2012 Organisational and Career Development Program Guide
Acknowledgements

2012 Organisational and Career Development Program Guide has been developed in consultation with various individuals and groups in the University.

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University of Western Sydney 2012

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Information in this guide is correct at the time of printing. Updated information may be found at the Office of Organisational Development website.

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Dear Colleagues,

At the University of Western Sydney we are committed to recognising, rewarding and developing our staff. We recognise 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 outlines a comprehensive program of organisational development activities and career development opportunities for 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 Janice Reid
Vice-Chancellor and University President
Welcome to the 2012 Organisational and Career Development Program

This year’s Organisational and Career Development Program reflects the University’s ongoing commitment to provide career development opportunities designed to develop the skills, knowledge and capabilities of staff. The Office of Organisational Development provides an extensive suite of programs aligned to the University’s strategic goals. Our programs are streamed within the following areas:

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

In addition, the University provides a number of career development opportunities and initiatives including the Vice-Chancellor’s Professional Development Scholarships, Postgraduate Study Scholarships, Job Exchange Program, Professional Development Program and Study Leave, Educational Allowance and the Professional Staff Conference. Key programs for 2012 include:

The Compass Program which aims to provide guidance, direction and support to navigate the various career development pathways at UWS.

MyCareer Online, the University’s career development planning and review process, forms an essential part of The Compass Program. This involves staff having discussions with their supervisor on a regular basis to agree on performance objectives and a career development plan. Online tutorials and workshops are provided to support The Compass Program.

The Inspire Leadership Program aims to enhance the leadership and management capabilities of Academic and Professional managers and leaders and is a unique and comprehensive blended learning program that involves workshops on highly relevant leadership topics, 360 degree feedback, peer mentoring, an action learning project and access to the Harvard ManageMentor online learning resources.

The UWS Academic Mentoring Program provides a unique opportunity for early career academic staff to be mentored by senior academic staff in a chosen core activity in learning and teaching, research or governance and management.

The Organisational and Career Development Program offers a diverse suite of workplace specific, job relevant, practice and skills-based courses aligned to supporting your career development at UWS. We are also continuing to grow the range of online learning modules to enable flexible delivery of learning.

Contact the Organisational Development Team for advice or help in identifying team or individual learning and development needs, for customised training to meet workplace requirements, facilitating team building or planning sessions, or support for career planning and development.

Visit our website at http://www.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).

We look forward to your participation in our programs.

Aggie Lim
Director, Organisational Development
Office of People and Culture
How to use the 2012 Organisational and Career Development Program

This Guide provides you with information about the Office of Organisational Development (OD) and describes the range of professional and organisational development programs and consultancy services on offer in 2012. It is a summary document as further details such as dates and locations of programs are available on MyCareer Online accessed via Staff Online.

An overview of the Guide is below to assist you in locating information.

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| This section provides details of the suite of 2012 Learning and Development Programs available to all UWS staff. OD is committed to professional and career development designed to enhance staff capabilities. |

Core Stream 2.1: Leadership and Management Development          | 18   |
| 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. |

Core Stream 2.2: Career Development                            | 20   |
| 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. |
Core Stream 2.3: 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.

Core Stream 2.4: 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 Cross Cultural Communication, Mental Health, Support for Students at Risk, Exploring Wellbeing as well as Stress Management.

Core Stream 2.5 Computer Software and Systems Training

This stream, run in the Computer Lab offers a range of computer software courses and training in various systems specific to the UWS standard operating environment.

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 Divisions, Schools and Units in planning, quality management and 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.

Academic staff should also visit the Teaching Development Unit website

http://www.uws.edu.au/tdu

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Who Does What Directory
Learning and Development @ UWS – Pathways

At UWS we are committed to the professional and career development of our people. OD programs are aligned to the University’s strategic direction and goals including the UWS Making the Difference Strategy, Our People 2015, the UWS Capability Framework, the Professional Development Policy and other relevant policies. The Professional Development Program at UWS is provided by OD and internal and external partners. To assist staff to plan and map their development, three possible pathways which align with OD programs are depicted on pages 9 to 12:

Diagram 1: UWS Administrative Development Pathways
Diagram 2: UWS Technical Officer’s Development Pathways
Diagram 3: UWS Leadership and Management Development Pathways
Diagram 1: UWS Administrative Development Pathways

