2015 Organisational and Career Development Program
Acknowledgements

The 2015 Organisational and Career Development Program has been developed in consultation with various individuals and groups in the University.

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Information in this program is correct as at January 2015. Updated information may be found at the Office of Organisational Development website.

Cover Artwork: Female Orphan School, Parramatta
Artist: Janelle Davis, UWS Staff Member (j.davis@uws.edu.au)
Photography: UWS iMedia Unit

OD Contact for Program Guide:
Deann Gilliver (d.lebreton@uws.edu.au)

Office of Organisational Development
Building AA, Frogmore House, Werrington North
Locked Bag 1797 Penrith NSW 2751
Ph: (02) 9678 7493
Fax: (02) 9678 7474
od@uws.edu.au
uws.edu.au/od

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Dear Colleagues,

At the University of Western Sydney we are committed to recognising, rewarding and developing our staff. Consistent with Goal 6 of the Securing Success: 2015 – 2020 Strategic Plan, the University recognises the importance of enhancing the capabilities, skills and professionalism of our staff and working together to promote a vibrant, collaborative and inclusive intellectual community.

The Organisational and Career Development Program provides a comprehensive suite of activities to enhance the skills and capabilities of our staff.

I encourage you to engage in the career development opportunities at UWS and to participate in the programs offered through the Office of Organisational Development.

Professor Barney Glover
Vice-Chancellor and President
Director’s Introduction

Welcome to the 2015 Organisational and Career Development Program

The University of Western Sydney is committed to providing career development opportunities and professional development programs for staff to develop their skills, knowledge and capabilities. This year’s Program offers a diverse suite of workplace specific, job relevant, practical and skills-based courses to support your career development at UWS in the following areas:

- Leadership and Management Development
- Career Development
- Organisational Knowledge and Policies
- Diversity and Wellbeing
- Computer Software and Systems Training

Key programs include:

Creating a Positive Culture@UWS – designed to promote a positive culture at work and provide practical strategies and skills for utilising strengths, enhancing well-being and building resilience.

The Compass Program – provides guidance and support for navigating the various career development pathways at UWS with a focus on performance planning and development. There are online tutorials, resources and workshops to help you get started.

The iManager Series – provides training and support to managers and supervisors in understanding and applying the relevant legislation, policies, procedures and Staff Agreements; and coaching and developing their staff participating in face to face workshops and online modules.

The Inspire Leadership Program – enhances the leadership and management capabilities of Academic and Professional managers and supervisors through participation in a unique, comprehensive blended learning leadership development program that involves workshops, guest speakers, 360 degree feedback, peer mentoring, a work-based leadership project and access to the Harvard ManageMentor online learning resources.

The Academic Mentoring Program – provides a unique opportunity for early career academics to be mentored by senior academic staff/members of the professoriate.

Other key professional development opportunities for our academic colleagues include the Foundations of University Learning and Teaching Program, Future Research Leaders Program, Campus-based Speed Mentoring events and Early Career Academic Networks and Career Development Forums. We are also pleased to launch a Professional Staff Mentoring Program in 2015.

Contact the Organisational Development Team for customised training to facilitate team building or planning sessions, or support for career planning and development.

Visit our website at uws.edu.au/od for more information on our Organisational Development services and programs. You can enrol in our programs through MyCareer Online (Staff Online).

I look forward to your participation in our programs.

Aggie Lim
Director, Organisational Development
Office of People and Culture
A guide to the 2015 Organisational and Career Development Program

This booklet provides you with information about the Office of Organisational Development (OD) and the range of professional and organisational development programs and consultancy services available. Details on how to enrol, learning objectives, dates and locations, are available in MyCareer Online, accessed via Staff Online. In this booklet:

<table>
<thead>
<tr>
<th>Section 1: About the Office of Organisational Development (OD)</th>
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<td>'Making the Difference through Learning and Development'</td>
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This section also includes information on:
- Learning and development opportunities and pathways
- The UWS Capability Framework
- Online learning for staff at UWS
- The Compass Program for Career Development Planning and Review
- Information for new staff
- Information for new academic staff
- Awards and scholarships
- Relevant professional development policies

| Section 2: Learning and Development Programs | 20 |

This section provides details of the suite of 2015 Learning and Development Programs available to all UWS staff. OD is committed to professional and career development designed to enhance staff capabilities.

**Topic Area: Leadership and Management Development**

The UWS Leadership and Management Development Program is underpinned by UWS Leadership Values and a framework that reflects the essential leadership capabilities, attributes and behaviours a contemporary leader needs to be effective and successful in their leadership role.

**Topic Area: Career Development**

UWS encourages its staff to actively plan their careers and engage in career and professional development activities that will enhance their career prospects and job progression or promotion. Career management involves setting realistic goals that match your current capabilities and future career aspirations. The Compass Program will assist you to plan your work and learning and development goals.

**Topic Area: Organisational Knowledge and Policies**

Programs within this stream are designed to build your knowledge and understanding of legal obligations impacting your work at UWS. You will apply a range of UWS policies and procedures to enhance your effectiveness in University administration.

**Topic Area: Diversity and Wellbeing**

Valuing a diverse and harmonious workplace acknowledges that to be productive and happy we need to take care of ourselves and others to create work life balance and a culture of civility, respect and inclusion.

This stream brings together OD Consultants and OD partners, internal and external, to present a range of programs covering Civility in the Workplace, Mental Health, Support for Students at Risk, Creating a Positive Culture as well as Stress Management.

**Topic Area: Computer Software and Systems Training**

This topic area offers both online and face-to-face training which includes a range of computer software courses in various systems specific to the UWS standard operating environment.
Networks and forums provide an opportunity to discuss, network and share information relevant to a specific role. These meetings also provide an opportunity for professional development specifically aimed at certain roles.

Section 3: For Quick and Easy Access

- How to Register
- Cancellation Policy
- Venue Directions
- Program Index

Section 1: About the Office of Organisational Development (OD)

‘Making the Difference through Learning and Development’

Who are we and what do we do

The Office of Organisational Development (OD) provides a range of professional and organisational development programs and services.

We recognise the importance of building the capacity, skills and professionalism of our people to contribute to the achievement of the University’s strategic goals and priorities.

OD provides consultancy services for Schools and Divisional Units in planning, team development and implementing change processes. OD coordinates training by various UWS units and provides advice and support in the development and implementation of organisational and staff development initiatives.

OD also provides a suite of programs that build organisational knowledge, management and leadership capabilities, professional capabilities and team development and performance.

For further information contact one of our Organisational Development Consultants.

The Office of Organisational Development

Frogmore House, Building AA, Werrington North (Penrith Campus)
Phone: 9678 7493
Fax: 9678 7474
Email: od@uws.edu.au
Web: uws.edu.au/od
The Organisational Development Team

**Director**

Aggie Lim

**Consultants**

Leone Cripps  
Gordon Grant  
Phillip Marler  
Bev McSpadyen  
Ted Webber

**Projects**

Carolyn Bennett  
Kelly Lanfranca

**Coordinator Organisational Development**

Kathy Adam-Cross  
Kahlia Butcher  
Deann Gilliver  
Dearne Richards  
Dawn Ross
At UWS we are committed to the professional and career development of our people. OD programs are aligned to the University’s Strategy, Securing Success: 2015-2020, the UWS Capability Framework, the Professional Development Policy and other relevant policies. The Organisational and Career Development Program is provided by OD and UWS internal and external partners. The programs align to Goal 6: A dynamic and innovative culture that secures success. To assist staff to plan and map their development, three Learning and Development Pathways that align with OD programs are outlined on the following pages:

UWS Administrative Development Pathways
UWS Technical Officers’ Development Pathways
UWS Leadership and Management Development Pathways
## Diagram 1: UWS Administrative Development Pathways

