university staff development program

Website:
www.tedi.uq.edu.au/sdh

Phone:
(07) 336 53019 or (07) 336 52666

Email:
StaffDev@tedi.uq.edu.au
The aim of staff development is to assist the development of each individual and thereby enhance the University’s performance through improved organisational efficiency and effectiveness.

The activities outlined in this program support the development and enhancement of staff performance. They are consistent with the University Staff Development policy and are structured to reflect a cyclic framework of personal and professional growth as described in the University Staff Development Framework. The program is primarily funded by the University Staff Development Committee (USDC) and its delivery and administration are coordinated by the Teaching and Educational Development Institute (TEDI).

This brochure contains brief details of the University’s staff development services, workshops and seminars as well as contact information.

How to enrol
You may enrol by:
• Accessing the Staff Development Web Site http://www.tedi.uq.edu.au/sdh
• Calling TEDI on telephone (07) 3365 3019 or (07) 3365 2666
• Sending an email to: StaffDev@tedi.uq.edu.au

Consultancy Service
TEDI’s consultants work with individual teaching staff, schools, faculties and committees to enhance the quality of teaching and learning in the University, and provide assistance to staff in evaluation to help them to achieve this end. They can help staff to address specific issues or take advantage of opportunities and, in the process, can help them to enhance the quality of their teaching and students’ learning.

More information on these activities and services may be found on the web site http://www.tedi.uq.edu.au/Teaching.

Awards for Excellence in Teaching 2003
TEDI provides support for the University’s Awards for Excellence in Teaching. Advice on preparing reflective essays may be obtained from TEDI, telephone (07) 336 52788. The guidelines are available on the website http://www.admin.uq.edu.au/AcadBoardOffice/policy/awards_excell.html

Awards for the Enhancement of Student Learning
In 2001, the Academic Board of the University of Queensland established the annual Awards for the Enhancement of Student Learning (AESL) to recognise and promote excellence in learning environment and the provision of student services at the University of Queensland. These Awards are open to projects or services relating to teaching and learning which have been initiated by curriculum teams, groups or organisational units within support services, administrative units, centres, schools, programs of study or University wide initiatives. Nomination forms are available from Jenny Bjarnesen, Academic Administrative Support Office, email j.bjarnesen@admin.uq.edu.au or telephone (07) 3365 3206 and the Student Centre. Guidelines and nomination for both of these awards can be found at the Teaching and Learning section of the UQ homepage.

UQ Foundation Research Excellence Awards
The UQ Foundation Research Excellence Awards, which are a joint initiative of The University of Queensland Foundation Limited and the Office of the Vice-Chancellor, recognise outstanding performance and leadership potential amongst early career research staff. The guidelines and application forms are available from the Office of Research and Postgraduate Studies.

Supervision Excellence Awards
The Award scheme is established to recognise, encourage and reward sustained excellence in postgraduate supervision at the University of Queensland.

Guidelines and nomination forms are available from: http://www.uq.edu.au/grad-school/supervision-awards

www.tedi.uq.edu.au/sdh/
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Staff Induction

Aim: To welcome new staff, introduce them to the context and environment in which they will work, as well as develop their interest and commitment to UQ.

University Staff Induction Seminars
11 February, 13 March, 13 May, 22 July, 18 September, 13 November

Career Advancement

Aim: To assist staff in advancing their careers within the University, by preparing them to accept responsibility and operate at a higher level, thereby increasing their competitiveness in the selection process and ultimate contribution to the University.

Career Advancement for Academics for Academic Teaching and Research Staff (Including Research Only Academics)

Applying for Continuing Appointment and Promotion for Academic Teaching and Research Staff
February and June (St Lucia), June (Gatton), June (Ipswich) - See Staff Development website for dates

Academic Mid-Term and Final Review of Continuing Appointment and Promotion
14 March

Promoting Women Fellowships will provide relief from teaching and administrative duties giving the successful applicants an opportunity to complete research and/or to demonstrate leadership through undertaking a special project. In the case of research, the Fellowships generally support the completion of work which is already under way. The Fellowships are part of an affirmative action strategy to:

- increase the percentage of women at Lecturer level and above; and
- facilitate the career progression of women academics.

