

# Professional Development Pathways @ UNE

## Staff New to the University

### Fundamentals

New Staff Induction  
Performance Planning and Review Protocol  
Records Management and TRIM (*electronic records system*)  
Code of Conduct (*Online*)  
OHS Induction (*Online*)  
EOonline (*Online*)  
Privacy (*Online*)

### MORE INFORMATION

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## All Staff

### Fundamentals

Performance Planning and Review Protocol  
Records Management and TRIM (*electronic records system*)  
Code of Conduct (*Online*)  
OHS Induction (*Online*)  
EOonline (*Online*)  
Privacy (*Online*)  
Risk Management  
Outstanding Customer Service  
Priority Setting and Time Management  
Conflict Resolution and Management  
Strategies for Managing Stress

### Recommended

Presentation Skills  
Selecting the Best  
Effective Communication Skills  
Change Management  
Presentation Skills  
Speed Reading Skills  
First Aid  
Staff Leadership Program  
Project Management  
OHS Consultation Accreditation  
Excelling as a Supervisor or Manager  
Managing for Performance  
Certificate IV Training & Assessment  
Diploma Frontline Management

## Staff in Supervisory Positions

### Fundamentals

Excelling as a Supervisor or Manager  
Managing for Performance  
OHS for Managers and Supervisors  
Effective Communication Skills  
Managing Staff Induction  
Selecting the Best  
Project Management

### Recommended

Staff Leadership Program  
Mentoring  
Change Management  
Negotiation and Mediation  
Financial and Budget Management  
Delegation Skills  
Successful Business Writing  
Selecting the Best - Refresher  
Advanced Communication Skills  
Advanced Facilitation Skills  
Speed Reading Skills  
Certificate IV Training & Assessment  
Diploma Frontline Management

Progress towards a formal qualification such as:  
Bachelor of Administrative Leadership  
Bachelor of Training and Development  
Graduate Certificate in Management  
Graduate Diploma in Management  
Master of Business Administration

## Staff in Leadership Positions

### Fundamentals

Staff Leadership Program  
Negotiation and Mediation  
Financial and Budget Management  
Delegation Skills  
Advanced Facilitation Skills  
Project Leadership

### Recommended

Individual Leadership Development Program  
Speed Reading Skills  
Selecting the Best - Refresher  
  
Completion of, or progress towards, a formal qualification such as:  
Master of Business Administration  
Master of Educational Administration  
Master of Administrative Leadership