Acknowledgements

The 2013 Organisational and Career Development Program has been developed in consultation with various individuals and groups in the University.

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University of Western Sydney 2013

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Information in this program 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 appreciate the importance of enhancing the capabilities, skills and professionalism of our staff and working together to promote a vibrant, collaborative and inclusive UWS 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 participate in the programs offered through the Office of Organisational Development.

Professor Janice Reid
Vice- Chancellor and University President
Welcome to the 2013 Organisational and Career Development Program

This year’s Organisational and Career Development Program reflects the University’s ongoing commitment to providing career development opportunities for staff to develop their skills, knowledge and capabilities. The Program offers a diverse suite of workplace specific, job relevant, practical and skills-based courses to support your career development at UWS.

The Office of Organisational Development provides a diverse suite of programs in:

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

We are also continuing to grow the range of blended learning and online learning modules so that you can learn while at your desk.

We are pleased to present our key programs in 2013:

The Compass Program provides guidance and support in mapping your career at UWS. Compass uses MyCareer Online to track and record your career development plan and performance objectives and involves having regular discussions with your supervisor or staff. You can access online tutorials and attend workshops on Compass.

The Inspire Leadership Program aims to enhance the leadership and management capabilities of Academic and Professional staff in management and supervisory roles. Inspire is a unique and comprehensive blended learning program that includes 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 Academic Mentoring Program provides a unique opportunity for early career academic staff to further develop their learning and teaching, research or governance skills and experience.

The Future Research Leaders Program is a blended learning program for early career researchers and explores for example, grant writing and research project management, and provides an opportunity to network with researchers from across UWS.

The new i-Manager Series is for all managers and supervisors and provides core training in OH&S, Coaching for Performance, Managing Risks and Statutory Obligations.

We encourage you to take up one of the many career development opportunities at UWS including the Vice-Chancellor’s Professional Development Scholarships, Postgraduate Student Scholarships, Job Exchange Program, Academic Development Program, Study Leave, Educational Allowance, Vice-Chancellor’s Excellence Awards and the Professional Staff Conference.

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

Visit our website at 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
A guide to the 2013 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:

### Section 1: About the Office of Organisational Development (OD)
*Making the Difference through Learning and Development*

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
- Awards and scholarships
- Relevant professional development policies

### Section 2: Learning and Development Programs

This section provides details of the suite of 2013 Learning and Development Programs available to all UWS staff. OD is committed to professional and career development designed to enhance staff capabilities.

#### Core Stream: 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.

#### Core Stream: 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.

#### Core Stream: 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: 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, Exploring Wellbeing as well as Stress Management.
Core Stream: Computer Software and Systems Training

This stream 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.

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 Organisational Development Team

