people
lead, manage and develop self and others

Academic Career Development
Orients academics to the UQ teaching, learning, research and engagement contexts and provides guidance and support for staff undertaking the University’s probation and promotion processes.

Customer Service Skills
Provides essential customer service skills and gives strategies for communicating with difficult people, maintaining a professional manner and staying focused and confident.

Equity and Diversity
Develops understanding of the University as an inclusive environment which promotes integrity and respect for persons, and practices consistent with equal opportunity and social justice.

Induction
Welcomes new staff and introduces them to the context and environment in which they will work, and supports managers with the induction of their new staff.

International
Provides insights and skills for staff who are engaged in international activities, from developing strategic partnerships through to student recruitment.

Marketing
Gives insights into the knowledge and skills required in dealing with media, marketing and events.

Marketing - Office Professionals
Develops expertise and networks that will help office professionals to excel. Offered in collaboration with the University of Queensland Professionals Network (UQPN).

Pre-retirement
Assists staff to prepare for their retirement in an informed and planning manner.

Senior Management Development
Enables senior officers to strengthen their capabilities and experience which contributes to the achievement of organisational goals.

Leadership & Self Development
Provides leadership development for all levels of staff including self development.

Management Skills & Organisational Compliance
Gives supervisors important information, skills and resources to assist them effectively manage staff.

Skill Development
Strengthens the work skills needed for efficient and effective performance.

research
achieve your goals in research and research training

Go8 Future Research Leaders Program
Develops mid-career researchers at UQ by providing consistent, high quality training in key aspects of management and leadership in a publicly-funded research context.

Library Research Skills
Facilitates efficient research skills by training in the tools which support research.

Maximising your RHD Advisory Skills
Provides RHD advisors with skills and information to begin, and continue, a successful and rewarding RHD Advisory career. Sessions cover key aspects of advising students at all stages of candidature to facilitate learning, discovery and engagement, and support the timely completion of their Research Higher Degree.

Research Leadership
Supports the management of research.

Responsible Research Practices
Provides the training and resources required to ensure integrity in research and scholarship.

RHD Management and Administration
Provides policy and procedural information and strategies for Postgraduate Coordinators and Administrative Officers to assist with the management and administration of Research Higher Degree Candidature.

finance, IT & administration
build skills to work with software, systems and procedures

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

Human Resources Systems
Provides instruction in the use of the University’s online HR and Payroll System (Apson) and UQ Jobs.

Information Technology
Expands participants’ understanding and practical use of software such as Microsoft Office.

SI-net Training
Ensures a good understanding of all aspects of SI-net.

Teaching and Learning Technologies
Offers a range of courses relating to learning software and systems, such as Blackboard, collaboration tools and virtual classrooms.

University Administrative Systems
Provides training in UQ systems such as Business Objects, UQ Centre and SITS Vision online applications.

ohs & environment
manage the risks and responsibilities of working in the UQ environment

Biological Safety
Covers work practices and regulatory requirements for working with biological material.

Environmental Management
Covers environmental duty of care and correct environmental practices, particularly in regard to waste management, chemical management, risk assessments and emergency procedures.

Work Health & Safety Co-ordinators/ Representatives
Enables Work Health and Safety co-ordinators (WHSCs) and Work Health and Safety Representatives (unregistered WHSRs) to assist in the effective management of workplace risks.

Workplace Safety
Provides information about regulatory requirements and the skills needed to manage a complex range of hazards present within the University.

teaching, learning & assessment
enhance student engagement and learning

Advancing the Scholarship of Teaching & Learning (SoTL) series
Provides Teaching Focussed Academics with skills necessary for a successful career in SoTL through a series of 8 workshops and the development of a professional network.

Assessment
Supports excellence in the implementation of assessment policy, practice and design.

Blended Teaching and Learning
Provides information and practice in technologically enhanced learning environments; reflects contemporary practice and new generation technologies including learning spaces and mobile teaching and learning.

Evaluation
Engages staff in strategies for evidence-based evaluation of teaching and learning and responds to the increasing imperatives for institutional quality assurance processes.

Internationalisation and Inclusive Teaching and Learning
Provides strategies for internationalising the curriculum and for engaging and catering for diverse student cohorts.

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

Teaching and Learning Practice
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.

The Certificate in University Teaching Practice (CUTP)
The Certificate in University Teaching Practice (CUTP) is designed to help participants to develop knowledge and practice as a university teacher.
Think about your career direction and development needs, and talk with your supervisor. This ensures the development you undertake is either something that you can use straightaway in your current role or something that links to your career development goals. A short guide, “Planning Your Development”, is available on the Staff Development Website (under “About”).

You can find descriptions of courses you are interested in, as well as the specific objectives, dates, and any conditions on who should attend, on the website www.uq.edu.au/staffdevelopment.

The best way to register for a course is via the Staff Development website. At the top of every course description there is a list of dates and “Registration” buttons. You will be asked to supply your contact details and those of your supervisor. Your registration will be acknowledged on-screen, and you will be contacted by email to confirm your place within two working days. Requests are processed in the order received.

If a course is already fully subscribed, you can still register your interest and your details will be put on a waiting list. If a place becomes available, you will be notified by email.

Once you receive email confirmation of your registration, please put it in your diary or Outlook calendar. You will receive a reminder email approximately two weeks before the course date. As the date approaches, ensure your supervisor knows you have a commitment at that time.

Venue details appear on the Staff Development website and on your My Aurion Training History, and will also be included in your reminder email. 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 consider others who may be on a waiting list by notifying Staff Development as early as possible if you cannot attend a course. To withdraw from a course you need to email StaffDev@uq.edu.au (you cannot withdraw from a course via My Aurion).

For any enquiries, contact the Staff Development team, Human Resources
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E StaffDev@uq.edu.au

www.uq.edu.au/staffdevelopment

Organisational Development http://www.hr.uq.edu.au/orddev
UQ Wellness Program http://www.uq.edu.au/uqwellness/