For further information on how to apply, please contact the Equity Office on (07) 3365 3052 or email equity@uq.edu.au Applications are typically called for in November of each year.

Mid Career Mentoring for Women provides academic and general staff women at levels B-C and 7-9 respectively, an opportunity to be mentored by another University staff member.
16 May, 16 June, 28 July, 17 September and 4 November

For more information, contact the Equity Office on (07) 3365 3052 or email equity@uq.edu.au Closing date: 18 April.
Career Advancement for Women (General Staff)

Career Horizons is a comprehensive career advancement program to assist general staff women (including “research only”) in their skill development and career progress. Career Horizons consists of 10 half-day workshops on:

11 March, 17 March, 11 April, 9 May, 2 June, 18 July, 7 August, 10 September, 8 October and 23 October

The closing date for applications is 11 February 2003. For further information on how to apply, please contact the Equity Office on (07) 3365 3052 or email equity@uq.edu.au

Mid Career Mentoring for Women provides academic and general staff women at levels B-C and 7-9 respectively, an opportunity to be mentored by another University staff member.

16 May, 16 June, 28 July, 17 September and 4 November

For more information, contact the Equity Office on (07) 3365 3052 or email equity@uq.edu.au Closing date: 18 April.

Essentials for UQ General Staff Supervisors Series (Mandatory for all General Staff Supervisors)

This series is designed to give supervisors crucial information that will aid them to effectively manage their general staff. Upon completion of the 5 modules in the series, participants will receive a staff development certificate. This is mandatory training for all General Staff supervisors and managers. (Senior staff who have completed the course Staff Management Issues for General Staff Senior Managers only need to attend Module 2 - Managing Your Workforce and Workloads and Module 4 - Recruitment and Selection.)

Leading and Managing Staff
6 February, 8 April, 29 May, 20 June, 2 September, 5 November

Managing Your Workforce and Workloads
11 February, 15 April, 5 June, 3 July, 9 September, 12 November

Recognition and Development (Performance Review Skills)
18 and 19 February, 13 and 14 May, 11 and 12 June, 8 and 9 July, 18 and 19 September, 25 and 26 November

Recruitment and Selection
25 February, 20 May, 19 June, 14 July, 21 October, 19 November

Legislative and Policy Context for Managing Staff
4 March, 27 May, 26 June, 21 July, 28 October, 3 December
Fundamentals of Management Series (HEW 4 - 6)

This series is designed to develop and enhance the supervisory skills of staff at HEW levels 3-6 who are either in supervisory positions or who seek to gain such a position. The series includes all of the Essentials for UQ General Staff Supervisors Series plus the additional courses as listed below.

Communication Skills
19 and 20 March, 5 and 6 August

Delegation
22 May, 26 August

Developing Your Team
25 June, 6 November

Practical Industrial Relations
16 April, 2 July, 11 September

Performance Management, Discipline and Termination
18 June, 20 August, 9 October

Leading and Managing Staff
6 February, 8 April, 29 May, 20 June, 2 September, 5 November

Managing Your Workforce and Workloads
11 February, 15 April, 5 June, 3 July, 9 September, 12 November

Recognition and Development (Performance Review Skills)
18 and 19 February, 13 and 14 May, 11 and 12 June, 8 and 9 July, 18 and 19 September, 25 and 26 November

Recruitment and Selection
25 February, 20 May, 19 June, 14 July, 21 October, 19 November

Legislative and Policy context for Managing Staff
4 March, 27 May, 26 June, 21 July, 28 October, 3 December

Leadership and Management Development Series (HEW 7 - 9)

This series is designed to develop and enhance the leadership skills of staff who are either in management positions at HEW levels 6-9 or to gain such a position. This series includes all of the Essentials for UQ General Staff Supervisors Series plus the additional courses listed below.