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Aggie Lim

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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 Making the Difference Strategy, Our People 2015 staffing plan, 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 building organisational strength and recognising and developing our people and the key capabilities of Communicating with Influence, and Cultivate Productive Working Relationships. To assist staff to plan and map their development, three Learning and Development Pathways which 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>
<tr>
<th>New Starters</th>
<th>New Administrators</th>
<th>Experienced Administrators</th>
<th>Senior Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UWS Development Programs</strong></td>
<td><strong>UWS Information Systems</strong> [job specific]</td>
<td><strong>Building Effective Relationships</strong></td>
<td><strong>Building Effective Relationships</strong></td>
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<tr>
<td><em>Customer Service and Professional Communication</em></td>
<td><em>Callista</em></td>
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<td><em>Recruiting the Right Person: Behavioural Interviewing</em></td>
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<td><em>Getting Started with MyCareer Online</em></td>
<td><em>Complaints Handling</em></td>
<td><em>Presentation Skills</em></td>
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<tr>
<td><em>Introduction to Performance Planning &amp; Development Online</em></td>
<td><em>CMS – MySource Matrix</em> [Web]</td>
<td><em>Recruiting the Right Person: Behavioural Interviewing</em></td>
<td><em>Tools for Personal Productivity</em></td>
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<tr>
<td><em>OH&amp;S Online</em></td>
<td><em>Meetings and Minutes @ UWS</em></td>
<td><em>The Psychology of Influence</em></td>
<td><em>Influence, Persuade and Negotiate</em></td>
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<tr>
<td><em>[job specific modules]</em></td>
<td><em>Oracle Financials</em></td>
<td><em>Influence, Persuade and Negotiate</em></td>
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<td><em>Orientation for New Staff</em></td>
<td><em>UWS Travel</em></td>
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<td><em>Privacy Awareness Online</em></td>
<td><em>Introduction to Performance Planning and Development Online</em></td>
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<td><em>TRIM Basic</em></td>
<td><em>OH&amp;S Online</em></td>
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<td><em>UWS Online Orientation</em></td>
<td><em>[job specific modules]</em></td>
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<td></td>
<td><em>Tools for Personal Productivity</em></td>
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<tr>
<th>Other Development Programs</th>
<th><strong>Certificate IV in Frontline Management</strong> [job specific] for Non-Supervisors and Supervisors</th>
<th><strong>Diploma of Management</strong></th>
<th><strong>AICD Company Directors Course</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Certificate IV in Frontline Management</em> for Non-Supervisors and Supervisors</td>
<td><em>Undergraduate study for e.g. UWS Bachelor of Business and Commerce</em> [BBC] [job specific]</td>
<td><em>External programs such as: LH Martin Institute Leadership Development Programs</em></td>
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<td></td>
<td><em>Assoc. for Tertiary Education Management [ATEM] Programs</em></td>
<td><em>Public Sector Management Program</em></td>
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<td></td>
<td><em>Australian Institute of Management (AIM) Programs</em></td>
<td><em>AIM Executive Programs</em></td>
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<td><em>GSM Executive Programs</em></td>
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<tr>
<th>Capabilities</th>
<th>Achieves results</th>
<th>Cultivates productive working relationships</th>
<th>Exemplifies personal drive and integrity</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Shapes strategic thinking</td>
<td>Communicates with influence</td>
<td>Displays professional/technical excellence</td>
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<td></td>
<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