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<th>Experienced Administrators</th>
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<td>- TRIM Records Management</td>
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<td>- UWS Desktop Environment Online</td>
<td>- OH&amp;S Online [job specific modules]</td>
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<td>- Certificate IV in Frontline Management*</td>
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<td>- UWS Online Orientation</td>
<td>- Tools for Personal Productivity</td>
<td>- Policy Development and Writing [EOI]</td>
<td>for Non-Supervisors and Supervisors</td>
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<td>- Working at UWS and our Statutory Obligations</td>
<td>- Policy Development and Writing [EOI]</td>
<td>- AICD Company Directors Course</td>
<td>- Diploma of Management*</td>
</tr>
<tr>
<td>- Certificate IV in Frontline Management*</td>
<td>- Undergraduate study for e.g. UWS Bachelor of Business and Commerce [BBC]*</td>
<td>- External programs such as: LH Martin Institute Leadership Development Programs</td>
<td>- External programs such as: LH Martin Institute Leadership Development Programs</td>
</tr>
<tr>
<td>Other Development Programs</td>
<td>- Assoc. for Education Tertiary Management [ATEM] Programs</td>
<td>- Public Sector Management Program</td>
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<td>- AICD Company Directors Course</td>
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<td>- AICD Company Directors Course</td>
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Capabilities

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

Engaging with people - Building trust - Strengthening relationships - Self awareness

UWS Learning and Development Opportunities

- IT Courses
- Stress Management Creating Work/Life Balance
- Coaching for Performance
- Leading Your Team Through Change Values Based Leadership
- Diversity and Wellbeing at UWS
- Mental Health Awareness
- Committee Training e.g. Student Academic Misconduct, OH&S
- Professional Network Forums

*These programs are offered by OD/UWS. For more information on Accredited Training please contact Bev McSpadyen at b.mcspadyen@uws.edu.au. Registration for these programs can be done via MyCareer Online. See How to Enrol.
Diagram 2: UWS Technical Officer's Development Pathways

<table>
<thead>
<tr>
<th>New Starters</th>
<th>New Technical Staff</th>
<th>Experienced Senior/Technical Officers</th>
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<tr>
<td>• Introduction to Performance Planning &amp; Development Online</td>
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<td>• Recruiting the Right Person: Behavioural Interviewing</td>
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<tr>
<td>• OH&amp;S Online [job specific modules]</td>
<td>• IT Word and IT Excel Basics</td>
<td>• Professional Presentations</td>
<td>• Inducting Your Staff @ UWS Online</td>
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<tr>
<td>• Orientation for New Staff</td>
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<td>• Specialist training to meet unit needs (eg PC2 Training, Radiation Safety Training, Animal Care and Ethics training)</td>
<td>• Inspire Leadership Program</td>
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<td>• Privacy Awareness Online</td>
<td>• Tools for Personal Productivity</td>
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| Other Learning and Development Programs |                                       |                                      |                                            |
|• External programs such as: Certificate IV in Business Administration | • Certificate IV in Frontline Management for Non-Supervisors | • Certificate IV in Frontline Management for Supervisors | • Certificate IV in Frontline Management for Non-Supervisors |
|                                      | • Diploma of Management* | • Diploma of Management* | • Diploma of Management* |
|                                      | • Undergraduate or postgraduate study e.g. UWS Bachelor Business and Commerce degree* | • Certificate IV in Training and Assessment* | • Certificate IV in Training and Assessment* |
|                                      | • TechNet Australia Annual Conferences | • External programs such as: Universities Australia programs | • External programs such as: Universities Australia programs |
|                                      | • Assoc. for Education Tertiary Management [ATEM] Programs | • AIM Post Graduate Certificate in Professional Management | • AIM Post Graduate Certificate in Professional Management |
|                                      |                                            | • Australian Laboratory Manager's Association | • Australian Laboratory Manager's Association |
|                                      |                                            | • Annual Conferences | • Annual Conferences |
|                                      |                                            | • ATEM Programs | • ATEM Programs |

Capabilities
- Demonstration of UWS Values
- Student engagement and service
- Professional working relationships
- Communication and Influence
- Results achievement and personal drive
- 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 2007 suite of programs
- Stress Management
  - Creating Work/Life Balance
- UWS Financial Framework Process
- Leading Your Team
  - Through Change Values Based Leadership
- Diversity and Wellbeing at UWS
- Working with Emotional Intelligence
- Project Officer’s Network
- Technical Officer’s Network

*These programs are offered by OD/UWS. For more information on Accredited Training please contact Bev McSpadyen at b.mcspadyen@uws.edu.au. Registration for these programs can be done via MyCareer Online. See How to Enrol.
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 and 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 capabilities, 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 thinking, strategy
• Professional and technical excellence

Leadership and Management Development at UWS includes the Senior Management Conference, the Inspire Leadership Program for Academic and Professional Leaders and Managers, networking forums, programs, seminars, short study programs and coaching/mentoring.