Advanced Communication
25 and 26 March, 22 and 23 July, 27 and 28 August

Approaches to Problem Solving in Management
28 May
Financial Management
16 July

Introduction to Project Management
16 October

Management Styles and Preferences
5 February

Managing Change
12 March

Management of Work Groups
16 September

Presentation Skills
19 May, 29 July, 7 October

Writing Effective Management Reports
10 April, 24 June

Practical Industrial Relations
16 April, 2 July, 11 September

Performance Management, Discipline and Termination
18 June, 20 August, 9 October

Leading and Managing Staff
6 February, 8 April, 29 May, 20 June, 2 September, 5 November

Managing your Workforce and Workloads
11 February, 15 April, 5 June, 3 July, 9 September, 12 November

Recognition and Development
18 and 19 February, 13 and 14 May, 11 and 12 June, 8 and 9 July, 18 and
19 September, 25 and 26 November

Recruitment and Selection
25 February, 20 May, 19 June, 14 July, 21 October, 19 November

Legislative and Policy context for Managing Staff
4 March, 27 May, 26 June, 21 July, 28 October, 3 December

Managing Complex Situations will provide managers and supervisors with a
greater understanding of complex equity and diversity issues, and practical
strategies in managing ways that conform to policy and legislative requirements.

Managing Complex Situations (General Staff)
21 August
Performance Enhancement

Aim: To enable staff to develop their expertise and better perform in their current position, thereby enhancing their contribution to the University.

For Teaching and Learning

Becoming a UQ Academic

Induction for New Academics
11 February and 22 July

Developing your role as an academic at UQ
29 July

Introduction to Teaching and Learning for the University of Queensland
12, 13 and 14 February and 23 June or 24 and 25 July and 3 November

Assessing Students

Principles and Practices for Assessing Students
4 July

Current Issues in Higher Education

Program Review Essentials
9 May

Graduate Attributes - their place in the curriculum
5 March

Large Classes

Issues in the Teaching and Learning of Large Classes
6 March

On-line Learning (Using WebCT)

WebCT: What is it?
11 March, 16 September (Gatton)

WebCT: Copyright and the Online Environment
25 March (Ipswich), 12 August, 30 October (Gatton)

WebCT: Utilising Interaction in the Content and Resources on the Web
3 April, 28 August (Gatton), 18 November (Ipswich)

WebCT: Creating and Using Interaction Communication - Synchronous
15 April (Gatton), 18 September
WebCT: Using the Student Presentation Tool - Student Web Pages  
20 March, 7 August (Ipswich)

WebCT: Assessment in an Online Environment  
1 and 8 April (Gatton), 20 and 27 May (Ipswich), 9 and 16 October

WebCT: Creating and Using Interaction Communication - Asynchronous  
18 February (Gatton), 26 August

WebCT: Presenting Content on the Web  
6 March, 11 September (Gatton)

WebCT: Integrating and Utilising Multimedia  
29 April, 21 October (Gatton)

WebCT: Managing an Online Environment  
13 February, 6 May (Ipswich), 17 July (Gatton)

WebCT: Managing Large or Multi-Section Classes Online  
17 June

WebCT: The least you need to know – Building a Basic Site  
23 January and 6 February, 22 May and 12 June (Gatton), 3 and 24 June

WebCT: Effectively including Online Resources  
20 February, 19 August (Gatton)

WebCT: A Week as a Student  
21 & 28 January and 15 & 22 July

Postgraduate Advising (Supervision)

Advising Students from Non-English Speaking Backgrounds  
13 June

Honours Advising  
10 February

Sharing Post-Graduate Advising Strategies  
25 February (Gatton)

Learning Circle on Postgraduate Advising  
28 February, 4 July, 22 August, 21 November

