welcomes new staff and introduces them to the context and environment in which they will work.

engages staff in strategies for evidence-based evaluation.

supports attendance at short courses offered externally.

provides information and practice in UQ’s financial systems, procedures and policies.

ensures a good understanding of all aspects of Si-net.

provides instruction in the use of the University’s online HR and Payroll System (Aurion).

expands participants’ understanding and practical use of software such as Microsoft Office.

provides a comprehensive range of courses to enable staff to achieve their goals in research and research training.

facilitates efficient research skills by training in the tools which support research.

provides information and training in software, systems and procedures for administration, business and teaching and learning.

provides instruction in the use of the University’s online HR and Payroll System (Aurion).

provides policy and procedural information and strategies for PG Coordinators and Administrators.

provides formative development that enables staff to thrive in the University, to lead others, to achieve goals and to realise their career aspirations.

provides essential customer service skills and gives professionals to excel. Offered in collaboration with the University of Queensland Staff and Professionals’ Association (UQSOPA).

strengthens the work skills needed for efficient and effective performance and develops career potential.

facilitates effective management of workplace risks.

provides information and practice in technologically dynamic, research-rich learning experiences for students.

provides instruction in the use of the University’s human resource systems, procedures and policies.

introduces new teaching staff to effective, innovative and scholarly approaches to teaching and learning practice relevant to a range of disciplines and settings.

provides a comprehensive range of courses to support the development of strategic curriculum leadership, and teaching and learning leadership capabilities.

provides strategies for internationalising the curriculum and for engaging and catering for diverse student cohorts.

meets the needs of sessional staff, tutors, staff new to teaching and learning, and to teaching-focused positions. The courses provide accessible strategies for classroom practice, including offerings for clinical practitioners, tutors and tutor coordinators.

provides information and practice in UQ’s financial systems, procedures and policies.

provides information and practice in UQ’s online HR and Payroll System (Aurion).

provides policy and procedural information and strategies for PG Coordinators and Administrators.

provides strategies for internationalising the curriculum and for engaging and catering for diverse student cohorts.

provides strategies for internationalising the curriculum and for engaging and catering for diverse student cohorts.

provides policy and procedural information and strategies for PG Coordinators and Administrators.

Introduces new teaching staff to effective, innovative and scholarly approaches to teaching and learning practice relevant to a range of disciplines and settings.

provides information and practice in UQ’s online HR and Payroll System (Aurion).

provides information and strategies for supervision and support of RHD students.

provides information and strategies for new RHD supervisors, and those wishing to improve the effectiveness of their supervision.

provides information and practice in UQ’s financial systems, procedures and policies.

provides policy and procedural information and strategies for PG Coordinators and Administrators.

facilitates efficient research skills by training in the tools which support research.

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In addition to browsing this brochure and reading the specific course details on the Staff Development website www.uq.edu.au/staffdev, you may find it helpful to ask questions of colleagues who have previously attended a course. You might also want to discuss individual courses or a program with your supervisor. Staff and supervisors generally take advantage of the annual appraisal meeting for discussion about career direction, development and training. When considering a course, look also at the aims of the category and program. Note if the course has any specific conditions: for example, a course may be Mandatory, Restricted, or Prioritised for staff in certain roles or at certain levels. Any prerequisites should also be noted. The website contains course-specific details including: brief description, course objectives, learning areas and presenter. Each available offering of the course is also given, showing: date, start time, venue and number of places available.

The best way to register for a course is via the Staff Development website. At the bottom of every course description on the website there is a “Request registration” link. Click on this link to request registration in a course offering. You will be asked to supply your contact details, and to select one of the available offerings. Your submission will be acknowledged on-screen, and you will be contacted by email regarding confirmation or otherwise, within two working days. Requests are processed in the order received. If you register for a course that is already fully subscribed, your details will be put on a waiting list for that course. If a place becomes available, you will be notified by email.

Once you receive email confirmation of your registration, please note the date and time in your diary. In addition, a Course Confirmation email will be sent to your UQ email address, approximately two weeks before the course date.

Venue details appear on the Staff Development website and on your ESS Training History. The venue details will be included in your participant reminder.

To ensure that you go to the right place, please check and note the venue of your course when you receive your Course Confirmation. If you don’t know where the venue is located, UQ buildings, rooms, or locations can be searched online at: www.uq.edu.au/maps

Places in all courses are limited, and some fill up quickly. Please be considerate to others who may be on a waiting list by notifying Staff Development as early as possible if you cannot attend a course.

For any enquiries, contact the Staff Development team, Human Resources
  T 07 3365 3019 / 07 336 53238 / 07 3365 2666
  E StaffDev@uq.edu.au

www.uq.edu.au/staffdev