- **Diversity and Wellbeing at UWS**

- **Stress Management**
  - Creating Work/Life Balance

- **Mental Health Awareness**

- **Coaching for Performance**

- **Committee Training**
  - e.g. Student Academic Misconduct, OH&S

- **Inspire Leadership Program**

- **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>New Starters</th>
<th>New Technical Staff</th>
<th>Experienced Senior/Technical Officers</th>
<th>Technical Managers/Technical Team Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UWS Learning and Development Programs</strong></td>
<td><strong>New Starters</strong></td>
<td><strong>New Technical Staff</strong></td>
<td><strong>Experienced Senior/Technical Officers</strong></td>
</tr>
<tr>
<td>• Customer Service and Professional Communication</td>
<td>• Building Effective Relationships</td>
<td>• Certificate IV in Frontline Management*</td>
<td>• Building Effective Relationships</td>
</tr>
<tr>
<td>• EO Online</td>
<td>• Introduction to Performance Planning &amp; Development Online</td>
<td>• Diploma of Management*</td>
<td>• Business and Report Writing</td>
</tr>
<tr>
<td>• Getting Started with MyCareer Online</td>
<td>• First Aid Training</td>
<td>• Undergraduate or postgraduate study e.g. UWS Bachelor of Business and Commerce [BBC]*</td>
<td>• Coaching for Performance</td>
</tr>
<tr>
<td>• Introduction to Performance Planning &amp; Development Online</td>
<td>• Introduction to Performance Planning &amp; Development Online</td>
<td>• TechNet Australia Annual Conferences</td>
<td>• Meetings and Minutes @ UWS</td>
</tr>
<tr>
<td>• OH&amp;S Online [job specific modules]</td>
<td>• Managing Small Projects</td>
<td>• Assoc. for Tertiary Education Management [ATEM] Programs</td>
<td>• Inducting Your Staff @ UWS Online</td>
</tr>
<tr>
<td>• Orientation for New Staff</td>
<td>• Recruiting the Right Person: Behavioural Interviewing</td>
<td>• Certificate IV in Training and Assessment*</td>
<td>• Inspire Leadership Program</td>
</tr>
<tr>
<td>• Privacy Awareness Online</td>
<td>• Presentation Skills</td>
<td>• External programs such as: Universities Australia programs</td>
<td>• The Psychology of Influence</td>
</tr>
<tr>
<td>• TRIM Basic</td>
<td>• Specialist training to meet unit needs (eg PC2 Training, Radiation Safety Training, Animal Care and Ethics training )</td>
<td>• AIM Post Graduate Certificate in Professional Management</td>
<td>• Tools for Personal Productivity</td>
</tr>
<tr>
<td>• UWS Online Orientation</td>
<td></td>
<td></td>
<td>• Influence, Persuade and Negotiate</td>
</tr>
<tr>
<td><strong>Other Learning and Development Programs</strong></td>
<td><strong>External programs such as: Certificate IV in Business Administration</strong></td>
<td><strong>Certification IV in Frontline Management</strong></td>
<td><strong>Certificate IV in Frontline Management</strong></td>
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<tr>
<td><strong>UWS Learning and Development Opportunities</strong></td>
<td></td>
<td><strong>Certificate IV in Business Administration</strong></td>
<td><strong>Certificate IV in Business Administration</strong></td>
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<td><strong>Capabilities</strong></td>
<td><strong>Demonstration of UWS Values</strong></td>
<td><strong>Certificate IV in Business Administration</strong></td>
<td><strong>Certificate IV in Business Administration</strong></td>
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<td></td>
<td><strong>Student engagement and service</strong></td>
<td><strong>Certificate IV in Training and Assessment</strong></td>
<td><strong>Certificate IV in Training and Assessment</strong></td>
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<td></td>
<td><strong>Results achievement and personal drive</strong></td>
<td><strong>External programs such as: Universities Australia programs</strong></td>
<td><strong>External programs such as: Universities Australia programs</strong></td>
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<td></td>
<td><strong>Productive working relationships</strong></td>
<td><strong>Project Officers’ Network</strong></td>
<td><strong>Project Officers’ Network</strong></td>
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<td><strong>Communication and Influence</strong></td>
<td><strong>Technical Officers' Network</strong></td>
<td><strong>Technical Officers’ Network</strong></td>
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<td></td>
<td><strong>Problem solving, analytical thinking, strategy</strong></td>
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Making the difference – valuing and rewarding our people – promoting a vibrant and inclusive intellectual community

*These programs are offered through OD. For more information on Accredited Training please contact Bev McSpadyen at b.mcspadyen@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

Welcome to the i-Manager Series for supervisors and managers at UWS. This enhanced and revised blended learning program replaces the previous Management Essentials Program.

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

This new i-Manager Series comprises three core mandatory modules that are available 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 all three modules during the first six months in that role (probationary period).
- **All other Managers and Supervisors** should complete all three modules during 2013.
- **Recognition of equivalent Management Essentials Modules** completed in 2012 may reduce the need to complete all i-Manager Series (contact OD or email od@uws.edu.au)

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 e-Manager Series

Series 1:
i-Manage – Minimising Risks

Core: 2 days face-to-face + online modules

Compulsory Face to Face Programs
- Preventing Things Going Pear Shaped – Tips for Effective Early Staff Interventions
- Legal Responsibilities in a Nut Shell

Compulsory Online Modules
- Equal Opportunity 1 & 2
- Privacy Awareness
- Conflict of Interest

Extension Options
- No Nastiness Please - We’re At Work
- Changing Gears: Engaging in Challenging Conversations
- Hazardous Substances and Dangerous Goods
- The Psychology of Influence
- Influence, Persuade and Negotiate

Series 2:
i-Manage – People, Performance and Development

Core: 2 days face-to-face + online modules

Compulsory Face to Face Programs
- Coaching for Performance

Compulsory Online Modules
- Introduction to Performance Planning and Development
- OHS Orientation
- Risk Management
- Office Safety
- Manual Handling

Series 3:
i-Manage – Work Health and Safety

Core: 1 day face-to-face + online modules

Compulsory Face to Face Programs
- WH&S for Managers and Supervisors

Compulsory Online Modules
- Managing Performance and Development at UWS
- OHS Orientation
- Risk Management
- Office Safety
- Manual Handling
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 multi-rater feedback on leadership roles, access to the Harvard Business Publishing online learning resources, peer mentoring, completion of an action learning 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 competing values 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 and implement an action learning project on leadership

