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All staff sessions

Manager/supervisor sessions

Academic staff sessions

TAFE teaching staff sessions

You must discuss your training and development requirements with your manager/supervisor prior to signing up for professional development course sessions. Your manager/supervisor will be copied on ELMO confirmation emails to support your request for time release to attend the training sessions.

Use the **'Sign up'** button to select your preferred virtual session date (the 'Enrol' button is used for online modules only). Go to the ['How to sign up for a session \(pdf, 76kb\)'](#) quick reference guide for more information.

You are also encouraged to familiarise yourself with ['ELMO - key interface changes \(pdf, 163kb\)'](#) quick reference guide.

If you have any disability access or support requirements in order to participate, please email Organisational Development at od@federation.edu.au or call (03) 5327 9756.

All staff sessions

Category	Program	Learning outcomes	Target audience	Delivery partner	Length of program	Dates	Delivery mode
Developing our people	Cultivating career resilience	<p>Part one</p> <ul style="list-style-type: none"> understand the case for career resilience; identify and consider the competencies required to maintain employability as well as consider career constraints; understand the Career Resilience Framework; and understand core components of career management. <p>Part two</p> <ul style="list-style-type: none"> apply basic business planning processes to careers facilitate career resilience through career conversations, including; <ul style="list-style-type: none"> the dynamics of an effective career conversation assessment of personal sensitivities about career conversations with our manager identify and build a supportive professional and personal network; and establish a personal board of directors to maintain career resilience. 	All staff	Catherine Twiss Consulting	2 x 3 hours (over 2 days)	22 & 23 June	Virtual
						24 & 25 August	
	Setting effective work goals	<ul style="list-style-type: none"> understand the benefits of setting effective work goals and performance measures. set SMART performance goals and measures for your work and professional development; align work goals with relevant higher level strategic and operational goals for work areas and organisation; and develop comprehensive and effective learning strategies for achieving professional and career goals. 	All staff	Consultrain	3 x 2-hour sessions (over 2 days)	16 & 17 August	Virtual

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Diversity and Inclusion	Building Aboriginal cultural competency	<ul style="list-style-type: none"> develop awareness of Aboriginal culture and identity; develop awareness of the strengths of Aboriginal culture and people; assist in making the connection and understanding the impact of colonisation and past policy for Aboriginal people today; develop capacity to be more understanding and responsive to Aboriginal colleagues and clients; and motivate participants in their cultural competence journey. 	All staff	Koori Heritage Trust	4 hours	6 May	Virtual
						10 August	
						October – date to be advised	
Continuous improvement	Lean thinking - addressing the 8 wastes in Higher Education	<ul style="list-style-type: none"> understand the 8 common wastes in higher education that will focus your continuous improvement efforts; learn how to uncover and identify the wastes in your work area, and help your team to identify them too; and learn practical strategies and tools to overcome wastes and increase efficiency, including resources to help you get started. 	All staff	DVE Solutions	3 hours	6 May	Virtual
Embedding change and innovation	Influencing others – employee program	<ul style="list-style-type: none"> understand what influencing involves adapt your influencing style to address the situation and style of the other person. define your outcome from a discussion and plan how to achieve it. understand the needs and motivation of others and how to respond to them; and learn a range of influencing skills and techniques. 	All staff	Catherine Twiss Consulting	3 hours	19 May	
Enhancing communication and collaboration	Advanced presentation skills	<ul style="list-style-type: none"> apply the principles of persuasion and connection to developing and delivering an influential presentation in a variety of contexts; build structured yet engaging presentations that convey ideas and connect with a range of audiences; build rapport and credibility to persuade your audience and gain commitment while challenging perceptions, driving action or inspiring change; and prepare convincing arguments while anticipating resistance and responding to audience questions. 	By invitation	Australian Institute of Management	3 x 90-minute sessions	16 July	Virtual
	Project management essentials	<ul style="list-style-type: none"> understand how to define a project and its scope; know how to liaise with stakeholders and their needs in planning; develop a project plan including risk, quality and change requirements; implement and monitor project plan for effective outcomes; and finalise the project and review lesson. 	HEW 6 and above, TAFE and Academic	Swinburne Professional	3 x 4-hour sessions (over 3 days)	21, 22 & 23 April	Virtual