The UWS Inspire Leadership Program

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

Inspire Leadership Program is endorsed by the Vice-Chancellor, Senior Executive and the Our People 2015 Steering Committee and is fully funded by the University through the Office of Organisational Development.

Intended for:
Academic and Professional [HEW Levels 7-10] 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 a framework 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 an action learning project
• Identify resources to support you in undertaking your project

Program Topics:
• Inspirational leadership: developing, motivating and empowering others for success
• Coaching conversations: an effective tool for performance feedback
• Integrating Higher Education leadership roles and behaviours
• 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
Diagram 3: UWS Leadership and Management Development Pathways

<table>
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<th>New Manager</th>
<th>Experienced Manager</th>
<th>Senior Manager</th>
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<td>- OH&amp;S for Managers and Supervisors</td>
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<td>- Influence, Persuade and Negotiate</td>
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<td>- 360° Feedback</td>
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<td>- Coaching for Performance</td>
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<td>- Executive Coaching</td>
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<td>- Senior Management Conference</td>
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<td>- Senior Staff Forums</td>
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| Other Development Programs |
| - Cert IV in Frontline Management for Non-Supervisors* |
| - Cert IV in Frontline Management for Supervisors* |
| - Diploma of Management* |
| - Assoc. for Education Tertiary Management [ATEM] Programs |
| - Institute of Public Administration NSW [IPAA NSW] Programs |
| - Undergraduate or postgraduate study |
| - External programs such as: LH Martin Institute Leadership Development Programs |
| - 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 |
| - Communicates with influence |
| - Shapes strategic thinking |
| - Exemplifies personal drive and integrity |
| - Displays professional/technical excellence |
| - Enhances engagement and the student experiences |

Engaging with people - Building trust - Strengthening relationships - Self awareness

UWS Learning and Development Opportunities

- Inspire Leadership Program
- HBP Online Learning
- Executive Coaching Program
- Accredited Programs
- Tools for Personal Productivity
- The Psychology of Influence
- Coaching for Performance
The UWS Capability Framework is part of the Our People 2015 staffing strategy. The diagram below describes the core capabilities for staff at UWS. It is intended that job specific capabilities will eventually be mapped to all positions through further development of the Capability Framework. Programs and Workshops offered through the Organisational and Career Development Program aim to align with the UWS Core Capabilities.

**Core Capabilities**

**Professional/Technical Excellence Streams (Job Families)**

- Student service and support
- Academic: learning and teaching
- Academic: research (includes clinics, practice centres)
- Business Development (Innovation, International Marketing, Comms)
- Information and Technology (Library, IT, RAMS)
- Teaching and Research Support (TDU, Research Office, Technical Staff)
- Staff Services (OPC, OD, IE, ED, Disability)
- Administration and Finance
- Leadership (Executive, Senior Staff)
- Governance (Board Committees, Policy, Legal, Risk)
- Operations (CWF, Project Management)

**Core:** applies to all staff, described appropriately for the level of work

**Professional/technical:** Applies to staff according to the stream relevant for the type of work, described appropriately for the level of work.

**GLOSSARY:**

**Performance Plan:** An individual’s work plan for a period into the future, usually twelve months, sometimes up to three years. Contains goals and descriptions of what goal achievement looks like.

**Career Plan:** Describes an individual’s career aspirations 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; they also contribute to recruitment selection criteria.
Online Learning for Staff at UWS

MyCareer Online provides staff members with the ability to access online modules on a range of subjects from an easy to use central location. New online modules are being made available during 2012 and form part of the Office of Organisational Development’s (OD) blended learning approach, incorporating face to face and online delivered content.

When you complete an online module or a face to face program it is automatically recorded against your training record. This assists with the management of your development plan.

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 via email: e.webber@uws.edu.au

To find out more about online learning available for staff, go to the OD Online Learning page at: http://www.uws.edu.au/organisational_development/od/course_listing/online_learning

The Compass Program for Career Development Planning and Review

UWS recognises the importance of career development and planning for its employees. Compass includes the University’s Career Development Planning and Review process as outlined in the UWS Staff Enterprise Agreements, as well as the employment benefits and career development opportunities outlined in the Professional Development Policy. All ongoing employees and employees 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

General and Academic Staff Agreement http://www.uws.edu.au/human_resources/hr/employee_relations/uws_enterprise_agreements


Professional Development Program (PDP) for Academic Staff Policy http://policies.uws.edu.au/view.current.php?id=00075

New Staff

New staff are required to complete the mandatory on-line module ‘UWS Online Orientation’ accessed via MyCareer Online. It is also recommended that new staff attend the ‘Orientation for New Staff’ sessions held at Frogmore House, Building AA, Werrington North. The three hour session 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.