<table>
<thead>
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<th>New Starters</th>
<th>New Administrators</th>
<th>Experienced Administrators</th>
<th>Senior Administrators</th>
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<td><strong>UWS Development Programs</strong></td>
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<td>• Customer Service and Professional Communication</td>
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<td>• Getting Started with MyCareer Online</td>
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<td>• Recruiting the Right Person: Behavioural Interviewing</td>
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<td>• Introduction to Performance Planning &amp; Development Online</td>
<td>• Complaints Handling</td>
<td>• Recruiting the Right Person: Behavioural Interviewing</td>
<td>• The Psychology of Influence</td>
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<td>• WHS Online [job specific modules]</td>
<td>• CMS – MySource Matrix (Web)</td>
<td>• The Psychology of Influence</td>
<td>• Tools for Personal Influence</td>
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<td>• Orientation for New Staff</td>
<td>• Meetings and Minutes @ UWS</td>
<td>• Managing Upwards</td>
<td>• Tools for Personal Productivity</td>
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<td>• Privacy Awareness Online</td>
<td>• Oracle Financials</td>
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<td>• TRIM Basic</td>
<td>• UWS Travel</td>
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<td>• Stakeholder Management: An Introduction</td>
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<td>• WHS Online [job specific modules]</td>
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<td><strong>Other Development Programs</strong></td>
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<td>• Certificate IV in Frontline Management* for Non-Supervisors and Supervisors</td>
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<td>• External programs such as: LH Martin Institute Leadership Development Programs</td>
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<td>• Diploma of Management*</td>
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<td>• Undergraduate study for e.g. UWS Bachelor of Business and Commerce [BBC]*</td>
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<td>• AIM Executive Programs</td>
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<td>• Assoc. for Tertiary Education Management [ATEM] Programs</td>
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<td>• Australian Institute of Management (AIM) Programs</td>
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<td><strong>Capabilities</strong></td>
<td>Achieves results</td>
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<td>Shapes strategic thinking</td>
<td>Communicates with influence</td>
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<td>Enhances engagement and the student experience</td>
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**Engaging with people - Building trust - Strengthening relationships - Self awareness**

### UWS Learning and Development Opportunities

- **IT Courses**
- **Office 2010 suite of programs**
- **Stress Management Creating Work/Life Balance**
- **Coaching for Performance**
- **Inspire Leadership Program**
- **Diversity and Wellbeing at UWS**
- **Mental Health Awareness**
- **Committee Training e.g. Student Academic Misconduct, WHS**
- **Professional Network Forums**

*These programs are offered through OD. For more information on Accredited Training please contact Bev McSpadyen at b.mcspadyen@uws.edu.au
**Diagram 2: UWS Technical Officers’ Development Pathways**

<table>
<thead>
<tr>
<th>UWS Learning and Development Programs</th>
<th>New Technical Staff</th>
<th>Experienced Senior/Technical Officers</th>
<th>Technical Managers/Technical Team Leaders</th>
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<td>• Emergency Warden Training</td>
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<td>• Specialist training to meet unit needs (eg PC2 Training, Radiation Safety Training, Introduction to Research Ethics)</td>
<td>• Business and Report Writing</td>
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**Other Learning and Development Programs**

- External programs such as: Certificate IV In Business Administration
- Certificate IV in Frontline Management*
- Diploma of Management*
- Undergraduate or postgraduate study e.g. UWS Bachelor of Business and Commerce [BBC]*
- TechNet Australia Annual Conferences
- Assoc. for Tertiary Education Management [ATEM] Programs

**Capabilities**

- Demonstration of UWS Values
- Student engagement and service
- Results achievement and personal drive
- Productive working relationships
- Communication and Influence
- 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
  - Office 2010 suite of programs
- Stress Management
  - Creating Work/Life Balance
- UWS Financial Framework Process
- Inspire Leadership Program
- Diversity and Wellbeing at UWS
- The Psychology of Influence
- Project Officers’ Network
- Technical Officers’ Network

*These programs are offered through OD. For more information on Accredited Training please contact Bev McSpadyen at b.mcspringen@uws.edu.au
The University recognises the talents of its people and is committed to developing the capabilities and skills of its managers and leaders.

UWS Managers and Leaders are expected to demonstrate the following values and behaviours:

- Have high ethical and professional standards
- Be transparent, accountable and responsible for our actions
- Commit to the mission and values of UWS
- Engage with our people and the community
- Engender a culture of service dedicated to meeting the needs of our students, clients and stakeholders.

Leadership and Management Development at UWS is underpinned by a capability framework that reflects the essential skills, attributes and behaviours expected of UWS Managers and Leaders. These include:

- Demonstration of UWS Values
- Results achievement and personal drive
- Student engagement and service
- Communication and influence
- Productive working relationships
- Problem solving, analytical and strategic thinking
- Professional and technical excellence

Leadership and Management Development at UWS includes the Senior Management Conference, the UWS Quality Forum, the Inspire Leadership Program, the Academic Mentoring Program, i-Manager Series, networking forums, seminars, short study programs and coaching.

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The i-Manager Series

The i-Manager series recognises that UWS Managers and Supervisors:

- have a key leadership role and a responsibility for ensuring staff are aware of, work within, and support the implementation of the guidelines established by relevant legislation, University policies, procedures and the Staff Agreements;
- are aligned to the University’s strategic goals, values, and Code of Conduct; and
- apply the guidelines and standards for managing performance and developing staff

The i-Manager Series comprises three core mandatory modules that include both face-to-face and online. Optional extension modules are also available that complement further learning within the series.

- **New Managers and Supervisors** should complete the three series during the first six months in their role (probationary period).

It is recommended that all Managers and Supervisors (Academic, Professional and Technical) complete the three i-Manager Series once every three years to stay up-to-date with changes to policies and legislation.
The UWS Inspire Leadership Program

This comprehensive, blended learning program explores principles and models of leadership relevant to academic and higher education settings and applies theory to practice. The program includes highly relevant and informative workshops, a 360 degree feedback survey on leadership roles, access to the Harvard Business Publishing online learning resources, peer mentoring, completion of an action learning leadership project and guest speakers.

The Inspire Leadership Program is endorsed by the Vice-Chancellor and Executive and is fully funded by the University through the Office of Organisational Development.

Intended for: Academic and Professional Managers and Leaders in a supervisory role.

Program Aim: To enhance the leadership and management capabilities of UWS Academic and Professional managers and leaders to both be inspired by contemporary leadership models and practices, and to inspire others to achieve their aspirations and make a difference in the UWS and broader community.

Learning Outcomes:

- Apply the Integrated Competing Values Framework (ICVF) to your leadership role
- Identify leadership capabilities and strengths in self and others
- Identify strategies to build positive working relationships
- Describe the value of peer mentoring as a leadership development strategy
- Plan and implement an action learning project on leadership

Program Topics:

- Integrating Higher Education roles and behaviours
- Coaching conversations: an effective tool for performance feedback
- Inspirational leadership: developing, motivating and empowering others for success
- Modelling ethical and values-based leadership
- Negotiating change through strategic communication and influencing others
- Fostering an innovative culture
- Inspiring the self: balancing work, career and life

For more information go to: uws.edu.au/inspire

2014 Professional Inspire Leadership Program Graduates
### UWS Leadership and Management Development Pathways

#### Aspiring Manager
- Business and Report Writing
- Managing Small Projects
- Meetings and Minutes @ UWS
- Presentation Skills
- Inducting Your Staff @ UWS Online
- Tools for Personal Productivity
- Conflict of Interest Online