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

For more information go to: www.uws.edu.au/inspire
**Diagram 3: UWS Leadership and Management Development Pathways**

<table>
<thead>
<tr>
<th>Aspiring Manager</th>
<th>New Manager</th>
<th>Experienced Manager</th>
<th>Senior Manager</th>
</tr>
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<tbody>
<tr>
<td><strong>UWS Development Programs</strong></td>
<td><strong>New Starters</strong></td>
<td><strong>Experienced Administrators</strong></td>
<td><strong>360° Feedback</strong></td>
</tr>
<tr>
<td>• Business and Report Writing</td>
<td>• Building Effective Relationships</td>
<td>• Building Effective Relationships</td>
<td>• Coaching for Performance</td>
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<tr>
<td>• Managing Small Projects</td>
<td>• Business and Report Writing</td>
<td>• Coaching for Performance</td>
<td>• Executive Coaching</td>
</tr>
<tr>
<td>• Meetings and Minutes @ UWS</td>
<td>• Coaching for Performance</td>
<td>• Inspire Leadership Program</td>
<td>• Senior Management Conference</td>
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<tr>
<td>• Presentation Skills</td>
<td>• Inspire Leadership Program</td>
<td>• i-Manager Series</td>
<td>• Senior Staff Forum</td>
</tr>
<tr>
<td>• Inducting Your Staff @ UWS Online</td>
<td>• i-Manager Series</td>
<td>• Academic Mentoring Program</td>
<td>• Quality Forum</td>
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<tr>
<td>• Tools for Personal Productivity</td>
<td>• Meetings and Minutes @ UWS</td>
<td>• Recruiting the Right Person: Behavioural Interviewing</td>
<td>• i-Manager Series</td>
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<tr>
<td>• Conflict of Interest Online</td>
<td>• Academic Mentoring Program</td>
<td>• The Psychology of Influence</td>
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<td></td>
<td>• OH&amp;S for Managers and Supervisors</td>
<td>• Influence, Persuade and Negotiate</td>
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<td>• Conflict of Interest Online</td>
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<td><strong>Other Development Programs</strong></td>
<td><strong>Cert IV in Frontline Management for Non-Supervisors</strong></td>
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<td>• Assoc. for Tertiary Education Management [ATEM] Programs</td>
<td><strong>Public Sector Management Program</strong></td>
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<td>• Public Sector Management Program</td>
<td>• Institute of Public Administration NSW [IPAA NSW] Programs</td>
<td><strong>AIM Management Programs</strong></td>
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<td>• IPAA NSW Programs</td>
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**Capabilities**
- Achieves results
- Cultivates productive working relationships
- Communicates with influence
- Shapes strategic thinking
- Displays professional/technical excellence
- Exemplifies personal drive and integrity
- Enhances engagement and the student experience

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

**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

*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.

**Core: applies to all staff, 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. 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 to support our blended learning programs, incorporating face to face and online delivered content.

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.

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

Professional Development Policy

Professional Development – Continuing professional development guidelines

Academic Development Program (ADP) for Academic Staff Policy

UWS Strategy and Plan 2010-2015: Making the Difference
www.uws.edu.au/mtd/strategy_and_planning
Information for New Staff

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
- OH&S 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)

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. Staff whose letter of offer informs them of this requirement are contacted and provided with details of the next program. Enquiries can be directed to:

foundations@uws.edu.au or od@uws.edu.au

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 for New Staff, visit the New Staff page of the Office of Organisational Development website:

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: www.uws.edu.au/people_and_culture/opc/transitioning_staff/working_at_uws
Career Development Opportunities at UWS: 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: www.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 http://policies.uws.edu.au/view.current.php?id=00136

Or further information can be found at: 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 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

Academic Promotions Policies

Guidelines for Continuing Professional Development

Internal Job Exchange

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

Professional Development Policy

Academic Development Program (ADP) for Academic Staff

UWS Education Allowance and Study Leave

UWS Retreats & Conference Policies

Vice-Chancellor’s Excellence Awards Policy

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

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Intended for</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUILDING ACADEMIC LEADERSHIP CAPACITY</strong></td>
<td>Academic Leaders</td>
<td>Define academic leadership and explore contemporary leadership approaches to become a more effective leader.</td>
</tr>
<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>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><strong>COMPANY DIRECTORS COURSE</strong></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><strong>COMPASS PERFORMANCE REVIEW WORKSHOP FOR SUPERVISORS</strong></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><strong>DIPLOMA OF MANAGEMENT</strong></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><strong>INDUCTING YOUR STAFF @ UWS</strong></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><strong>INSPIRE LEADERSHIP PROGRAM</strong></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 feedback, 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><strong>RECRUITING THE RIGHT PERSON – BEHAVIOURAL INTERVIEWING</strong></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>
</tbody>
</table>
### 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 introductory component.