Convening RHD Oral Exams  
1 April

Postgraduate Coordinators’ Series

Post-Graduate Coordinators Induction Workshop  
21 February

Policy Discussions for Post-Graduate Coordinators  
Contact TEDI
Using Oral Examinations
18 March

Recruiting, Selecting and Supporting New Graduate Students
4 August

Open Forum
5 December

**Becoming an Effective Advisor Series**

Helping Research Students Negotiate the System (Session 1)
21 March, 28 March (Gatton), 15 April (BEL), 7 November (Herston)

Helping Your Research Students Focus and Finish (Session 2)
21 March, 28 March (Gatton), 15 April (BEL), 7 November (Herston)

Getting the Balance Right in Advisory Relationships (Session 3)
7 April, 11 April (Gatton), 29 April (BEL), 14 November (Herston)

Emerging Issues in Postgraduate Advising (Session 4)
7 April, 11 April (Gatton), 29 April (BEL), 14 November (Herston)

**Reflective Practice and Quality Enhancement**

Writing Effectively for Criteria on Excellence In Teaching Awards
11 August

Responding Effectively to Criteria for the Enhancement of Student Learning Awards
1 July

**Reflective Practice and Quality Enhancement Series**

This series can be taken as a complete package to gain a certificate, or can be done as individual modules

Introduction to Reflection and Reflective Practice
27 March

Developing Reflective Essays on Your Teaching
28 March

From Confession to Absolution: Keeping a Reflective Diary on your Teaching
28 April

Student Learning as Feedback on Teaching: Doing Classroom Research to Improve Teaching and Learning
12 September

The Teaching Improvement Program (TIP): Getting The Most out of TEVAL using Teaching Improvement Contracts (TICs) to Monitor Improvements in Teaching
15 August
Sharing Good Practice

Integrating “Ethical and Social Sensitivity” into Courses or Programs
1 May

Excellent Teachers Talk About their Teaching
3 March, 1 May, 20 June, 26 August, 17 October

Visiting Scholars in Teaching and Learning
Contact TEDI

Teaching and Learning Innovation Showcase
Contact TEDI - to be held in late semester 2

School Tailored Staff Development

School Tailored Staff Development Sessions
Contact TEDI

Internationalisation and Student Diversity

Internationalising Your Curriculum
10 March

For Research and Research Education

Cybrary/Library Research Skills

Stop Surfing! Find it at the Cybrary
17 February, 13 March, 12 May, 20 August

Save Time Searching Databases!
27 February, 20 March, 21 May, 28 August

EndNote 6 - Bibliographies made easy!
Contact Library on bookings@library.uq.edu.au

Research Management

Essential Knowledge for Research Management
15 April or 16 September

Publications Collections

Bibliographic Collection Using RM for New Users
13 January, 14 January, 15 January (Herston), 16 January,
17 January (Ipswich), 10 February, 14 February, 17 March, 21 March, 31 March

Bibliographic Collection Using RM Refresher
13 January, 14 January, 11 February, 18 March, 24 March, 25 March, 28 March
Bibliographic Collection Category and Verification Information Seminar
15 January (Herston), 16 January, 17 January, 24 March (Ipswich), 27 March, 28 March

SPIN Database Usage
Finding Funding Opportunities using Online Databases
12 March, 8 April, 2 September and 9 October

ARC Courses
ARC Discovery - Projects Information Session
Early December
ARC Linkages - Projects Information Session
Early December
Rejoinder Writing Workshop for ARC Discovery - Projects and Linkage - Projects schemes
July

NHMRC Courses
NHMRC Project Grants Information Session
Early December
Rejoinder Writing Workshop for NHMRC Grants NHMRC Applications
July
For further information on the ARC and NHMRC courses contact the Office of Research and Postgraduate Studies.