#### New Manager
- Working with Emotional Intelligence
- Business and Report Writing
- Coaching for Performance
- Inspire Leadership Program
- i-Manager Series
- Meetings and Minutes @ UWS
- Academic Mentoring Program
- WHS for Managers and Supervisors
- Presentation Skills
- Inducting Your Staff @ UWS Online
- Tools for Personal Productivity
- Conflict of Interest Online

#### Experienced Manager
- Coaching for Performance
- Inspire Leadership Program
- i-Manager Series
- Academic Mentoring Program
- Recruiting the Right Person: Behavioural Interviewing
- The Psychology of Influence
- Stakeholder Management: An Introduction

#### Senior Manager
- 360° Feedback
- Coaching for Performance
- Executive Coaching
- Senior Management Conference
- Senior Staff Forum
- Quality Forum
- i-Manager Series

#### UWS Development Programs
- **UWS Development Programs**
- **Other Development Programs**
- **Cert IV in Frontline Management for Non-Supervisors***
- **Cert IV in Frontline Management for Supervisors***
- **Diploma of Management***
- **Assoc. for Tertiary Education Management [ATEM] Programs**
- **Institute of Public Administration NSW [IPAA NSW] Programs**
- **Undergraduate or postgraduate study**
- **Public Sector Management Program**
- **AIM Management Programs**
- **ATEM Programs**
- **IPAA NSW Programs**
- **AICD Company Directors Course**
- **External programs such as: LH Martin Institute Leadership Development Programs**
- **Public Sector Management Program**
- **AIM Executive Programs**
- **GSM Executive Programs**

#### Capabilities
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence
- Shapes strategic thinking
- Displays professional/technical excellence
- Enhances engagement and the student experience

#### UWS Learning and Development Opportunities
- **Inspire Leadership Program**
- **HBP Online Learning**
- **i-Manager Series**
- **Certificate IV and Diploma Accredited Programs**
- **Tools for Personal Productivity**
- **The Psychology of Influence**
- **Coaching for Performance**

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*These programs are offered through OD. For more information on Accredited Training please contact Bev McSpadyen at b.mcspadyen@uws.edu.au
The UWS Capability Framework has been developed through the Our People 2015 staffing strategy. The diagram below describes the core capabilities for staff and managers at UWS. The Organisational and Career Development Program aligns with the UWS Core Capabilities.

**GLOSSARY:**

Performance Plan: An individual’s work plan for a period into the future, usually twelve months, sometimes up to three years. Includes performance objectives and key performance measures.

Career Development: Describes an individual’s career aspirations and development needs and goals.

Development Plan: Describes goals related to an individual’s capability/skills and outlines development activities such as training, coaching, etc. in terms of specific development activities and timelines to support current and future work.

Capabilities: Capabilities describe the skills, knowledge and behaviours required to be successful in work at various levels. Capabilities are described so that appropriate training can be identified and completed.
Online Learning for Staff at UWS

MyCareer Online provides staff with the ability to access online modules on a range of topics. New online modules are being developed or acquired to support our blended learning programs, incorporating face to face and online delivered content. This includes the provision of more than 40 Harvard ManageMentor leadership and management modules that have been made available on request to managers and supervisors within UWS.

When you complete an online module or a face to face program it is automatically recorded in your training record. This assists with the management of your development plan and you can also take advantage of a number of online modules related to this process including Career Development for Academics and Career Development for Professionals.

As part of the blended learning approach, OD facilitates the publishing of online content for access by staff members via MyCareer Online. If you require further information on blended learning and publishing online modules, contact Ted Webber: e.webber@uws.edu.au

To find out more about online modules, go to the OD Online Learning page at: uws.edu.au/od_online

The Compass Program for Career Development Planning and Review

UWS recognises the importance of career development and planning for its staff. Compass includes the University’s Career Development Planning and Review process as outlined in the UWS Staff Agreements. All ongoing staff and staff on fixed-term contracts of 12 months or more are required to participate.

Compass aims to provide you with the guidance, direction and support to navigate the various career pathways and development opportunities at UWS and to help with the planning of your work aligned to the UWS Strategy and goals.

Compass uses the MyCareer Online System to help keep your career development and work plans and activities on track and up to date. Compass is about having ongoing discussions with your supervisor and colleagues about your portfolio activities in Teaching, Research, Administration, Governance/Leadership/Engagement and the support and training needed to help you do your job.

For more information and support in developing Unit plans, individual goals and objectives and using MyCareer Online, contact the Office of Organisational Development at od@uws.edu.au

Relevant Agreements, policies and guidelines

Professional and Academic Staff Agreement uws.edu.au/human_resources/hr/employee_relations/uws_enterprise_agreements

Professional Development Policy policies.uws.edu.au/view.current.php?id=00136

Professional Development – Continuing professional development guidelines policies.uws.edu.au/view.current.php?id=00251

Academic Development Program (ADP) for Academic Staff Policy policies.u.ws.edu.au/view.current.php?id=00075
Orientation for New Staff provides an overview of UWS, its strategic directions, governance and organisational structure, key policies, employment conditions, staff benefits and services available. These sessions complement the induction sessions provided by your School or Unit.

New staff are required to complete training in a number of areas including:
- UWS Online Orientation
- Equal Opportunity 1 & 2
- Getting Started with MyCareer Online
- Introduction to Performance Planning and Development
- WHS Modules 1-5
- Privacy Awareness

Supervisors new to UWS are encouraged to undertake the following face-to-face and online modules:
- Inducting your staff @ UWS
- Getting Started with MyCareer Online for Managers and Supervisors.
- The i-Manager Series (compulsory for all Supervisors and Managers)

Further information for New Staff
For information and resources to help you in the first few weeks of your employment at UWS, including frequently asked questions, pay and benefits, and an Induction Plan and Checklist, please visit the Office of People and Culture website: uws.edu.au/people_and_culture/opc/working_at_uws

Information for New Academic Staff

Foundations of University Learning and Teaching
The Foundations of University Learning & Teaching (FULT) program is a blended learning program taught over two semesters. It is required for all academic full-time staff newly appointed to teaching positions at the level of Associate Lecturer, Lecturer and Senior Lecturer, where the appointment is for 12 months or longer. Staff whose letter of offer informs them of this requirement are contacted and provided with details of the next commencing program.

Enquiries can be directed to:
fult@uws.edu.au or od@uws.edu.au

Campus Based Speed Mentoring
These campus based sessions are an opportunity for early career researchers to meet with members of the Professoriate in 10 minute intervals to discuss teaching, research, governance, engagement and writing.

For more information, go to:
uws.edu.au/speed_mentoring

Future Research Leaders Program
The Future Research Leaders Program (FRLP) was developed by the Group of Eight to provide support for those staff identified as future research leaders. The program covers best practice training and financial management, grant administration, business planning, commercialisation and technology transfer, corporate governance, financial reporting, acquittal and audit requirements.

The program is aimed at new and existing early career researchers at UWS, with modules and the accompanying workshops being completed over a 2-3 year period.

For more information go to: uws.edu.au/frlp

Early Career Academic Networks
Various campus based Early Career Academic (ECA) networks have been scheduled to provide vital support for ECAs in developing their careers. Events involve guest speakers, subject matter experts and resources to assist with career planning and development.

For more information, go to:
uws.edu.au/early_career_academic_network

UWS Library
The Library provides support and training in Turnitin, Citing Resources, EndNote x6 and Refworks. More information is available on the UWS Library website: library.uws.edu.au/uws_library
An underlying goal of the University’s Securing Success 2015-2020 Strategic Plan is to have a ‘…dynamic and innovative culture that secures success.’

The University’s success depends on the dedication, professionalism, innovation and capabilities of its staff. UWS strives to recruit and retain the best people using a broad range of measures, including different ways to recognise and reward excellence.

The University provides the following professional and career development opportunities for staff to broaden their knowledge, skills and experience.