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	Fit for feedback	<ul style="list-style-type: none"> understand effective feedback and how it differs from compliments and criticism; principles of seeking, receiving and giving feedback effectively; identify the formal and informal opportunities to exchange feedback at work; elicit good quantity and quality feedback from others about their own performance; receive constructive criticism gracefully; respond appropriately to some common challenging reactions to feedback; and engage more confidently in the exchange of regular feedback in the workplace. 	All staff	Consultrain	3x 2-hour sessions (over 2 days)	8 & 9 June	Virtual
Optimising wellness	Cultivating wellbeing – employee program	<ul style="list-style-type: none"> the neuroscience of optimal performance; stress related growth including stress management strategies and the new science of sleep; and our best possible self. 	All staff	Catherine Twiss Consulting	3 hours	9 June October – date to be advised	Virtual
Policy compliance	Performance Review and Development Program Policy and Procedure training	<ul style="list-style-type: none"> purpose, aims and objectives of the University's performance management process; and participants will also develop an understanding of the stages of the PRDP. 	All staff	Lisa Pickering	2 hours	30 March	Virtual
						24 June	
						30 September	
	Procurement essentials	<ul style="list-style-type: none"> identify where to find the Procurement Framework in the staff intranet; understand the different procurement processes for purchasing goods and services at Federation University; and know how to undertake a procurement at Federation University. 	All staff	John Fox	1 hour	23 March	Virtual
						22 June	
	Recruitment and Merit Selection Policy and Procedure training	<ul style="list-style-type: none"> recruitment and merit selection of senior, general, academic and TAFE teaching staff for continuing, fixed-term, casual/sessional, secondment and temporary appointments; and develop an understanding of the Recruitment and Merit Selection Policy and Recruitment and Merit Selection Procedure. 	All staff	Kristie Husk and Deidre Lang	2.5 hours	17 March	Virtual
						11 May	
						8 July	
						15 September	
						9 November	

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Developing our managers	Coaching essentials	<ul style="list-style-type: none"> adopt the proper mind-set for coaching; increase the quality of conversations; accelerate individual and team progress toward objectives; create an environment of trust that nurtures the development of others; leverage four coaching skills that develop self-reliance in others; apply the four-step coaching process that results in clear agreements and action; and identify when coaching is needed to help others reach a higher level of performance. 	Managers and supervisors	Blanchard International	3 x 2-hour sessions (over 2 days)	13 & 14 April	Virtual
	Conversational capacity	<ul style="list-style-type: none"> understand the mindset of conversational capacity; recognise the natural tendencies to either 'minimise' or 'win' and the consequences of both; teach you how to quickly recognise when these emotional reactions threaten to throw us off balance; and apply the four skills for balancing candour and curiosity to stay in the conversational sweet spot. 	Managers and supervisors	Blanchard International	3 x 2-hour sessions (over 2 days)	17 & 19 May	Virtual
	Having challenging conversations – essential skills for leaders	<ul style="list-style-type: none"> understand how to communicate meaningfully; learn how to give and receive feedback; resolve conflict among team members and peers; and strengthen relationships to help build and maintain effective teams. 	Managers and supervisors	Catherine Twiss	3 x 2-hour sessions (over 2 days)	27 & 28 April September – to be advised	Virtual
	Design Thinking as a strategy for innovation and problem-solving	<ul style="list-style-type: none"> understand the mindsets and process of Design Thinking; learn how to apply Design Thinking tools to an opportunity or problem; understand why Design Thinking reduces the risk associated with innovation and problem-solving and therefore removes the fear; and understand why Design Thinking enables greater creativity. 	Managers and supervisors	Carol Harding	3 x 2-hour sessions (over 2 days) plus a 30 minute pre-workshop intro	14 & 15 April	Virtual
	Design thinking masterclass	<ul style="list-style-type: none"> understand the evolution of design thinking and where it fits in the University's innovation eco-system. undertake a full design thinking cycle using a current, relevant opportunity; and present the solution prototype/s to the sponsor of the challenge. 	Academic and manager/supervisor roles with responsibility for staff	Carol Harding Consulting	4 x 2.5-hour sessions (over 2 days) plus a 30 minutes pre-workshop intro	12 & 13 May	Virtual