Postgraduate Advising (Supervision)
Advising Students from Non-English Speaking Backgrounds
13 June
Honours Advising
10 February
Sharing Post-Graduate Advising Strategies
25 February (Gatton)
Learning Circle on Postgraduate Advising
28 February, 4 July, 22 August, 21 November
Convening RHD Oral Exams
1 April
Postgraduate Coordinators’ Series

Post-Graduate Coordinators Induction Workshop
21 February

Policy Discussions for Post-Graduate Coordinators
Contact TEDI

Using Oral Examinations
18 March

Recruiting, Selecting and Supporting New Graduate Students
4 August

Open Forum
5 December

Becoming an Effective Advisor Series

Helping Research Students Negotiate the System (Session 1)
21 March, 28 March (Gatton), 15 April (BEL), 7 November (Herston)

Helping Your Research Students Focus and Finish (Session 2)
21 March, 28 March (Gatton), 15 April (BEL), 7 November (Herston)

Getting the Balance Right in Advisory Relationships (Session 3)
7 April, 11 April (Gatton), 29 April (BEL), 14 November (Herston)

Emerging Issues in Postgraduate Advising (Session 4)
7 April, 11 April (Gatton), 29 April (BEL), 14 November (Herston)

For Leadership and Management

Heads and Academic Supervisors

Senior Executive Planning Conference
30 - 31 January (by invitation only)

Management Issues Conference for Heads of Schools
17 - 18 February (by invitation only)

Staff Management Issues for Heads and Academic Supervisors
27 and 28 February

Vice-Chancellor’s Workshops for Heads of Schools
16 April, 11 June, 6 August and 15 October

*Managing Complex Situations* will provide managers and academic supervisors
with a greater understanding of complex equity and diversity issues, and
practical strategies in managing ways that conform to policy and legislative
requirements.

Managing Complex Situations (Academic Staff)
27 June
Senior Staff

Staff Management Issues for General Staff Senior Managers
10 and 11 April (Ipswich)

Skilled Chairperson
30 June

Selection Policy and Process
2 April, 18 June, 20 August and 22 October

For other Leadership and Management courses see -

Essentials for UQ General Staff Supervisors Series page 6
Fundamentals of management Series page 7
Leadership and Management Development Series page 7

External Management Courses (ATEM and AVCC)

AVCC Programs
Contact Betty Bull, TEDI or email: b.bull@uq.edu.au

ATEM Programs
Contact Betty Bull, TEDI or email: b.bull@uq.edu.au

For Finance, Admin, IT and Tech Support

University Administration (Aurion and BusinessObjects)

Aurion User Training
13 February, 27 March, 8 May, 26 June, 7 August, 25 September, 6 November

Aurion Pre-Budgeting Module Training (mandatory for Finance Officers)
13 March, 20 May, 14 July, 4 September, 27 October

Aurion Human Resources Budgeting Module (mandatory for Finance Officers)
24 and 25 March, 26 and 27 May, 21 and 22 July, 11 and 12 September,
3 and 4 November

BusinessObjects Basic
16 January, 5 February, 12 February, 5 March, 12 March, 18 March (Ipswich),
2 April, 16 April, 22 April (Gatton), 30 April, 14 May, 28 May, 11 June, 25 June,
9 July, 23 July, 6 August, 21 August, 3 September, 15 September, 1 October,
15 October, 29 October, 10 November, 26 November and 10 December

BusinessObjects Intermediate
20 January, 26 February, 26 March, 19 March (Ipswich), 9 April, 23 April
(Gatton), 19 May, 30 June, 30 July, 27 August, 24 September, 22 October and
19 November
Financial Procedures (DA Link, Masterpiece and other UQ Financial Procedures)

DA Link Basic 1: Purchase Orders (PO), Accounts Payable (AP) and Asset Additions (AA)
18 February, 22 April, 17 June, 18 August, 13 October

DA Link Basic 2: Casual Salaries (CS), Invoicing (IV) and Equipment Register (ER)
19 February, 23 April, 18 June, 19 August, 14 October