1. Vice-Chancellor’s Excellence Awards

The Vice-Chancellor’s Excellence Awards showcase the endeavours and accomplishments of UWS staff and reward, recognise and encourage excellence in performance and achievements.

There are eight award categories:

- Excellence in Teaching
- Excellence in Professional Service
- Excellence in Postgraduate Research Training and Supervision
- Excellence in University Engagement
- Excellence in University Sustainability
- Excellence in Leadership
- Excellence as an Early Career Researcher
- Excellence in Research (Researcher of the Year)

Guidelines regarding the above can be found at: uws.edu.au/vcs_excellence_awards

2. Vice-Chancellor’s Professional Development Scholarships

The Vice-Chancellor’s Professional Development Scholarships Program offers up to sixteen $2500 Scholarships for staff to attend relevant conferences or programs to further their professional or career development:

- 7 x $2500 scholarships are available for academic staff
- 7 x $2500 scholarships are available for professional staff
- 2 x $2500 scholarships are available for Aboriginal and Torres Strait Islander staff

See the Professional Development policy policies.uws.edu.au/view.current.php?id=00136

Or further information can be found at: uws.edu.au/vc_pd_scholarships

3. UWS Staff Postgraduate Coursework Study Scholarships

Postgraduate Coursework Study Scholarships help to strengthen the University’s ability to reward and recognise staff, increase our capacity to attract and retain talented staff, and build the capability and expertise in our current staff as managers and leaders.

These scholarships aim to support staff in achieving postgraduate qualifications in a range of disciplines and provide a significant career planning and development opportunity.

The scholarships are available annually to either academic or professional staff and provide reduced unit fees for UWS postgraduate courses, as units are capped at $1,000 each (saving up to $2,060 per unit).

For full application guidelines and more information or to apply please visit: uws.edu.au/postgradstaffscholarships
4. UWS Education Allowance and Study Leave

The University provides an education support allowance for staff to undertake approved formal award programs up to 140 hours per year.

Further information can be found in the Professional Development Policy policies.uws.edu.au/view.current.php?id=00136 or on the OD website uws.edu.au/od

5. Relevant Policies and Guidelines


Guidelines for Continuing Professional Development policies.uws.edu.au/view.current.php?id=00251

Staff Postgraduate Coursework Study Scholarships uws.edu.au/postgradstaffscholarships

Professional Development Policy policies.uws.edu.au/view.current.php?id=00136

Academic Development Program (ADP) for Academic Staff policies.uws.edu.au/view.current.php?id=00075

UWS Education Allowance and Study Leave policies.uws.edu.au/view.current.php?id=00136 or on the OD website uws.edu.au/od


Vice-Chancellor’s Excellence Awards Policy policies.uws.edu.au/view.current.php?id=00114

Vice-Chancellor’s Professional Development Scholarships uws.edu.au/vc_pdc_scholarships
## Section 2: Learning and Development Programs

### Leadership & Management Development

<table>
<thead>
<tr>
<th>Program</th>
<th>Intended for</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFICATE IV IN FRONTLINE MANAGEMENT</td>
<td>Supervisors, Team Leaders and Managers</td>
<td>Gain a nationally recognised qualification and improve and develop your ability to supervise and manage others.</td>
</tr>
<tr>
<td>COMPANY DIRECTORS COURSE</td>
<td>Senior staff</td>
<td>For those who sit on Boards and Committees, the CDC focuses on excellence in governance and directorship. Participants can gain a Diploma with the Australian Institute of Company Directors.</td>
</tr>
<tr>
<td>DIPLOMA OF MANAGEMENT</td>
<td>All staff who have successfully completed the Certificate IV in Frontline Management</td>
<td>Further develop your management skills and build on the knowledge gained in Certificate IV Frontline Management.</td>
</tr>
<tr>
<td>HARVARD MANAGEMENTOR FOR MANAGERS AND SUPERVISORS</td>
<td>Managers and Supervisors</td>
<td>Provides a resource for managers and supervisors that includes over 40 modules covering leadership and management concepts, case studies, audio downloads, video clips, and practical tips and tools.</td>
</tr>
<tr>
<td>INDUCTING YOUR STAFF @ UWS</td>
<td>Managers and Supervisors who need to induct new staff</td>
<td>Assists supervisors and managers to induct new staff. Outlines the steps for introducing new staff to UWS, their responsibilities and working at UWS.</td>
</tr>
<tr>
<td>INSPIRE LEADERSHIP PROGRAM</td>
<td>Academic and Professional Managers and Leaders in a supervisory role</td>
<td>Participate in a unique blended learning program to enhance your leadership and management capabilities. Complete a 360 degree survey, online modules, and workshops with senior staff as guest speakers. Access the Harvard ManageMentor online modules and participate in peer mentoring and an action learning leadership project.</td>
</tr>
<tr>
<td>RECRUITING THE RIGHT PERSON – BEHAVIOURAL INTERVIEWING</td>
<td>All staff required to sit on interview panels</td>
<td>Improve your interviewing skills and strategies by implementing techniques designed to inject more objectivity into the staff selection process and to increase confidence in making informed hiring decisions. All staff sitting on interview panels must complete this training.</td>
</tr>
<tr>
<td>SENIOR MANAGEMENT CONFERENCE</td>
<td>Members of the Senior Staff Forum – invitation only event</td>
<td>An annual conference for senior staff at UWS hosted by the Vice-Chancellor and Executive to discuss and provide input into the University’s strategic plan and priorities.</td>
</tr>
<tr>
<td>THE PSYCHOLOGY OF INFLUENCE</td>
<td>Managers and Supervisors</td>
<td>Understand the principles of how to get others to listen to you, persuade them to change their mind and shift the direction of a conversation.</td>
</tr>
<tr>
<td>UWS QUALITY FORUM</td>
<td>Invitation only event</td>
<td>An annual forum hosted by the Vice-Chancellor and Executive to discuss quality improvements in the University’s core activities.</td>
</tr>
</tbody>
</table>
**DAY 1 of 2: COACHING FOR PERFORMANCE**  
*Intended for* Required training for all Managers and Supervisors  
Gain skills for coaching employees to improve the effectiveness of individuals and teams through discussion about performance, communicating clear expectations, collaborative goal setting and problem-solving.

**DAY 2 of 2: MANAGING PERFORMANCE AND DEVELOPMENT AT UWS**  
*Intended for* Required training for all Managers and Supervisors  
Provides the techniques, skills and tools that provide solutions to improving performance by:  
- Linking of individual performance with team and organisation goals  
- Providing just-in-time feedback  
- Using questions to bring out the best in staff  
- Facilitating performance improvement conversations that make a difference

**LEGAL RESPONSIBILITIES IN A NUTSHELL**  
*Intended for* Required training for all Managers and Supervisors  
Identify internal and external sources of information and support to comply and act within the spirit of University policies, procedures and relevant legislative requirements in relation to:  
- Understanding Your Financial Responsibilities  
- Preventing Corruption; and  
- Preventing Bullying and Harassment

**PREVENTING THINGS GOING PEAR SHAPED – TIPS FOR EFFECTIVE EARLY STAFF INTERVENTIONS**  
*Intended for* Required training for all Managers and Supervisors  
Provides supervisors with helpful information on the importance of understanding and implementing the Staff Agreement, who to contact for advice, and pitfalls to avoid when "things go pear shaped".

**WHS FOR MANAGERS AND SUPERVISORS**  
*Intended for* Required training for all Managers and Supervisors  
Provides managers and supervisors with the skills and knowledge needed to manage health and safety within UWS.

*For further information on the i-Manager Series, please refer to page 11 of this guide.*
# Career Development

## ACADEMIC CAREER DEVELOPMENT FORUM

**Intended for:** Early Career Academics

An opportunity for Early Career Academics (ECA) to reflect on their participation in Executive or Campus based Speed Mentoring, or Network meetings. Forums will include guest speakers as well as give ECA's a chance to develop career goals and consider what planning means for them.