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	Frontline leadership – management essentials <i>(pre-requisite for SLII training)</i>	<ul style="list-style-type: none"> understand the workplace roles of an individual contributor and a manager; identify the mind-set required for being a successful manager; understand why successful managers balance relationships with results; learn the 'Four Core Conversations': goal setting, praising, redirecting, and wrapping up; gain skills needed to boost relationships and work well with others based on our time-tested coaching model; understand what it means to 'Listen to Learn', 'Inquire for Insight', 'Tell Your Truth', and 'Express Confidence' (LITE); and practice the essential skills and the 'Four Core Conversations' using real-work situations. 	HEW 5-7 Academic Level B and C Emerging Leaders Please note: This program is primarily for first time or emerging managers and a pre-requisite for SLII training.	Blanchard International	2 x 3-hour sessions (over 2 days)	19 & 20 April 1 & 2 June	Virtual
	Managing for results	<p>Leadership and the employee experience</p> <ul style="list-style-type: none"> The complexity of managing Human Resources at the University and support available Two main types of contemporary leadership styles and the exploration and translation into a leadership career path How to be successful working in a matrix organisation How being a successful leader translates into enhancing the experiences of employees in our University <p>Performance conversations</p> <ul style="list-style-type: none"> Communicate clearly and get your message across; and Communicate confidently with people at all levels. <p>Managing performance</p> <ul style="list-style-type: none"> understand the focus and intent of performance conversations; understand the important steps prior to, during and after performance conversations; reacquaint themselves with the essential skills for participating effectively; and gain some practical experience in preparing and planning for performance conversations. 	Academic staff with responsibility for staff management (e.g. Deputy Deans, Discipline Leaders, Associate Deans and Program Coordinators)	Human Resources	3 x 3-hour sessions (over 2 days)	16 & 17 June 6 & 7 September	Virtual

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	Neurodiversity in the workplace <i>(pilot program)</i>	<ul style="list-style-type: none"> understand and define neurodiversity and the natural behavioural variations; identify the benefits of a neurodiverse workforce; examine your own management style and approach; learn best practices for managing a neurodiverse workforce; and understand and define what accommodations are in the workplace. 	Managers and supervisors	To be advised	To be advised	To be advised	Virtual
	Optimal motivation <i>(pilot program)</i>	<ul style="list-style-type: none"> identify and distinguish the six Motivational Outlooks in the Spectrum of Motivation; understand how the qualities of autonomy, relatedness, and competence impact a person's sense of well-being, energy, and vitality; gain three skills for activating Optimal Motivation: identify a current motivational outlook, shift to or maintain an optimal motivational outlook, and reflect on the shift; and learn how to apply the three skills to activate Optimal Motivation with others. 		Blanchard International	3 x 2-hour session (over 2 days)	29 & 30 April	
	SLII (Situational Leadership) <i>(includes self-assessment tool)</i>	<p>Day 1: The SLII Model</p> <ul style="list-style-type: none"> the basics of leadership - key to staff engagement and performance; developing your people – assess the quality and quantity of conversations; the SLII Model – employee's as self-achievers - building commitment and developing capability; and three skills of the Situational Leader – SMART goal setting, diagnosing and matching leadership style to employee development levels. <p>Day 2: Masterclass</p> <ul style="list-style-type: none"> Practice exercises and case studies – focus on application of SL II model and skill development. 	By invitation	Blanchard International	5 x 2-hour sessions (over 3 days)	22, 23 & 24 June 24, 25 & 26 August	Virtual

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	Stepping into leadership	<p>Self-leadership</p> <ul style="list-style-type: none"> as a self-leader, develop a self-starting mindset to move forward; 'assumed constraints' – learn to recognise those perceived barriers that can be transcended or avoided; 'points of power' – understand the five sources of power at work and how each can be activated to achieve goals, greater autonomy and competence; and 'proactive conversations' – learn how to seek the direction and support you need. <p>Building trust</p> <ul style="list-style-type: none"> learn the Building Trust framework; develop an action plan to engage in more trust-building behaviours; learn a three-step process for rebuilding trust; and plan and practice two trust-building conversations. <p>Get control of meetings</p> <ul style="list-style-type: none"> understand the roles of 'participant' and 'planner/facilitator'; learn as a participant how you can make every meeting more productive for you; learn as a facilitator/planner about P.O.S.E. is it a Priority, what is the 'Objenda' (based on SMART goals), can we Shorten it, what is my true E-availability?; manage the behaviours at the table; and understand keys for completing action Items. 	By invitation	Blanchard International	6 x 2-hour sessions (over 3 days)	4, 5 & 6 May	Virtual
	Working with different styles	<ul style="list-style-type: none"> discover your behavioural style and learn how to apply this knowledge to improve work relationships; understand how to resolve conflict among team members and peers; be a part of effective teams and value the strength of others; and contribute to a positive work environment. 	Managers and supervisors	Catherine Twiss	3 hours	16 June 14 September	Virtual
Diversity and Inclusion	Inclusive leadership	<ul style="list-style-type: none"> understand the impacts of Identity on self and others; create and lead diverse high-performing teams; identify and challenge bias in systems, processes and behaviours; and advocate for change and enlist others to do the same. 	By invitation	Bree Gorman Consulting	2 x 2-hour sessions	23 April 1 July	Virtual