DA Link Basic 3: Edit Transactions (ET), Download File (DL), Budgeting (BD), Reporting (Rep), Journal Writer (JW) and Internal Requisitions (IRR)
20 February, 24 April, 19 June, 20 August, 15 October

DA Link Advanced 1: PO, AP, AA and ER
17 March, 21 May, 16 July, 16 September, 11 November

DA Link Advanced 2: CS, IV, JW and IRR
18 March, 22 May, 17 July, 17 September, 12 November

DA Link Advanced 3: Desktop, BD, Rep and Access Queries (AQ)
19 March, 23 May, 18 July, 18 September, 13 November

DA Link: End of Year Rollover
22 January, 23 January, 29 January, 30 January, 25 November, 27 November

Masterpiece/Net - SmartVision/Web Training Session
15 January, 17 February, 14 March, 15 April, 15 May, 16 June, 15 July, 15 August, 15 September, 16 October, 14 November

University Printery Facilities
6 February, 12 June, 19 September

University Financial Systems - an overview
7 March, 28 July, 4 November

Understanding University Budget Processes
11 March

University Payment Procedures
9 April

University Insurance Issues
17 June

Insight into Salaries Issues
22 April

Accounts for Research, Scholarships and Other University Funds - Guide to Effective Management
20 May
Insight into Superannuation Issues
12 May

University Revenue Procedures
6 May

**SI-net Training**
See http://student2000.uq.edu.au

**Information Technology**

Please see the Staff Development Website at www.tedi.uq.edu.au/sdh for information and dates for all the following courses:

ACCESS - Stage II
Introduction to SAS
SPSS - Stage II
Introduction to Building Web Pages
Excel - Stage II
Introduction to ACCESS
Introduction to EXCEL
Introduction to POWERPOINT
Introduction to UNIX
Introduction to Word
Introduction to NUDIST
SAS - Stage II
Introduction to SPSS
Introduction to Windows
Word - Stage II

**Scientific and Technical**

A new, specialised training program is being developed for scientific and technical staff. Contact TEDI mid-year for details. For more information see the Staff Development Website.
For Workplace Skills Development

Preparing for Performance Appraisal
Getting the most from your General Staff Performance Review
4 September

Project Management
Introductory and Intermediate course
See Staff Development website for dates and conditions

Managing Workplace Dynamics
Coping with Change for Academic Staff
Contact Director, Personnel Services

Better Work Life Series
Module 1: Looking After Yourself
21 March, 5 August
Module 2: Positive Workplace Communications
  7 April, 18 August
Module 3: Managing Time
  7 May, 11 September
Module 4: (1 hour lunchbox sessions)
  Listening Skills 1 April, 22 August
  Fun and Humour at Work 9 April, 4 September
  The Bigger Picture 17 April, 1 October
  Change and Uncertainty 6 May, 14 October
  Stress Busters 12 May, 23 October
  Burnout Prevention 16 May, 4 November

Customer Service

Customer Service Series
Module 1 - Improving Customer Service over the Telephone
13 March
Module 2 - How to Deal with Difficult People (phone & face-to-face)
17 June
Module 3 - Understanding the Importance of Internal Customer Service (respecting workmates)  
18 August

Module 4 - Customer Service Communication Skills Designed to Get Results  
13 November

Media Awareness
Handling the Media  
4 February, 1 April, 17 June, 19 August, 14 October, 2 December

Support for Trainers
Train the Trainer  
3, 4 and 6 June

One to One Training  
30 July

Writing Skills
Writing at Work  
15 and 21 May

Secretarial Support
University of Queensland Secretaries and Office Professionals Association (UQS&OP)
Filing Techniques  
12 March

Minute Writing and the Role of the Committee Secretary  
22 August

Event Management and University Protocol  
23 September

Cybrary/Library Research Skills
Stop Surfing! Find it at the Cybrary  
17 February, 13 March, 12 May, 20 August