## BUSINESS & REPORT WRITING

**Intended for:** All staff

Learn the various styles of business and report writing frequently used in the University.

## BUSINESS WRITING ONLINE LEARNING

**Intended for:** All staff

Consists of an all-inclusive set of online modules covering grammar, plain English, document planning and structure. The lesson modules can be accessed at any time to assist with your writing tasks.

## CAREER I – A FOCUS ON YOUR CAREER

**Intended for:** All staff

An opportunity for staff to reflect on, plan, document and promote or “sell” their achievements and career goals.

## CAREER II – PREPARING A JOB APPLICATION

**Intended for:** All staff

Develop a well presented, succinct resume and statements that address selection criteria to reflect skills, attributes and achievements.

## CAREER III – INTERVIEW SKILLS

**Intended for:** All staff

Develop the interview skills and techniques that you need to get the job that you want.

## CAREER DEVELOPMENT FOR ACADEMIC STAFF

**Intended for:** Academic staff

Provides a comprehensive range of tools, templates and information for UWS academics on how to plan their career in an academic environment.

## CAREER DEVELOPMENT FOR PROFESSIONAL STAFF

**Intended for:** Professional Staff

Provides a comprehensive range of tools, templates and information for UWS professional staff on how to plan their career in a university environment.

## CERTIFICATE IV IN TRAINING & ASSESSMENT

**Intended for:** All staff

Gain a nationally recognised qualification and be able to deliver training and conduct competency based assessment.

## CHANGING GEARS: ENGAGING IN CHALLENGING CONVERSATIONS

**Intended for:** All staff

Develop practical strategies for reflecting, taking action and engaging in challenging conversations.

## COLLABORATIVE DECISION MAKING: USING SIX THINKING HATS

**Intended for:** All staff

Learn to recognise how you approach decisions, and explore different thinking patterns and ways to inform and improve your decision making and communication skills.

## COMPASS – CREATE YOUR DEVELOPMENT PLAN

**Intended for:** All staff

Take control of your professional and career development by setting objectives and developing a plan. This 1.5 hour workshop is designed to introduce staff to the Development Plan functionality in MyCareer Online.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>INTENDED FOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPASS - INTRODUCTION TO PERFORMANCE PLANNING AND DEVELOPMENT</td>
<td>Required training for all Managers and Supervisors</td>
<td>Gain an understanding of the UWS performance planning and development process (COMPASS).</td>
</tr>
<tr>
<td>COMPASS – PERFORMANCE REVIEW WORKSHOP</td>
<td>All staff</td>
<td>Navigate the review phase of the Compass program. This program is both face to face and online.</td>
</tr>
<tr>
<td>COMPASS – PERFORMANCE REVIEW WORKSHOP FOR SUPERVISORS</td>
<td>All UWS Supervisors</td>
<td>Navigate the performance review phase of the Compass Program within MyCareer Online. This workshop is both Face to Face as well as online.</td>
</tr>
<tr>
<td>COMPASS – SETTING YOUR DIRECTION: WRITING SMART OBJECTIVES IN COMPASS</td>
<td>All staff</td>
<td>A quick refresher to help you identify where you are heading and what you are aiming to achieve over the next 12 months and beyond.</td>
</tr>
<tr>
<td>CUSTOMER SERVICE &amp; PROFESSIONAL COMMUNICATION</td>
<td>All staff</td>
<td>Learn to engage with your customers, provide an exceptional customer experience and develop skills to communicate effectively with a professional attitude.</td>
</tr>
<tr>
<td>EMAIL ETIQUETTE</td>
<td>All staff</td>
<td>Maxmise the effectiveness of your email communication with this online module.</td>
</tr>
<tr>
<td>FOUNDATIONS OF UNIVERSITY LEARNING &amp; TEACHING (FULT) PROGRAM</td>
<td>Newly appointed full-time academic staff</td>
<td>This program enables staff to design teaching and learning for face-to-face and blended learning contexts and to reflect on their practice to improve it.</td>
</tr>
<tr>
<td>FUTURE FOCUS: DEVELOPING YOUR STRATEGIC DASHBOARD</td>
<td>All staff</td>
<td>UWS is responding to significant developments in the Australian higher education sector. How can you think more strategically? Growing your problem-solving and strategic thinking skills will be key to the University’s ongoing strategic and operational planning, reporting and review processes. Come along and increase your confidence in how to create and maintain your strategic toolkit.</td>
</tr>
<tr>
<td>FUTURE RESEARCH LEADERS PROGRAM</td>
<td>Early Career Researchers (ECR) who aspire to a leadership role</td>
<td>FRLP consists of nine online modules that explore all aspects of research strategy, planning and implementation. Module 0 is an induction module. Each of the Modules 1 to 8 require approximately four hours of independent online learning to be completed before the scheduled face-to-face workshops. Workshop content complements specific online modules and offers ECR an opportunity to hear from experienced UWS researchers and subject matter experts.</td>
</tr>
<tr>
<td>GETTING STARTED WITH MYCAREER ONLINE</td>
<td>New staff</td>
<td>For new staff and staff who would like to utilise more of the MyCareer Online system for performance planning and setting work objectives.</td>
</tr>
<tr>
<td>GETTING YOUR MESSAGE ACROSS</td>
<td>All staff</td>
<td>Explore your communication skills and effectiveness, as well as explore practical strategies and ways to confidently manage potential conflict situations.</td>
</tr>
<tr>
<td>HOWS AND WHYS OF PROCESS MAPPING</td>
<td>All staff interested in gaining an insight on how processes are structured, defined, assessed and represented</td>
<td>Provides participants with the required tools to conceptualise and define processes at a high and detailed level.</td>
</tr>
<tr>
<td>Course Title</td>
<td>Intended for</td>
<td>Description</td>
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<tr>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>IMPROVE YOUR BUSINESS PROCESSES WITH ‘8 STEPS TO TANGO’</td>
<td>All staff with previous knowledge or understanding of process mapping</td>
<td>Gain a deeper level understanding of the skills required to review and change processes.</td>
</tr>
<tr>
<td>MANAGING UPWARD</td>
<td>All staff</td>
<td>Reflect, assess and identify practical strategies for enhancing or maintaining a good working relationship when managing upwards for mutual benefit and results.</td>
</tr>
<tr>
<td>MEETINGS &amp; MINUTES @ UWS</td>
<td>All staff</td>
<td>Learn to take the kind of minutes the modern university requires as well as save time in meetings by gaining tips and formats to adapt for your own use.</td>
</tr>
<tr>
<td>OLT GRANT WRITING AND INFORMATION WORKSHOP</td>
<td>Staff required to write OLT Grant Applications</td>
<td>Understand the expectations of a successful OLT Grant Application and gain practical insights into what is involved in writing an application.</td>
</tr>
<tr>
<td>PRESENTATION SKILLS</td>
<td>Staff wishing to build or refresh their skills and confidence in presenting to groups</td>
<td>Learn the basics of how to design and deliver effective presentations using a variety of techniques, tips and tools.</td>
</tr>
<tr>
<td>PROFESSIONAL STAFF: A SKILL SET FOR THE FUTURE</td>
<td>All professional staff</td>
<td>What do you bring to your role? What is your ‘brand’? Do you look for opportunities to grow within your role – remember your role is what you make of it! Let’s explore these questions together in an interactive workshop environment.</td>
</tr>
<tr>
<td>STAKEHOLDER MANAGEMENT: AN INTRODUCTION</td>
<td>All Staff</td>
<td>Do you want to build higher levels of support for your projects? Would you like people to engage positively with a change process? Or do you want to gather input into a work process or system? Then you need to master the art of stakeholder management. Learn to identify who holds a ‘stake’ in your project, change plan or processes.</td>
</tr>
<tr>
<td>TOOLS FOR PERSONAL PRODUCTIVITY</td>
<td>All staff</td>
<td>Use powerful, practical tools and ideas for increasing your organisation, energy and creativity in work and life - find an extra hour a day “just for you”!</td>
</tr>
<tr>
<td>UWS ACADEMIC MENTORING PROGRAM</td>
<td>Nominated staff</td>
<td>Provides career development, support and opportunities for early and mid-career Academic staff.</td>
</tr>
<tr>
<td>WINNING STRATEGIES FOR A NEW JOB</td>
<td>All staff or whole work units</td>
<td>Provides staff members with ways to effectively navigate through the early stages of their new job at UWS.</td>
</tr>
<tr>
<td>WORKING TOGETHER IN TEAMS</td>
<td>All staff or whole work units</td>
<td>Gain insight into how you and your colleagues can enhance your team effectiveness.</td>
</tr>
<tr>
<td>WORKING WITH EMOTIONAL INTELLIGENCE</td>
<td>All staff</td>
<td>Understand how thinking patterns and emotional states influence your success at work and in life. Then learn how to access positive states quickly and easily.</td>
</tr>
</tbody>
</table>
## Organisational Knowledge & Policies