### SENIOR MANAGEMENT CONFERENCE

**Intended for:** Members of the Senior Staff Forum – invitation only event

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.

### THE PSYCHOLOGY OF INFLUENCE

**Intended for:** Managers and Supervisors

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.

### UWS QUALITY FORUM

**Intended for:** Invitation only event

An annual forum hosted by the Vice-Chancellor and Executive to discuss quality improvements in the University’s core activities.

### 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.

### 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 NUT SHELL

**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”.

### WH&S 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.
## Career Development

### BUILDING EFFECTIVE RELATIONSHIPS
**Intended for:** All staff including Managers and Team Leaders

Explore strategies to improve relationships and increase personal influence.

### BUSINESS & REPORT WRITING
**Intended for:** All staff

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

### 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.

### CHANGING GEARS: ENGAGING IN CHALLENGING CONVERSATIONS
**Intended for:** All staff

Develop practical strategies for 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 discover different thinking patterns and new techniques to improve your decision making and communication skills.

### COMPASS PERFORMANCE REVIEW WORKSHOP
**Intended for:** All staff

Navigate the review phase of the Compass program. This program is both Face to Face and Online.

### CUSTOMER SERVICE & PROFESSIONAL COMMUNICATION
**Intended for:** All staff

Learn to engage with your customer, and develop skills to communicate effectively with a professional attitude.

### DEALING WITH BOOKS AND BOOK PUBLISHERS
**Intended for:** Academic Staff

Learn the strategies to assist a successful outcome for publishing plans: in writing, in finding and approaching a suitable publisher, securing a contract and beyond.

### EMAIL ETIQUETTE
**Intended for:** All staff

Maximise the effectiveness of your email communication with this online module.

### GETTING STARTED WITH MYCAREER ONLINE
**Intended for:** New staff

For new staff and staff who would like to utilise more of the MyCareer Online system for performance planning and setting work objectives.

### GETTING YOUR MESSAGE ACROSS
**Intended for:** All staff

Explore your communication effectiveness and improve your responsiveness to employ skills and strategies to deal with conflict and convey your intended message.

### HOWS AND WHYS OF PROCESS MAPPING
**Intended for:** All staff interested in gaining an insight on how processes are structured, defined, assessed and represented

