UWS Administrative Development Pathways

**New Starters**
- Orientation for New Staff
- Working at UWS Online
- UWS Information Systems
- Alesco (HR)
- CMS – MySourceMatrix (Web)
- Callista – Discoverer (Students)
- Callista – My Student Records
- Oracle Financials
- UWS Travel
- Complaints Handling
- UWS Performance Planning and Development
- OH&S in the Workplace
- Interpersonal Communication
- Working in a Culturally Diverse Environment
- Career Development at UWS
- Tools for Personal Productivity

**New Administrators**
- Certificate IV in Business (Business Administration)
- Recommended that all administrators complete
  - (Articulation to Bachelor Business Commerce degree program)

**Experienced Administrators**
- Certificate IV in Business (Business Administration)
- Diploma in Business
- Undergraduate or postgraduate study e.g. BBC

**Senior Administrators**
- AICD Company Directors Program
  - [UWS sponsored and recommended that all senior administrators complete]
  - External programs such as:
    - Martin Institute Leadership Development Program
    - Public Sector Management Program
    - AIM Executive Programs
    - GSM Executive Programs

**Capabilities**
- Demonstration of UWS Values
- Results achievement and personal drive
- Student engagement and service
- Communication and Influence
- Productive working relationships
- Problem solving, analytical thinking, strategy

**Making the difference – valuing and rewarding our people – promoting a vibrant and inclusive intellectual community**

**UWS Learning and Development Opportunities**

- IT Courses
  - Microsoft Office, Vista, Sharepoint
- Creating Work-Life Balance
  - Time and Stress Management
- Career Planning and Development
- Committee Training eg Student/Academic Misconduct, OH&S
- Diversity and Well-being at UWS
- Mental Health Awareness
- Creative Thinking and Problem-Solving
- Professional Network Forums