### ACADEMIC INTEGRATION PLANS – THE NUTS AND BOLTS

**Intended for:** All staff  
Familiarises staff with Commonwealth disability legislation and provides the knowledge and skills to understand and effectively implement Academic Integration Plans (AIPs).

### BULLYING AWARENESS INFORMATION SESSIONS

**Intended for:** All Staff  
A short 45 minute presentation to inform UWS staff about the legal definition of workplace bullying established by the Fair Work Act that applies across Australia.

### CAMPUS SAFETY & SECURITY EMERGENCY RESPONSE TRAINING

**Intended for:** All staff who have been identified to act as wardens  
Staff who have been identified to act as wardens in each building need to be trained in facilitating a response to an emergency. This two hour session will also provide an overview of the evacuation process and what to look for before, during and after an event.

### CONFLICT OF INTEREST

**Intended for:** All staff  
Assists University staff to identify conflict of interest situations, understand how and why a conflict of interest exists, and to provide practical ways and means to deal with the situation.

### DEMYSTIFYING CONTRACTS: THE ESSENTIAL INGREDIENTS

**Intended for:** Staff engaged in procurement or negotiation of large transactions  
This half day workshop provides University staff with information about contracts and their development and management.

### INFLUENCING CLIMATE CHANGE

**Intended for:** All staff  
Provides an understanding of what climate change is and how its effects can be mitigated.

### INTERNATIONAL STUDENT COMPLIANCE – ESOS AT UWS

**Intended for:** Academic and Professional staff working directly with onshore International students  
Discuss ESOS requirements and compliance when working with onshore International students.

### INTRODUCTION TO RESEARCH ETHICS

**Intended for:** Honours and Postgraduate Research Students and Staff who need clarification of the Research Ethics guidelines and application process  
Understand the ethics involved for undertaking research within the University for new Honours, Postgraduate students and staff who conduct research.

### MANAGING SMALL PROJECTS – PRE-WORK

**Intended for:** Those running small projects at UWS  
Complete this pre-work online module for the Managing Small Projects classroom course.

### MANAGING SMALL PROJECTS

**Intended for:** Those running small projects at UWS  
Learn Project Management principles, practices and tools for small projects, based on the UWS Project Management Methodology. This program is Face to Face and has an online pre-work component.
ORIENTATION FOR NEW EMPLOYEES

- Intended for: All new and existing staff and as an ongoing reference
- Provides an overview of UWS History, structure, policies and procedures together with information about working at UWS.

ORIENTATION FOR NEW STAFF

- Intended for: All new staff to UWS
- Gain an overview of the University, its strategic direction and priorities, and relevant policies and employee benefits.

POLICY DEVELOPMENT – CONTEXT AND WRITING

- Intended for: Staff responsible for writing policies
- Gain a better understanding of developing and writing effective policies for the University.

PRIVACY AWARENESS

- Intended for: All staff
- Provides an awareness of what privacy is, and what your obligations are as employees within the NSW public sector.

PROCUREMENT @ UWS

- Intended for: All staff
- Learn about the procurement process at the University of Western Sydney.

TRAVEL INFORMATION E-RES

- Intended for: Designated travel administrative staff who will oversee the travel approval process in their work area.
- Provides new users of e-Res (World Travel Professionals Online Booking Engine) with the basic skills to successfully navigate and book online reservations.

UWS FINANCIAL FRAMEWORK PROCESS

- Intended for: Staff responsible for managing budgets and forecasts and/or staff seeking additional funds
- Learn how to manage budgets and forecasts and the process for seeking additional funds.

WHS – BIO-SAFETY – WORKING WITH BIOLOGICAL MATERIALS AND/OR GMO’S

- Intended for: All staff, HDR students and those who handle hazardous biological materials and/or GMO’s
- Learn about the risks, safe work practices, legislation and approval processes of working with hazardous biological material.

WHS – HAZARDOUS CHEMICALS

- Intended for: All staff, HDR students and those who handle hazardous chemicals
- Discuss in-depth the new WHS legislation for the classification and labelling of hazardous chemicals and the obligations of workplaces to use, handle and store such materials safely.

WHS – HAZARDOUS MANUAL TASKS

- Intended for: All supervisors and managers
- A face-to-face session to assist in identifying and explaining risk assessment steps and requirements to ensure the safety of staff and students.

WHS – LABORATORY RISK ASSESSMENT

- Intended for: All staff, HDR students working in laboratory environments
- Learn about the UWS risk assessment process relevant to laboratories and associated facilities.
**WHS – RISK ASSESSMENT**

**Intended for:** All supervisors and managers

These sessions assist with identification and explanation of risk assessment steps and requirements to ensure the safety of staff and students.

---

**WHS MODULE 1 – ORIENTATION**

**Intended for:** All staff

Identifies the mechanisms and processes that contribute to health and safety at UWS. Describes the staff member’s duty of care and demonstrates where WHS forms can be found and how to use the University’s WHS documentation.

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**WHS MODULE 2 – RISK MANAGEMENT**

**Intended for:** All staff

Shows you how to identify hazards in your work area with a basic understanding of the risk assessment process, how risks are controlled and the process used when hazards are reported.

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**WHS MODULE 3 – OFFICE SAFETY**

**Intended for:** All staff

Many staff members spend the majority of their work time in an office environment. This module examines the risks to health and safety that can occur in office environments.

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**WHS MODULE 4 – MANUAL TASKS**

**Intended for:** All staff

Provides current industry information on what hazardous manual tasks are, the types of injuries that can result from manual tasks, and recommended ways of working to enable you to avoid injury.

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**WHS MODULE 5 – WORKPLACE HAZARDOUS CHEMICALS**

**Intended for:** All staff

Mandatory for all staff members and students working with hazardous chemicals, this module defines what hazardous chemicals are, and provides a basic understanding of the legislation that regulates the use of hazardous chemicals in the workplace.
# Diversity and Wellbeing

## ALLY TRAINING
**Intended for:** All staff and students

Provides staff and students with details about the role and expectations of being a member of the UWS Ally Network, as well as background information on sexual and gender diversity, the issues and faced by GLBTI staff and students, and concepts such as homophobia.

## CREATING A POSITIVE CULTURE @ UWS
**Intended for:** All staff

Engaging staff, increasing resilience, enhancing wellbeing. Held over three full day workshops, the Creating a Positive Culture @ UWS program involves a blend of learning activities including short lectures, small-group discussion, reading, self-reflection and activities designed to promote a positive culture at work and provide practical strategies and skills for enhancing well-being, resilience and optimal functioning.