Provides participants with the required tools to conceptualise and define processes at a high and detailed level.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Intended for</th>
<th>Details</th>
</tr>
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<tbody>
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<td><strong>ACADEMIC INTEGRATION PLANS - THE NUTS AND BOLTS</strong></td>
<td>All staff</td>
<td>Familiarises staff with Commonwealth disability legislation and provides the knowledge and skills to understand and effectively implement Academic Integration Plans (AIPs).</td>
</tr>
<tr>
<td><strong>ADMINISTRATORS NETWORK</strong></td>
<td>All professional staff in administrative roles</td>
<td>Share information and experiences to address current issues and topics of interest, supported by UWS guest speakers.</td>
</tr>
<tr>
<td><strong>PRESENTATION SKILLS</strong></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><strong>SETTING YOUR DIRECTION: WRITING SMART OBJECTIVES IN COMPASS</strong></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><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>
<tr>
<td><strong>UWS ACADEMIC MENTORING PROGRAM</strong></td>
<td>Nominated staff</td>
<td>Provides career development, support and opportunities for early and mid-career Academic staff.</td>
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<tr>
<td><strong>WORKING TOGETHER IN TEAMS</strong></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><strong>IMPROVE YOUR BUSINESS PROCESSES WITH ‘8 STEPS TO TANGO’</strong></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><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>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><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>PERSONAL PUBLISHING STRATEGIES</strong></td>
<td>Early career Academics and Research Staff</td>
<td>How to set a plan to publish your ideas and your research results, and communicate them to the wider world.</td>
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<tr>
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**Organisational Knowledge & Policies**
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<thead>
<tr>
<th>COURSE DESCRIPTION</th>
<th>INTENDED FOR DEVELOPMENTAL AREAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLY NETWORK</td>
<td>Intended for 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.</td>
</tr>
<tr>
<td>CAMPUS SAFETY &amp; SECURITY EMERGENCY RESPONSE TRAINING</td>
<td>Intended for staff who have been identified 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.</td>
</tr>
<tr>
<td>CONFLICT OF INTEREST</td>
<td>Intended for all staff. Assists University staff to identify conflict of interest situations, understand how and why a conflict of exists, and to provide practical ways and means to deal with the situation.</td>
</tr>
<tr>
<td>DEMYSTIFYING CONTRACTS: THE ESSENTIAL INGREDIENTS</td>
<td>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.</td>
</tr>
<tr>
<td>ENGAGEMENT NETWORK</td>
<td>Intended for UWS staff responsible for leading “Engagement”. Aligning to the UWS Making the Difference Strategy, these forums are designed to build a culture of engagement within and between universities, business, industry, government and community-based organisations, which underpin the core business of the university.</td>
</tr>
<tr>
<td>EXECUTIVE OFFICERS AND ASSISTANTS NETWORK</td>
<td>Intended for Executive Officers and Assistants. Engage in a proactive network specifically designed for the Executive Officer or Assistant.</td>
</tr>
<tr>
<td>INFLUENCING CLIMATE CHANGE</td>
<td>Intended for all staff. Provides an understanding of what climate change is and how its effects can be mitigated.</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENT COMPLIANCE – ESOS AT UWS</td>
<td>Intended for academic and professional staff working directly with onshore international students. Discuss ESOS requirements and compliance when working with onshore international students.</td>
</tr>
<tr>
<td>INTRODUCTION TO RESEARCH ETHICS</td>
<td>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.</td>
</tr>
<tr>
<td>OHS MODULE 1 – OHS ORIENTATION</td>
<td>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.</td>
</tr>
<tr>
<td>OHS MODULE 2 – RISK MANAGEMENT</td>
<td>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.</td>
</tr>
<tr>
<td>OHS MODULE 3 – OFFICE SAFETY</td>
<td>Intended for all staff. Addresses 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.</td>
</tr>
<tr>
<td>OHS MODULE 4 – MANUAL HANDLING</td>
<td>Intended for</td>
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<td>-------------------------------</td>
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</tr>
<tr>
<td>Demonstrates Manual Handling and how to avoid workplace injuries. Identifies when it is necessary to have manual handling risk assessments carried out.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OHS MODULE 5 – HAZARDOUS SUBSTANCES AND DANGEROUS GOODS</th>
<th>Intended for</th>
<th>All staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORIENTATION FOR NEW STAFF</th>
<th>Intended for</th>
<th>All new staff to UWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gain an overview of the University, its strategic direction and priorities, and relevant policies and employee benefits.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POLICY DEVELOPMENT – CONTEXT AND WRITING</th>
<th>Intended for</th>
<th>Staff responsible for writing policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gain a better understanding of developing and writing effective policies for the University.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIVACY AWARENESS</th>
<th>Intended for</th>
<th>All staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides an awareness of what privacy is, and what your obligations are as employees within the NSW public sector.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROCUREMENT @ UWS</th>
<th>Intended for</th>
<th>All staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn about the procurement process at the University of Western Sydney.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT OFFICERS’ NETWORK</th>
<th>Intended for</th>
<th>Project Officers and all staff involved with projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage in an open facilitated discussion forum and meet Project Officers from around UWS.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT ACADEMIC MISCONDUCT POLICY – TRAINING FOR ACADEMIC STAFF</th>
<th>Intended for</th>
<th>All academic staff involved in managing student misconduct issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assists Academic staff involved in managing student academic misconduct issues by familiarising them with revised processes and procedures.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT ACADEMIC MISCONDUCT POLICY – TRAINING FOR PROFESSIONAL STAFF</th>
<th>Intended for</th>
<th>All professional staff involved in assisting in the management of student misconduct issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assists Professional staff involved in the management of student academic misconduct issues by familiarising them with the revised processes and procedures.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL OFFICERS’ NETWORK</th>
<th>Intended for</th>
<th>Technical Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet technical staff from across UWS and other Sydney and regional universities to share information, views and relevant issues.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL INFORMATION E-RES</th>
<th>Intended for</th>
<th>Designated travel administrative staff who will oversee the travel approval process in their work area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides new users of e-Res (World Travel Professionals Online Booking Engine) with the basic skills to successfully navigate and book online reservations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UWS DESIGNATED TRAVEL ADMIN STAFF FORUM</th>
<th>Intended for</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covers changes to the UWS travel policies and procedures, general discussion as well as guest speaker presentations.</td>
<td></td>
<td></td>
</tr>
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</table>
### 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.

