

Professional development calendar 2018

Professional Development								
Category	Program	Learning outcomes	Target audience	Delivery partner	Delivery mode	Length of program	Date	Location
People management	Situational leadership (SLX) refresher	This is a refresher training program for staff who have previously attended the Situational Leadership (SLII) program.	Heads of Schools, Deputy Heads of Schools; Academic Levels D & E, including Senior Discipline and Program Leaders	Blanchard International	Face-to-face	1 day	19 June 2018	Mt Helen
Communication skills	Effective email communication	Understand the benefits of email etiquette; how to write professional emails; improve quality of email communications.	All staff	Consultrain	Face-to-face	½ day	9 May 2018	Mt Helen
							27 June 2018	Gippsland
Communication skills	Effective workplace communication	<ul style="list-style-type: none"> Gain a better understanding of the interpersonal communication process; Identify some common barriers to effective communication in the workplace; Implement some strategies for improving communication at work; Be able to communicate more effectively across different cultures and generations in the workplace; Understand and appreciate their own communication skills and styles; Improve their active listening skills – including attending, paraphrasing and questioning; Express themselves assertively by using “I” statements and saying “No”, when appropriate; Develop more effective feedback skills; Enhance their email etiquette and professionalism; and Be able to communicate more effectively and professionally with colleagues and clients. 	All staff	Consultrain	Face-to-face	1 day	22 August 2018	Berwick
Time management	Time management	Practical strategies for improving goal setting, meetings, networking, delegation, contingency planning, use of email and other technology, and dealing with procrastination.	All staff	Consultrain	Face-to-face	1 day	8 May 2018	Mt Helen
							26 June 2018	Gippsland

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Resilience	Six ways to boost resilience	Understand resilience; explore meaning and purpose in life and at work; how to develop positive and redress neural imbalances; identify stress management strategies for yourself.	All staff	Catherine Twiss Consulting	Face-to-face	1 day	2 May 2018	Mt Helen
							15 August 2018	Gippsland
							5 September 2018	Berwick

Human Resources								
Category	Program	Learning outcomes	Target audience	Delivery partner	Delivery mode	Length of program	Date	Location
Operational Skills	Recruitment and Merit Selection Policy and Procedure training	The Policy and Procedure cover the recruitment and merit selection of senior, general, academic and TAFE teaching staff for continuing, fixed-term, casual/sessional, secondment and temporary appointments. From this course, you will develop an understanding of the Recruitment and Merit Selection Policy and Recruitment and Merit Selection Procedure.	All staff	Lisa Pickering/ Karen Willey	Face-to-face – Mt Helen V/CON – Gippsland and Berwick	3 hours	31 May 2018	Mt Helen V/CON – Gippsland and Berwick
				Lisa Pickering			9 August 2018	Mt Helen V/CON – Gippsland
				Lisa Pickering			25 October 2018	Mt Helen V/CON – Gippsland and Berwick
	Performance Review and Development Program Policy and Procedure training	The course covers the purpose, aims and objectives of the University's performance management process. Participants will also develop an understanding of the stages of the PRDP.	All staff	Anna Vagias	Face-to-face – Gippsland V/CON – Mt Helen and Berwick	3 hours	24 July 2018	Gippsland V/CON – Mt Helen and Berwick
	Contract management	Analysis of contract lifecycle, you will learn techniques to manage risk and templates for administering contracts; whilst building ongoing, sustainable and mutually beneficial relationships with suppliers. If you are involved in managing contracts between FedUni and suppliers of goods and services, this training will provide the structure and templates to ensure the contracts are managed efficiently and successfully.	All staff	Mary-Ann Seebeck	Face-to-face – Mt Helen V/CON – Gippsland where marked	2 hours	17 May 2018	Mt Helen V/CON - Gippsland
							26 July 2018	Mt Helen
							26 September 2018	Mt Helen V/CON - Gippsland

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	Intellectual property and commercialisation	How to navigate around the intellectual property clauses in contracts and under FedUni legislation, policies and procedures.	All staff (particularly Research)	Mary-Ann Seebeck	Face-to-face – Mt Helen V/CON – Gippsland and Berwick where marked	2 hours	19 July 2018	Mt Helen V/CON – Berwick and Gippsland
							29 August 2018	Mt Helen V/CON - Gippsland
People Management	Managing Probation	The learning outcomes of this Program are to: <ul style="list-style-type: none"> understand the requirements of the probation policies and procedures; apply the procedural requirements of probation; develop capabilities in setting SMART probation objectives for new employees; develop capabilities in providing constructive feedback to new employees; and develop capabilities in assessing probation performance of new employees. 	Managers (all levels)	Karen Willey	Face-to-face	2.5 hours	2 August 2018	Mt Helen
							11 October 2018	Mt Helen
White Ribbon	White Ribbon@FedUni	The University has been accredited as a White Ribbon workplace. The objectives of this workshop is for staff to gain an understanding of: <ul style="list-style-type: none"> what White Ribbon is about; violence against women and the impact in the workplace; the University's commitment to creating a supportive workplace environment for staff experiencing family and domestic violence; the Family and Domestic Violence Policy and Procedure; your role in the prevention of family and domestic violence; and support and referral services available. 	All staff	White Ribbon Committee	Face-to-face	2 hours	7 June 2018	Mt Helen
							17 July 2018	SMB
							30 August 2018	Gippsland
							17 October 2018	Berwick
							13 September 2018	Horsham