Additional mandatory on-line programs for new staff include:

- Equal Opportunity 1 & 2
- Getting Started with MyCareer Online for staff, with a separate module for Managers and Supervisors
- Introduction to Performance Planning and Development
- OH&S Modules 1-5
- Privacy Awareness

For Academic Staff

All academic staff newly appointed to teaching positions at the levels of Associate Lecturer, Lecturer, and Senior Lecturer, where the appointment is for 12 months or longer, are required to complete the Foundations of University Learning and Teaching Program. The program is offered twice a year by the Teaching Development Unit (TDU). Staff whose letter of offer informs them of this requirement are contacted by TDU and provided with details of the next program. Any enquiries can be directed to foundations@uws.edu.au or to Kylie Jackson at TDU on Ext 5175.

The Library provides support and training in Turnitin, Citing Resources, EndNote 10 and Refworks. More information is available on the UWS Library website.

For more information and links regarding the programs listed here, further required training according to your role and responsibilities, and more, please visit the New Staff page of the Office of Organisational Development website:

http://www.uws.edu.au/organisational_development/od/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: http://www.uws.edu.au/people_and_culture/opc/transitioning_staff/working_at_uws
UWS Career Development Opportunities: rewarding excellence

The underlying principle of the University's Our People 2015 staffing strategy is to have:

‘... the right people in place for the kind of university UWS wants to be by 2015 to ensure sustainable growth and competitive advantage for UWS within the higher education sector.’

The Our People 2015 staffing strategy recognises that attraction and retention of talented staff is a key strategic element. 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 six 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

Guidelines regarding the above can be found at: http://www.uws.edu.au/about_uws/uws/vice-chancellors_welcome/vcs_excellence_awards

2. Vice-Chancellor’s Professional Development Scholarships

The Vice-Chancellor’s Professional Development Scholarships Program offers a total of 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 http://policies.uws.edu.au/view.current.php?id=00136

Or further information can be found at: http://www.uws.edu.au/organisational_development/od/vice-chancellors_professional_development_scholarships

3. Postgraduate Staff Scholarships

Postgraduate 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: www.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 http://policies.uws.edu.au/view.current.php?id=00136 or on the OD website http://www.uws.edu.au/od

5. Job Exchange

The Internal Job Exchange program is an initiative of the University’s Our People 2015 staffing strategy, and enables general staff to exchange positions for an agreed period of time.

The University recognises the important relationships between Schools and Divisions. The program provides an opportunity for employees to increase their organisational knowledge by participating in a job exchange within or between the Schools or Divisions.


6. Relevant Policies and Guidelines


Postgraduate Staff Scholarships www.uws.edu.au/postgradstaffscholarships


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


Vice-Chancellor’s Professional Development Scholarships http://www.uws.edu.au/organisational_development/od/vice-chancellors_professional_development_scholarships
## Section 2: Leadership and Development Programs