### UWS Online Orientation

**Intended for**
- All new and existing staff and as an ongoing reference

Provides an overview of the University’s Governance and Management 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 member of the UWS Ally Network, as well as background information on sexual and gender diversity, the issues and faced by LGBTIQ staff and students, and concepts such as homophobia.

#### 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.

#### 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 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. 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

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<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 Program database.</td>
</tr>
<tr>
<td><strong>ACCESS FUNDAMENTALS</strong></td>
<td>All staff</td>
<td>Gain an introduction to using Access and learn to create and use databases.</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</strong></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><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 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>
</tbody>
</table>
GETTING STARTED WITH MYCAREER ONLINE

Intended for: All staff
Learn about using MyCareer Online to manage your work objectives and career development plans.

GETTING TO KNOW OFFICE 2010

Intended for: All staff
Learn to use the new features of Microsoft Office 2010 products.

GRAPHICS WITH PHOTOSHOP

Intended for: All staff
Learn the 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.

HTML

Intended for: All staff
Discover the basics of how a webpage is created as well as techniques to create, modify and manage a page.

MICROSOFT WINDOWS 7

Intended for: All staff
Learn about the main changes and updates that apply to the new Microsoft Windows 7 operating system.

MS PROJECT

Intended for: All staff
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.

MS PUBLISHER

Intended for: All staff
Produce a simple publication in Microsoft Publisher and learn the use of functions, manuals and online help.

MYSOURCE MATRIX – CMS

Intended for: New Content Authors (Web Editors) or Subsite Managers (Web Approvers) of the MySource Matrix Content Management System (CMS) for the UWS Website
Learn how to add, edit, format and publish web content through the MySource Matrix Content Management System for the University website.

ORACLE FINANCIALS

Intended for: All staff
Print reports, run enquiries and enter transactions (including credit cards). Pre-requisite for staff with financial responsibilities.

OUTLOOK

Intended for: All staff
Improve your Outlook skills and find out more about the program you use every day.

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. Please note: this course has a pre-requisite component which must be completed prior to training.
<table>
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<th>Course</th>
<th>Intended for</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIM ADVANCED</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>TRIM USER FORUM</td>
<td>All staff identified as TRIM Coordinators or TRIM Users</td>
<td>Provides an avenue for TRIM users to share experiences of using the system and receive up-to-date information about TRIM from RAMS staff.</td>
</tr>
<tr>
<td>TRAVEL INFORMATION E-TAN</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>WORD INTERMEDIATE</td>
<td>All staff</td>
<td>Improve your Word skills and learn to use additional features of the program.</td>
</tr>
<tr>
<td>WORD ADVANCED</td>
<td>All staff</td>
<td>Gain additional Word skills and learn more about advanced features of Word.</td>
</tr>
<tr>
<td>WORD FOR LONG DOCs</td>
<td>All staff</td>
<td>Discover how to handle long documents such as a thesis, book or other long publication.</td>
</tr>
</tbody>
</table>

**PROGRAM DATES:**

For program dates, go to:
MyCareer Online (via Staff Online) https://staffonline.uws.edu.au

or www.uws.edu.au/od/program_calendar

or for further information about programs, email: od@uws.edu.au
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 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 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 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 www.uws.edu.au/campuses_structure/cas/campuses/penrith

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