## EQUAL OPPORTUNITY 1 & 2 ONLINE
**Intended for:** All staff

Undertake a self-paced online equal opportunity program that forms part of the University’s commitment to create a positive environment in which all students and staff are treated fairly and equitably.

## MANAGING YOURSELF THROUGH CHANGE
**Intended for:** All staff

Explore a framework for understanding the personal impacts of change and discuss practical strategies for maximizing the opportunities that change can present.

## MENTAL HEALTH – FIRST AID
**Intended for:** All staff

Develop your understanding of the early stages of mental health problems as well as gain the steps and skills necessary to provide assistance.

## NO NASTINESS PLEASE – WE’RE AT WORK
**Intended for:** All staff

Responding to negative workplace behaviours and promoting a culture of civility. Distinguish between discrimination, harassment, bullying and other anti-social and negative workplace behaviours, and work towards an inclusive workplace culture.

## STRESS MANAGEMENT – CREATING WORK/LIFE BALANCE
**Intended for:** All staff

Identify and explore causes and strategies to manage stress in a way that works for you, to maximise productivity and work/life balance.

## SUICIDE AWARENESS AND PREVENTION
**Intended for:** All staff

Assists staff to identify people at risk of suicide, how to deal with these crises and refer to the appropriate services. It is preferable that participants have completed the Mental Health First Aid program prior to this workshop.

## SUPPORTING STAFF – SUPPORTING STUDENTS WITH MENTAL HEALTH PROBLEMS
**Intended for:** All staff

Learn practical strategies and useful information for dealing with students who are facing mental health difficulties.
## Computer Software and Systems Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Intended for</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCESS EASY</strong></td>
<td>All staff</td>
<td>Explore the basic functions of the Access Database Program.</td>
</tr>
<tr>
<td><strong>ACCESS FUNDAMENTALS</strong></td>
<td>All staff</td>
<td>Gain an introduction to using Access and learn to create a database and use basic features.</td>
</tr>
<tr>
<td><strong>ACCESS INTERMEDIATE</strong></td>
<td>All staff</td>
<td>Develop your Access skills as well as exploring various functionalities of this database software program.</td>
</tr>
<tr>
<td><strong>ACCESS ADVANCED</strong></td>
<td>All staff who have intermediate knowledge of Access</td>
<td>Advance your Access skills and discover more features such as appending data to tables, action queries, list and combo boxes, sub-forms, creating reports manually, sorting and grouping data, calculated expressions, creating macros and menus.</td>
</tr>
<tr>
<td><strong>ACROBAT READER AND WRITER</strong></td>
<td>All staff</td>
<td>Learn to use Adobe Acrobat Professional (Writer) to securely distribute your documents electronically in a reliable format, while preserving document integrity so files can be viewed and printed on a variety of platforms in Portable Document Format (PDF).</td>
</tr>
<tr>
<td><strong>CALLISTA FUNDAMENTALS ONLINE</strong></td>
<td>All staff who need to use Callista</td>
<td>This online training consists of 8 short modules demonstrating specific functions within Callista, the University’s Student Management System.</td>
</tr>
<tr>
<td><strong>COMPLAINTS HANDLING SYSTEM (CHS)</strong></td>
<td>All staff who deal with student, staff and/or external complaints</td>
<td>Assist staff to manage and monitor issues and complaints raised within the University environment.</td>
</tr>
<tr>
<td><strong>EXCEL BASICS</strong></td>
<td>All staff</td>
<td>Develop basic skills required to use Excel, including an introduction to the principles of Excel and the use of spreadsheets.</td>
</tr>
<tr>
<td><strong>EXCEL INTERMEDIATE ONE</strong></td>
<td>All staff</td>
<td>Further develop skills in the use of Excel, and learn more complex formatting, creating templates, linking, styles and functions including Date, Statistical &amp; Sumif and more Tips &amp; Tricks.</td>
</tr>
<tr>
<td><strong>EXCEL INTERMEDIATE TWO</strong></td>
<td>All staff</td>
<td>Discover how to utilise the formatting and functions within Excel, including logical functions, Time and IF function. Plus more Tips &amp; Tricks.</td>
</tr>
<tr>
<td><strong>EXCEL ADVANCED</strong></td>
<td>All staff who have intermediate knowledge of Excel</td>
<td>Gain a deeper understanding of the functionality and advanced formulas used in Excel.</td>
</tr>
<tr>
<td><strong>EXPLORING MS OFFICE EXTRAS</strong></td>
<td>All staff</td>
<td>Delve into Microsoft Office and discover how to take full advantage of Visio, OneNote, InfoPath, Acrobat and Word.</td>
</tr>
<tr>
<td><strong>GETTING STARTED WITH IPROCRUETMENT</strong></td>
<td>UWS staff members involved with using the iProcurement system</td>
<td>For staff members who need to access and navigate around the iProcurement system which is used for raising purchase requisitions for goods and services across UWS.</td>
</tr>
<tr>
<td><strong>GETTING STARTED WITH MYCAREER ONLINE</strong></td>
<td>All staff</td>
<td>Learn about using MyCareer Online to manage your work objectives and career development plans.</td>
</tr>
<tr>
<td>Course Title</td>
<td>Intended for</td>
<td>Description</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GETTING TO KNOW OFFICE 2010</td>
<td>All staff</td>
<td>Learn to use the new features of Microsoft Office 2010 products.</td>
</tr>
<tr>
<td>GRAPHICS WITH PHOTOSHOP</td>
<td>All staff</td>
<td>Learn the basic skills required to utilise the Adobe Photoshop program to create your own original graphics as well as learn image and photo editing techniques to produce professional graphics.</td>
</tr>
<tr>
<td>HTML</td>
<td>All staff</td>
<td>Discover the basics of how a webpage is created as well as techniques to create, modify and manage a page. Plus an introduction to Dreamweaver.</td>
</tr>
<tr>
<td>iPROCUREMENT APPROVER</td>
<td>UWS staff members using the iProcurement system to approve requisitions</td>
<td>For staff members who approve purchase requisitions and need to learn how the iProcurement system is used in relation to the requisition approval process.</td>
</tr>
<tr>
<td>iPROCUREMENT REQUISITIONER</td>
<td>UWS staff members using the iProcurement system to create requisitions</td>
<td>For staff members who create purchase requisitions and need to learn how the iProcurement system is used in relation to the requisition creation process.</td>
</tr>
<tr>
<td>MICROSOFT WINDOWS 7</td>
<td>All staff</td>
<td>Learn about the main changes and updates that apply to the new Microsoft Windows 7 operating system.</td>
</tr>
<tr>
<td>MS PROJECT</td>
<td>All staff</td>
<td>Build your project management skills base and enhance the practical with the technical by learning how to use MS Project to track a project from the planning stage through to the closing stage.</td>
</tr>
<tr>
<td>MS PUBLISHER</td>
<td>All staff</td>
<td>Produce a simple publication in Microsoft Publisher and learn the use of functions, manuals and online help.</td>
</tr>
<tr>
<td>SQUIZ MATRIX CONTENT MANAGEMENT SYSTEM (CMS)</td>
<td>New Content Authors (Web Editors) or Subsite Managers (Web Approvers) of the Squiz Matrix Content Management System (CMS) for the UWS Website</td>
<td>Learn how to add, edit, format and publish web content through the Squiz Matrix Content Management System for the University website.</td>
</tr>
<tr>
<td>GETTING STARTED WITH ORACLE FINANCIALS</td>
<td>All staff</td>
<td>For staff who need to learn about the key features of the Oracle Financials system.</td>
</tr>
<tr>
<td>ORACLE FINANCIALS GENERAL LEDGER AND REPORTING</td>
<td>All staff</td>
<td>For staff members using the General Ledger and Reporting functionality of Oracle Financials.</td>
</tr>
<tr>
<td>ORACLE FINANCIALS JOURNAL ENTRIES</td>
<td>All staff</td>
<td>For staff members using the Journals functionality of Oracle Financials.</td>
</tr>
<tr>
<td>Course</td>
<td>Audience</td>
<td>Description</td>
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</tr>
<tr>
<td><strong>ORACLE FINANCIALS</strong></td>
<td>All staff</td>
<td>Intended for staff members using the MatMan CardSmart functionality of Oracle Financials</td>
</tr>
<tr>
<td><strong>OUTLOOK</strong></td>
<td>All staff</td>
<td>Improve your Outlook skills and find out more about the program you use every day.</td>
</tr>
<tr>
<td><strong>POWERPOINT</strong></td>
<td>All staff</td>
<td>Create dynamic presentations by discovering the features of PowerPoint, and the best way to implement them.</td>
</tr>
<tr>
<td><strong>RECORDKEEPING AND YOU</strong></td>
<td>All staff. This is a pre-requisite to attend the TRIM Basic program.</td>
<td>Learn about what's involved in managing records at UWS.</td>
</tr>
<tr>
<td><strong>SHAREPOINT 2010 FOR SITE OWNERS (LEVEL 2)</strong></td>
<td>Staff that undertake the role of Content Administrator for their School/Departments SharePoint site</td>
<td>Create and modify SharePoint sites, lists, libraries and workflows. The workshop will outline important topics such as permissions and working with site columns and Site Content Types.</td>
</tr>
<tr>
<td><strong>TM1 TRAINING</strong></td>
<td>New TM1 license holders or staff requiring a refresher</td>
<td>Assist staff in submitting 3 year rolling financial forecasts within the University.</td>
</tr>
<tr>
<td><strong>TRIM BASIC</strong></td>
<td>All staff</td>
<td>Become aware of your individual responsibilities as a UWS staff member and learn how to use TRIM to capture and manage the records you create and/or use daily. Please note: this course has a pre-requisite component which must be completed prior to training.</td>
</tr>
<tr>
<td><strong>TRIM ADVANCED</strong></td>
<td>Staff with specific recordkeeping responsibilities, including those nominated as a TRIM Coordinator (TC). Pre-requisite: TRIM Basic training</td>
<td>Learn how to capture and manage records in a way that is consistent, compliant with statutory requirements, centralised and secure, through the TRIM records management system.</td>
</tr>
<tr>
<td><strong>TRAVEL INFORMATION E-TAN</strong></td>
<td>Designated travel administrative staff who will oversee the travel approval process in their work area and all other interested staff</td>
<td>Undertake hands-on training in the UWS Travel System including the use of e-Tan, through the UWS Travel Lab Portal session.</td>
</tr>
<tr>
<td><strong>WORD INTERMEDIATE</strong></td>
<td>All staff</td>
<td>Improve your Word skills and learn to use additional features of the program.</td>
</tr>
<tr>
<td><strong>WORD ADVANCED</strong></td>
<td>All staff</td>
<td>Gain additional Word skills and learn more about advanced features of Word.</td>
</tr>
<tr>
<td><strong>WORD FOR LONG DOCS</strong></td>
<td>All staff</td>
<td>Discover how to handle long documents such as a thesis, book or other long publications.</td>
</tr>
</tbody>
</table>
Networks and Forums

