

Organisational Development Unit – Training Schedule 2009

Program	Course Information	Duration	Dates/Availability
Leadership			
<u>Staff Leadership Program</u>	Semester 1	3 full-days & 2 half-days	23 Feb, 4 Mar, 11 Mar, 19 Mar, and 24 Mar
	Semester 2	3 full-days & 2 half-days	TBA
<i>Women and Leadership</i>	Semester 2 – additional course to develop strategies to increase female representation in leadership roles	4 half days	TBA
<i>Pathways to Careers and Promotion</i>	Course presented by Employment, Equity and Diversity Office	1 full day	TBA
<i>Custom Leadership and Management Development programs</i>	For individual work units	Scope and duration set in consultation with area	On request
<i>Leadership Forums</i>	Lunch sessions for graduates of Staff Leadership Program	12.00-1.30pm once a month	First Wednesday of month, March - November
<i>Supervisor Development series</i>	Supervisor Skills Toolkit		Download from website
	<u>Excelling as a Supervisor/Manager</u>	4 half-days	18, 25 Jun, 2,9 Jul
	<u>Conflict Resolution and Management</u>	3 hours	30 Apr, 19 Aug
	Conducting a Performance Appraisal	2 hours	17 Jun, 24 Sep
	<u>Managing Under Performance</u>	2 hours	22 Jul, 22 Oct
	Workforce Planning	3 hours	12 Nov
	<u>Managing Staff Induction</u>	1 hour	TBA / on request
Skills Development			
General Professional Development			
<u>Communication Skills</u>	1 session	One day	25 Mar, 16 Sep
<i>Creating Dignity and Respect in the Workplace</i>	Sessions scheduled monthly. Also available on request.	2 hours face-to-face, or Online	19 Feb, 26 Mar, 22 Apr, 12 May, 2 Jun, 8 Jul, 7 Aug, 23 Sep, 21 Oct, 18 Nov
<i>Workplace Ethics</i>	1 session and on request	2 hours	9 Sep, and on request

KEY:	High Priority	Lower Priority	Proposed	Not delivered by OD
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<i>Admin Support Conference</i>	Semester 1 – <i>Working Effectively</i> , delivered by Eleanor Shakiba	One day	TBA
	Semester 2	One day	TBA
<i>Admin Staff Updates</i>	2-3 sessions a year as required	2-3 hrs depending on content	12 Mar, 24 Nov
<i>Using Feedback Constructively</i>	2 sessions	1.5 hours	3 Mar, 13 Aug and on request
<i>Presentation Skills</i>	1 course	2 half day sessions	10 & 17 Mar
<i>Application & Interview Skills</i>	2 sessions	2 hrs	26 Feb, 30 Sep
<i>Managing Differences in the Workplace</i>	1 session	One day	4 Aug
<i>Lunch & Learn sessions</i>	Work-Life Balance Tips	1.5 hours 12.00-1.30pm	18 Mar
	Conflict Resolution Tips	1.5 hours 12.00-1.30pm	7 May
	Assertiveness Skills	1.5 hours 12.00-1.30pm	29 July
	Making the Most of Your Time	1.5 hours 12.00-1.30pm	3 Sep
	Strategies for Managing Stress	1.5 hours 12.00-1.30pm	11 Nov
<i>Breaking through the Barriers to Change*</i>	Managing Change/Embracing Change/Breaking through the Barriers to Change/Dynamics of Change/Leading Change/Embracing Change in an Uncertain World	On request from individual work units. Scope and duration set in consultation with work unit.	On request
<i>Self Appraisal and Personal Development</i>	Strategies for career and professional development		
<i>Innovation and Creative Thinking</i>	Strategies to develop innovative approaches to work		
<i>Managing Challenging Behaviours</i>	Strategies to more effectively manage challenging behaviours in the workplace		
<i>Working Across Cultures</i>	Cultural awareness development		
<i>Customer Service Best Practice</i>			
IT Training			
<i>Word</i>	Foundation-Intermediate	One day or Online	11 Mar
	Intermediate-Advanced	One day or Online	29 Apr
<i>Excel</i>	Foundation-Intermediate	One day or Online	10 Jun

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	Intermediate-Advanced	One day or Online	29 Jul
<i>Office 2007 Familiarisation</i>	Intro level – covers using Word, Excel, Outlook	1 ½ hrs	11,18,25 Feb, 1, 8, 15 Apr, 13, 20, 27 May and on request
<i>Mac 2008 Familiarisation</i>	Intro level – covers using Word, Excel, Entourage	1 ½ hrs	On request
<u>PowerPoint</u>	Foundation	One day or Online	On request
	Intermediate	One day or Online	On request
<u>Outlook</u>	Organise yourself and save time by making the most of Outlook	One day or Online	On request
<u>Project</u>	Foundation-Intermediate	One day or Online	On request
<u>Access</u>	Foundation-Intermediate	One day or Online	On request
UNE-Specific Processes			
<i>Staff Induction (every Monday)</i>	Essential orientation information for new staff. <i>Note: All supervisors are encouraged to attend this session at least once each year.</i>	11.00-12.15 (all staff) 12.15-12.30 (additional session in TLC for academic staff)	Every Monday morning. Supervisors, please book for your new staff members through your HRS Client Services Team Leader or via ODU (x 3614).
<u>Performance Planning & Review Protocol</u>	Information & training sessions – all staff must attend one of these sessions prior to completing their first PPR discussion. It is recommended that Supervisors complete “Using Feedback Constructively” in addition to this session.	2 hour session Will also be available Online .	20,28, 30 Jan, 3, 5, 9 Feb, 10 Mar, 8 Apr, 14 May, 15 Jun, 7 Jul, 12 Aug, 17 Sep, 13 Oct, 9 Nov
<u>Selecting the Best</u>	Selection process at UNE/behavioural interviewing/equity, diversity, & anti-discrimination requirements/short-listing and interview practice/selection reports	12 hours	31 Mar & 2 Apr, 26 & 27 Aug
<i>Note: At least two members of all UNE selection panels must have completed this course.</i>	Refresher Course: Online component plus 4 hour practical session	6 hours total	28 Oct
<u>TRIM</u>	Basic level	2.5 hrs 9.30-12.00	First Thurs every month, Feb-Nov
	Intermediate	2.5 hrs 9.30-12.00	2 nd Thurs every month, Feb-Nov

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<i>Finance 1</i>	Basic training	By arrangement with Financial Services	By arrangement with Financial Services
	Updates for staff	Part of Admin Update sessions – one per semester	12 Mar, 24 Nov
<i>Compliance Courses</i>			
<i>First Aid</i>	First Aid Certification	One day	13 Jan, 28 Jan, 17 Feb, 3 Mar
<i>OHS</i>	OHS Essentials	Online	
<i>OHS Consultation</i>	OHS WorkCover Accredited Training	Four days	TBA

Note: For any training requirements not listed in this schedule please contact a member of the ODU staff to discuss your specific needs.