### Leadership & Management Development

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Intended for</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CERTIFICATE IV IN TRAINING &amp; ASSESSMENT</strong></td>
<td>All staff</td>
<td>Gain a nationally recognised qualification and be able to deliver training and conduct competency based assessment.</td>
</tr>
<tr>
<td><strong>CERTIFICATE IV IN FRONTLINE MANAGEMENT</strong></td>
<td>All staff wishing to build on Frontline Management skills</td>
<td>Gain a nationally recognised qualification and improve and develop your ability to supervise and manage others.</td>
</tr>
<tr>
<td><strong>COMPANY DIRECTORS COURSE</strong></td>
<td>Senior staff</td>
<td>Undertake a comprehensive course that focuses on the key functions of Directors or Members of a Board.</td>
</tr>
<tr>
<td><strong>COMPASS PERFORMANCE REVIEW WORKSHOP FOR SUPERVISORS</strong></td>
<td>All UWS Supervisors</td>
<td>Navigate the review phase of the Compass Program within MyCareer Online. This workshop is both Face to Face as well as online.</td>
</tr>
<tr>
<td><strong>DIPLOMA OF MANAGEMENT</strong></td>
<td>All staff who have successfully completed the Certificate IV in Frontline Management program</td>
<td>Further develop your management skills and build on the knowledge gained in Certificate IV Frontline Management.</td>
</tr>
<tr>
<td><strong>INDUCTING YOUR STAFF @ UWS</strong></td>
<td>Managers and Supervisors who need to induct new staff members</td>
<td>Assists supervisors and managers to induct new staff as well as outlining the steps required to make the introduction to UWS both friendly and informative.</td>
</tr>
<tr>
<td><strong>INSPIRE LEADERSHIP PROGRAM</strong></td>
<td>Academic and Professional (HEW Levels 7-10) Managers and Leaders in a supervisory role</td>
<td>Enhance leadership and management capabilities of UWS Academic and Professional Managers and Leaders.</td>
</tr>
<tr>
<td><strong>LEADING YOUR TEAM THROUGH CHANGE</strong></td>
<td>Managers, Supervisors and Team Leaders who have the responsibility for implementing a change process or initiative</td>
<td>Enhance your ability to respond to unpredictable and complex workplace changes by applying specific strategies and tools.</td>
</tr>
<tr>
<td><strong>MANAGEMENT ESSENTIALS: COACHING FOR PERFORMANCE</strong></td>
<td>Required training for all Managers and Supervisors</td>
<td>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.</td>
</tr>
<tr>
<td>Course Title</td>
<td>Intended for</td>
<td>Description</td>
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</tr>
<tr>
<td>MANAGEMENT ESSENTIALS: OH&amp;S FOR MANAGERS AND SUPERVISORS</td>
<td>Required training for all Managers and Supervisors</td>
<td>Provides Managers and supervisors with the skills and knowledge needed to manage health and safety within UWS.</td>
</tr>
<tr>
<td>MANAGEMENT ESSENTIALS: RECRUITING THE RIGHT PERSON – BEHAVIOURAL INTERVIEWING</td>
<td>Required training for all Managers and Supervisors and staff required to sit on interview panels</td>
<td>Improve your interviewing skills and strategies by implementing new techniques designed to inject more objectivity into the staff selection process and to increase your confidence in making informed hiring decisions.</td>
</tr>
<tr>
<td>MANAGEMENT ESSENTIALS: WORKING AT UWS AND OUR STATUTORY OBLIGATIONS</td>
<td>Required training for all Managers and Supervisors</td>
<td>Learn to identify internal and external sources of information and support to comply and act within the spirit of University policies, procedures and relevant legislative requirements of your discipline or profession.</td>
</tr>
<tr>
<td>MANAGING SMALL PROJECTS</td>
<td>Those running small projects at UWS</td>
<td>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 component.</td>
</tr>
<tr>
<td>SENIOR MANAGEMENT CONFERENCE</td>
<td>Members of the Senior Staff Forum – invitation only event</td>
<td>Provides an opportunity to bring together senior staff to discuss challenges and opportunities for growth and to provide input into the development of integrated and linked strategies and actions for UWS's next stage of growth.</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>VALUES BASED LEADERSHIP</td>
<td>Managers, supervisors, team leaders and new leaders</td>
<td>Provides useful tools for emerging or new leaders in the development of their leadership style and capacity, aligned to UWS Leadership values.</td>
</tr>
<tr>
<td>UWS QUALITY FORUM</td>
<td>Invitation only event</td>
<td>Provides a forum for discussion on quality improvements throughout the University.</td>
</tr>
<tr>
<td>WHEN THINGS GO PEAR SHAPED – TIPS FOR HANDLING A ‘PRICKLY’ SITUATION</td>
<td>Managers and supervisors</td>
<td>Provides supervisors with helpful information on the importance of following processes, who to contact for advice, and pitfalls to avoid when &quot;things go pear shaped&quot;.</td>
</tr>
</tbody>
</table>
## Career Development