ADMINISTRATORS NETWORK
Intended for: All professional staff in administrative roles
Share information and experiences to address current issues and topics of interest, supported by UWS guest speakers.

ALLY NETWORK
Intended for: All staff and students
Forge positive cultural change for UWS staff and students who identify as gay, lesbian, bisexual, transgender or intersex (GLBTI). A University endorsed initiative.

EARLY CAREER ACADEMICS NETWORK
Intended for: Early Career Academics
Provides campus based Early Career Academics with vital support in developing their careers. Networks include guest speakers, subject matter experts and resources to assist with career planning and development.

EXECUTIVE OFFICERS AND ASSISTANTS NETWORK
Intended for: Executive Officers and Assistants
Engage in a proactive network specifically designed for the Executive Officer or Assistant.

PROJECT NETWORK
Intended for: Project Officers and all staff involved with projects
Engage in an open facilitated discussion forum and meet Project Officers from around UWS.

TRIM USER FORUM
Intended for: All staff identified as TRIM Coordinators or TRIM Users
Provides an avenue for TRIM users to share experiences of using the system and receive up-to-date information about TRIM from RAMS staff.

UWS DESIGNATED TRAVEL ADMIN STAFF FORUM
Intended for: Designated Travel Admin Staff who will book and/or oversee the travel application and reconciliation process in their work area. Direct Line Supervisors are welcome
Covers changes to the UWS travel policies and procedures, general discussion as well as guest speaker presentations.

PROGRAM DATES:
For program dates, go to:
MyCareer Online (via Staff Online) staffonline.uws.edu.au
or uws.edu.au/od/program_calendar
or for further information about programs, email: od@uws.edu.au
Registering for OD courses, workshops and networks is done via ‘MyCareer Online’. Follow the steps below to register for your desired course. You can also find detailed Quick Guides under the ‘Knowledge’ tab from the MyCareer Online home page.

1. Open Staff OnLine
2. Select MyCareer Online from the menu bar (a separate browser page will open)
3. From the MyCareer Online home page, type a key word (or part of the course title) into the Search box in the top right hand corner and press enter (or the magnifying glass). All search results should appear on a new page.
4. From the search results, click on the title of the course to open the course details.
5. If you are a Manager or Supervisor and wish to assign training to your team, click on the Assign button. If not, scroll down to see all available sessions/dates.
6. From the Actions column, click on the down arrow to the right of the session you wish to attend and select Request.
7. If you are a Professional or a casual Academic staff member, an email will be sent to your Supervisor seeking approval. Once approved, you will be registered automatically.
8. If no sessions/dates are displayed, select ‘Notify me of new sessions’ at the bottom of the course details screen to receive an email when a new date is scheduled. If your preferred date is full, you will be waitlisted for the next available session and notified via email if a place becomes available.

Alternatively, staff who do not have access to enrolment within MyCareer OnLine can register by completing the online registration form.

Please note, email approval from your Supervisor or Manager is required prior to completing the registration form.

**Cancellation Policy**

If a program is cancelled, you will be advised at least five days before the date of the program. If you are unable to attend a program, please advise OD as soon as possible so that another person may be allocated your place. If you do not attend a program you have registered for, and have not notified OD, a late cancellation/non-attendance administration fee of $50* may be charged to your school/unit.

**The Venue**

All workshops and training are held at Frogmore House, Building AA, Werrington North (Penrith Campus) unless otherwise notified. Please note that two meeting rooms and the Staff IT Lab at Frogmore House are located on the first floor. If you require disabled access or have special needs, please advise OD so that alternate arrangements can be made.

**Travelling by car**

From Sydney CBD, take the M4 Western Motorway past Parramatta and take the Mamre Road exit. Turn right onto Mamre Road to St Marys.

From Mamre Road at St Marys turn left to Penrith on the Great Western Highway. The Werrington North and South sites are located on each side of the Great Western Highway.

On-campus parking is available, and a valid parking permit must be displayed at all times.

**Penrith shuttle bus**

Kingswood, Werrington North and Werrington South are linked by a free shuttle bus service that also goes to and from Kingswood Railway Station. The Penrith Shuttle Bus Map and Timetable is located at uws.edu.au/campuses_structure/cas/campuses/penrith

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*Cancellation for fee paying courses may incur a cancellation fee.*
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