides an introduction to the key models used for fiscal projections at the Treasury, the Fiscal Strategy Model and Long-term Fiscal Model
Introduction to Macro Forecasting Model MATAI	An introduction to Treasury's macro-economic forecasting model of the New Zealand economy to aid in the production of the economic and tax forecasts.
Introduction to Macroeconomics in a Forecasting and Policy institution	This module provides an overview of macroeconomic concepts and modelling frameworks.
Monetary policy	This module provides an introduction to monetary policy including the monetary policy remit and the Reserve Bank act.
MOTO Training	Covers how to use workflow management tool
iManage training	Covers how to use centralised document/information management system
Working with Data and Charts	This module provides an introduction to the databases used to access macro and fiscal data.