<table>
<thead>
<tr>
<th>Course Title</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUILDING EFFECTIVE RELATIONSHIPS</strong></td>
<td>All staff including Managers and Team Leaders</td>
<td>Explore strategies to improve relationships and increase personal influence.</td>
</tr>
<tr>
<td><strong>BUSINESS &amp; REPORT WRITING</strong></td>
<td>All staff</td>
<td>Learn the various styles of business and report writing frequently used in the University.</td>
</tr>
<tr>
<td><strong>CAREER I – CAREER PLANNING</strong></td>
<td>All staff</td>
<td>Develop an awareness of yourself, your strengths and skills.</td>
</tr>
<tr>
<td><strong>CAREER II – PREPARING A JOB APPLICATION</strong></td>
<td>All staff</td>
<td>Develop a well presented, succinct resume and statements that address selection criteria to reflect skills, attributes and achievements.</td>
</tr>
<tr>
<td><strong>CAREER III – INTERVIEW SKILLS</strong></td>
<td>All staff</td>
<td>Develop the interview skills and techniques that you need to get the job that you want.</td>
</tr>
<tr>
<td><strong>CHANGING GEARS: ENGAGING IN CHALLENGING CONVERSATIONS</strong></td>
<td>All staff</td>
<td>Develop practical strategies for taking action and engaging in challenging conversations.</td>
</tr>
<tr>
<td><strong>COLLABORATIVE DECISION MAKING: USING SIX THINKING HATS</strong></td>
<td>All staff</td>
<td>Learn to recognise how you approach decisions, and discover different thinking patterns and new techniques to improve your decision making and communication skills.</td>
</tr>
<tr>
<td><strong>COMPASS PERFORMANCE REVIEW WORKSHOP</strong></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><strong>CUSTOMER SERVICE &amp; PROFESSIONAL COMMUNICATION</strong></td>
<td>All staff</td>
<td>Learn to engage with your customer, and develop skills to communicate effectively with a professional attitude.</td>
</tr>
<tr>
<td><strong>EMAIL ETIQUETTE</strong></td>
<td>All staff</td>
<td>Maximise the effectiveness of your email communication with this online module.</td>
</tr>
<tr>
<td><strong>EVENT MANAGEMENT</strong></td>
<td>All staff who organise UWS events</td>
<td>Provides essential skills and knowledge to help plan and run a successful event.</td>
</tr>
<tr>
<td><strong>GETTING STARTED WITH MYCAREER ONLINE</strong></td>
<td>All staff</td>
<td>Utilise the MyCareer Online system for performance planning and setting work objectives.</td>
</tr>
<tr>
<td>Course Title</td>
<td>Intended for</td>
<td>Description</td>
</tr>
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</tr>
<tr>
<td><strong>GETTING YOUR MESSAGE ACROSS</strong></td>
<td>All staff</td>
<td>Explore your communication effectiveness and improve your responsiveness to employ skills and strategies to deal with conflict and convey your intended message.</td>
</tr>
<tr>
<td><strong>HOWS AND WHYS OF PROCESS MAPPING</strong></td>
<td>All staff</td>
<td>Provides participants with the required tools to conceptualise and define processes at a high and detailed level. (Demonstration of Microsoft Visio).</td>
</tr>
<tr>
<td><strong>IMPROVE YOUR BUSINESS PROCESSES WITH ‘8 STEPS TO TANGO’</strong></td>
<td>All staff</td>
<td>Gain a deeper level understanding of the skills required to review and change processes.</td>
</tr>
<tr>
<td><strong>INFLUENCE, PERSUADE AND NEGOTIATE</strong></td>
<td>All staff</td>
<td>Build success at work and home by learning how to negotiate and speak with influence!</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO PERFORMANCE PLANNING AND DEVELOPMENT [COMPASS]</strong></td>
<td>All staff</td>
<td>Gain an understanding of the UWS performance planning and development process [COMPASS].</td>
</tr>
<tr>
<td><strong>MEETINGS &amp; MINUTES @ UWS</strong></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><strong>PROFESSIONAL PRESENTATIONS</strong></td>
<td>Staff wishing to build or refresh their skills and confidence in presenting to groups</td>
<td>Learn to deliver powerful and effective presentations using a variety of techniques, tips and tools.</td>
</tr>
<tr>
<td><strong>PUBLISH DON’T PERISH: DEVELOPING AND FULFILLING PUBLICATION PLANS</strong></td>
<td>All academic staff</td>
<td>Publish or perish? Consider the wide range of publishing and public communication issues in an academic career.</td>
</tr>
<tr>
<td><strong>SETTING YOUR DIRECTION: WRITING SMART OBJECTIVES IN COMPASS</strong></td>
<td>All staff</td>
<td>Identify where you are heading and what you are aiming to achieve over the next 12 months and beyond.</td>
</tr>
<tr>
<td><strong>TOOLS FOR PERSONAL PRODUCTIVITY</strong></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>
</tbody>
</table>
## UWS Academic Mentoring Program

*Intended for:* Nominated staff  
Provides career development, support and opportunities for early and mid-career Academic staff.

## Working Together in Teams

*Intended for:* All staff or whole work units  
Gain insight into how you and your colleagues can enhance your team effectiveness.

## Working with Emotional Intelligence

*Intended for:* All staff  
Discover what Emotional Intelligence (EQ) is. Learn practical ways to manage work overload, handle difficult relationships and build better work-life balance.

## Organisational Knowledge & Policies

### 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.

### Executive Officers and Assistants Network

*Intended for:* Executive Officers and Assistants  
Engage in a proactive network specifically designed for the Executive Officer or Assistant.

### Finance 101 @ UWS

*Intended for:* Administrators or Managers with financial responsibilities without a financial background  
Improve your ability to work with financial and accounting information within UWS.