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	Unconscious bias	<ul style="list-style-type: none"> understand unconscious bias; learn how bias impacts decision making; and learn strategies to reduce bias in the workplace. 	Managers and supervisors	Bree Gorman Consulting	3 hours	27 April	Virtual
Continuous improvement	Lean thinking - addressing the 8 wastes in Higher Education	<ul style="list-style-type: none"> understand the 8 common wastes in higher education that will focus your continuous improvement efforts; learn how to uncover and identify the wastes in your work area, and help your team to identify them too; and learn practical strategies and tools to overcome wastes and increase efficiency, including resources to help you get started. 	Managers and supervisors	DVE Solutions	3 hours	5 May	Virtual
Embedding change and innovation	Cracking the code of sustained collaboration	<p>Part one: Exploring the 'what' of collaboration:</p> <ul style="list-style-type: none"> learn what is collaboration and why it is vital to cultivate it across the university; identify and understand collaboration blind spots and common roadblocks that can thwart collaborative efforts; and learn to cultivate an 'Outward Mindset' to encourage a culture of collaboration. <p>Part two: Exploring the 'how' and the behaviours and skills vital to collaboration:</p> <ul style="list-style-type: none"> understand the principles of collaboration; and learn a blueprint for how to foster it across your department and beyond. 	Managers and supervisors	Catherine Twiss Consulting	2 x 3-hour sessions (over 2 days) plus pre-course survey	25 & 26 May	Virtual
	Influencing others – manager and supervisor program	<ul style="list-style-type: none"> how to influence other stakeholders and staff; how to adapt your influencing style to address the situation and style of the other person; define the intent and outcome from a discussion and plan how to achieve it; understand the needs and motivation of other stakeholders and how to respond to them; and learn a range of skills and methodologies. 	Managers and supervisors	Catherine Twiss Consulting		3 hours	

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	Introduction to transformational leadership	<ul style="list-style-type: none"> analyse the impact and role of transformational leadership during organisational change; distinguish between transformational and transactional leadership practices, and when to apply; understand the importance and role of emotional intelligence in personal leadership style; and identify transformational leadership competencies that best support people and processes experiencing change. 	Managers and supervisors	Swinburne Professional	2 x half-day modules (over 4 x 90-minute sessions)	2 x programs May and June dates to be advised	Virtual
	Managing change to build adaptability	<ul style="list-style-type: none"> understand change versus transition and why failure to make the distinction risks change adaptability; recognise the strategy-execution gap and how it contributes to change resistance; build awareness of the four patterns of response to change and learn actions to support employees across these; consider employees' appraisal of change and understand the cost of cumulative change across the organisation; and build change adaptability to move employees from 'change fatigue' to 'change energy'. 	Managers and supervisors	Catherine Twiss Consulting	3 hours	11 May 4 August	Virtual
Optimising wellness	Cultivating wellbeing – managers' program	<ul style="list-style-type: none"> the neuroscience of change including the role of mirror neurons, role modelling and priming; enhancing personal flourishing (energy management, circle of control and science of sleep); and quietening our inner critic, self-compassion, growth vs fixed mindset, tapping into character strengths to enhance flourishing. 	Managers and supervisors	Catherine Twiss Consulting	2 x 3-hour sessions (over 2 days)	2 & 3 June	Virtual
						October – dates to be advised	
Policy compliance	Managing probation	<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 and supervisors	HR Business Partners	2.5 hours	8 June	Virtual
						5 August	
						4 November	

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	Unconscious bias	<ul style="list-style-type: none"> understand unconscious bias; learn how bias impacts decision making; and learn strategies to reduce bias in the workplace. 	Managers and supervisors	Bree Gorman Consulting	3 hours	19 August	Virtual

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Developing our managers	Conversational capacity	<ul style="list-style-type: none"> understand the mindset of conversational capacity; recognise the natural tendencies to either 'minimise' or 'win' and the consequences of both; teach you how to quickly recognise when these emotional reactions threaten to throw us off balance; apply the four skills for balancing candour and curiosity to stay in the conversational sweet spot. 	Managers and supervisors	Blanchard International	3 x 2-hour sessions (over 2 days)	7 & 8 July	Virtual
	Working with different styles	<ul style="list-style-type: none"> discover your behavioural style and learn how to apply this knowledge to improve work relationships; understand how to resolve conflict among team members and peers; be a part of effective teams and value the strength of others; and contribute to a positive work environment. 	All TAFE teaching staff	Catherine Twiss	3.5 hours	Date to be advised	Virtual