### 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.
### OHS MODULE 1 – OHS ORIENTATION

**Intended for:** All staff

Describes mechanisms and processes that contribute to health and safety at UWS. Orientates participants about their duty of care and demonstrates where OHS forms can be found and how to use the University's OHS documentation.

### OHS MODULE 2 – RISK MANAGEMENT

**Intended for:** All staff

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.

### OHS MODULE 3 – OFFICE SAFETY

**Intended for:** All staff

Address the issue of workplace stress and negative work behaviours and provides information and resources to assist. Recognise the symptoms of an inappropriate stress response and actions to resolve workplace bullying or other inappropriate behaviours should they occur.

### OHS MODULE 4 – MANUAL HANDLING

**Intended for:** All staff

Demonstrates what Manual Handling is and how you can avoid workplace injuries. Identifies when it is necessary to have manual handling risk assessments carried out.

### OHS MODULE 5 – HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

**Intended for:** All staff

Defines hazardous substances and dangerous goods and describes the legislation that oversees the use of hazardous substances in the workplace. This is essential reading for all UWS staff and students who work with hazardous substances and dangerous goods.

### ORIENTATION FOR NEW STAFF

**Intended for:** All new staff to UWS

Gain an overview of the University and discover what is available to you as a valued staff member of UWS.

### POLICY DEVELOPMENT – CONTEXT AND WRITING **EOI**

**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 their obligations are as employees within the NSW public sector.

### PROJECT OFFICERS NETWORK

**Intended for:** Project Officers and all staff involved with projects

Engage in an open facilitated discussion forum.
RESEARCH ETHICS WORKSHOP

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.

TRAVEL INFORMATION E-RES

Intended for: Designated travel administrative staff who will oversee the travel approval process in their work area and all other interested staff.

Provides new users of e-Res (World Travel Professionals Online Booking Engine) with the basic skills to successfully navigate and book online reservations.

STUDENT ACADEMIC MISCONDUCT POLICY – TRAINING FOR ACADEMIC STAFF

Intended for: All academic staff involved in managing student misconduct issues.

Assists Academic staff involved in managing student academic misconduct issues by familiarising them with revised processes and procedures.

STUDENT ACADEMIC MISCONDUCT POLICY – TRAINING FOR PROFESSIONAL STAFF

Intended for: All professional staff involved in assisting in the management of student misconduct issues.

Assists Professional staff involved in the management of student academic misconduct issues by familiarising them with the revised processes and procedures.

TECHNICAL OFFICERS NETWORK

Intended for: Technical Officers.

Meet technical staff from across UWS and other Sydney and regional universities to share information and views and relevant issues.

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.

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 on how to seek additional funds.

UWS ONLINE ORIENTATION

Intended for: All new and existing staff and as an ongoing reference.

Provides an overview of the University’s history, structure, policies and procedures together with information about working at UWS.
## 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 UWS Ally, as well as background information on the diversity of sexual and gender expression, the issues and needs of GLBTI staff and students, and concepts such as homophobia and heterosexism.

### 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.

### EXPLORING MY WELLBEING

**Intended for**: All staff  
Learn strategies to nurture your inner lives and encourage a commitment to looking after all of one’s self.

### 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.

### 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 your 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.

### 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.

### WORKING IN A CULTURALLY DIVERSE ENVIRONMENT

**Intended for**: All staff  
Improve your cross-cultural understanding and communication in the workplace with specific scenarios and relevant examples designed to develop positive cross-cultural interaction.
## Computer Software and Systems Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Intended for</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS EASY</td>
<td>All staff</td>
<td>Explore the basic functions of the Access Program database.</td>
</tr>
<tr>
<td>ACCESS FUNDAMENTALS</td>
<td>All staff</td>
<td>Gain an introduction to using Access and learn to create and use databases.</td>
</tr>
<tr>
<td>ACCESS INTERMEDIATE</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>ACCESS ADVANCED</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, and calculated expressions.</td>
</tr>
<tr>
<td>ACCESS PLUS</td>
<td>All staff</td>
<td>Maximise your Access skills and learn further functionalities of the program, including copying databases, linking tables, compacting and repairing databases, creating and running macros, using macros to validate data, autoexec and auto keys macros and creating menus (switchboards).</td>
</tr>
<tr>
<td>ACROBAT READER AND WRITER</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>CALLISTA FUNDAMENTALS</td>
<td>All staff who need to use Callista</td>
<td>Learn the basic functions of Callista (UWS’s Student Management System) and how to use various tools and shortcuts to navigate around the system.</td>
</tr>
<tr>
<td>COMPLAINTS HANDLING SYSTEM (CHS)</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>EXCEL BASICS</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>EXCEL INTERMEDIATE ONE</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>
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<td>Intended for</td>
<td>Description</td>
</tr>
<tr>
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</tr>
<tr>
<td>EXCEL INTERMEDIATE TWO</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>IT DESKTOP ENVIRONMENT</td>
<td>All staff</td>
<td>Gain an understanding of the UWS information technology environment and their responsibilities when using the system.</td>
</tr>
<tr>
<td>EXCEL ADVANCED</td>
<td>All staff who have intermediate knowledge of Excel</td>
<td>Gain a deeper understanding of the functionality and formulas used in Excel.</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>EXPLORING MS OFFICE EXTRAS</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>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>GETTING TO KNOW OFFICE 2007</td>
<td>All staff</td>
<td>Learn to use the new features of Microsoft Office 2007 products.</td>
</tr>
<tr>
<td>GRAPHICS WITH GIMP</td>
<td>All staff</td>
<td>Learn the skills required to fully utilise the GNU Image Manipulation Program (GIMP) to create your own original graphics as well as learn image and photo editing techniques to produce professional graphics.</td>
</tr>
<tr>
<td>MYSQL SOURCE MATRIX – CMS</td>
<td>New Content Authors (Web Editors) or Subsite Managers (Web Approvers) of the MySource Matrix Content Management System (CMS) for the UWS Website</td>
<td>Learn how to add, edit, format and publish web content through the MySource Matrix Content Management System for the University website.</td>
</tr>
<tr>
<td>ORACLE FINANCIALS</td>
<td>All staff</td>
<td>Print reports, run enquiries and enter transactions (including credit cards). Pre-requisite for staff with financial responsibilities.</td>
</tr>
<tr>
<td>OUTLOOK</td>
<td>All staff</td>
<td>Improve your Outlook skills and find out more about the program you use every day.</td>
</tr>
</tbody>
</table>
POWERPOINT

Intended for All staff

Create dynamic presentations by discovering the features of PowerPoint, and the best way to implement them.

RECORDKEEPING AND YOU

Intended for All staff. This is a pre-requisite to attend the TRIM Basic program.

Learn about what's involved in managing records at UWS.

TM1 TRAINING

Intended for All employees new to submitting a 3 year rolling financial forecast within TM1 financial software

Assist staff in submitting 3 year rolling financial forecasts within the University.

TRIM BASIC

Intended for All staff

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.

TRIM ADVANCED

Intended for Staff with specific recordkeeping responsibilities, including those nominated as a TRIM Coordinator (TC). Pre-requisite: TRIM Basic training

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.

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.

TRAVEL INFORMATION E-TAN

Intended for Designated travel administrative staff who will oversee the travel approval process in their work area and all other interested staff

Undertake hands-on training in the UWS Travel System including the use of e-Tan, through the UWS Travel Lab Portal session.

WORD INTERMEDIATE

Intended for All staff

Improve your Word skills and learn to use additional features of the program.

WORD ADVANCED

Intended for All staff

Gain additional Word skills and learn more about advanced features of Word.

WORD FOR LONG DOCS

Intended for All staff

Discover how to handle long documents such as a thesis, book or other long publication.
Section 3: For Quick and Easy Access

How to Register & Venue Directions

Registering for OD programs is easy using MyCareer Online. Simply follow the steps below to register for your desired program. You will also find detailed QuickGuides under the ‘Knowledge’ tab when you reach the MyCareer Online home page.

You can register online through Staff OnLine (opens in new window), then
1. Select MyCareer Online
2. On the MyCareer Online home page simply type any portion of the program title or relevant word (key word) in the Search box in the top right hand corner
3. Make your selection from the search results
4. A text box will open providing details of the Program – scroll down to see all available sessions/dates
5. Register by selecting the “Request” option next to the preferred session/date
6. If you are a professional staff member or a casual academic staff member, your Supervisor will receive an email asking them to action your request. If your Supervisor approves the request you will be automatically registered.
7. If the program you are requesting has a cost attached your Supervisor will receive an email asking them to action your request. If your Supervisor approves the request you will be automatically registered.

If no sessions/dates show for the program, you can select the link at the bottom of the program details “Notify me when sessions are scheduled” – you will receive an email when a date is set.

Alternatively, staff who do not have access to MyCareer OnLine can enrol by completing the registration form located at http://www.uws.edu.au/organisational_development/od/how_to_register and fax (extn 7474) or email through to od@uws.edu.au

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 Professional Development Programs 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 http://www.uws.edu.au/campuses_structure/cas/campuses/penrith

*Fee paying programs are charged the full program fee if cancelled within the cancellation period of the particular program.
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