Save Time Searching Databases!  
27 February, 20 March, 21 May, 28 August

EndNote 6 - Bibliographies made easy!  
Contact Library bookings@library.uq.edu.au
For Internationalisation - Marketing and Education

Cross Cultural Awareness for Client Service Staff
23 May, 13 June, 25 August, 13 October

International Marketing
See Staff Development Website

Teaching and Learning with International Students
See Staff Development Website

Cultural Sensitivity and Visit Protocol
See Staff Development Website

For Occupational Health and Safety

Biological Safety

Gene Technology Regulations and AQIS Requirements
2 May, 21 November

Transport of Biological Material
3 March, 6 May, 18 July, 8 October

Biosafety - Biological Risk Assessment
27 June, 10 November

Biosafety - General Biosafety
22 April, 10 September

Fire Safety Training

Fire Safety and Evacuation Training
17 February, 20 February (Ipswich), 14 March, 31 March, 1 April (Gatton), 14 April

Managing OH&S

Responsibility for OH&S - Obligations for Managers
5 March, 21 August

Investigating Accidents in the Workplace
5 June

OH&S on Fieldwork trips
16 July
Occupational Health

Senior First Aid
23 and 24 January, 3 and 4 April, 31 July and 1 August, 27 and 28 November

Senior First Aid Recertification
30 January, 24 April, 17 July, 20 November

Resuscitation/Recertification
29 January, 17 April, 15 July, 18 November

Workplace Safety

Risk Assessment
14 March, 4 April (Ipswich), 29 April, 9 May (Gatton), 6 June, 25 June (Herston),
1 August, 5 August (Gatton), 5 September, 26 September (Ipswich), 24 October,
5 November (Herston)

Managing Safety in the Laboratory
30 April, 24 September

Working Safely in a Confined Space
Contact OH&S

Chemicals Management
7 August

Manual Tasks Risk Assessment and Control
9 April, 14 May, 15 September, 14 October

Office Ergonomics
17 March, 18 August

Managing Noise in the Workplace
13 October

Diving Operations
Contact OH&S

Indoor Air Quality
Contact OH&S

Radiation Safety with Unsealed Sources (An Introductory Course)
7 March, 24 March, 10 June, 14 August, 27 October

Safe Use of Soil Moisture and Density Gauges (nuclear moisture meters)
2 April, 29 August (Gatton)

Safety with Analytical X-Ray Equipment
23 April, 1 October
WHSO and WHSR Training

Workplace Health and Safety Reps’. Training
3 and 4 April, 2 and 3 October

Workplace Health and Safety Officers Training
Refer to the following website for dates and conditions

For Environmental Management

Environmental Management System Internal Auditor Training
31 March and 1 April

Overview of the University’s Environmental Management System (EMS),
Classifying Waste, and Hazardous Substance Management and
Risk Assessment
7 April, 4 August

Emergency Procedures and Spill Kits for Hazardous Materials
11 March

Self Development

Aim: To assist staff in their personal growth by developing skills and
knowledge of particular relevance to them as individuals.

Pre Retirement

Pre-Retirement Planning Seminar
See Staff Development Website

ICTE Programs

Community Education short courses have been offered to the wider community
since 1983 by the University of Queensland. The Community Education division
is part of the Institute of Continuing & TESOL Education (ICTE) of the University
of Queensland. Community Education courses are self-funding and charge fees
to cover the costs of all activities. Some work related courses are offered to staff
at a reduced price.

For further information please contact:

Community Education
The Institute of Continuing & TESOL Education
Phone: (07) 336 57100
Fax: (07) 336 57099
Email: icte.enrol@ict.uq.edu.au
UniFit Program

UniFit is an adult health and fitness program designed to encourage University staff to adopt a safe and enjoyable exercise routine as part of a healthy lifestyle. UniFit’s primary aim is to provide personal attention and group support in an affordable, high quality program.

For further information please contact:
Sally Swinbourne, Department of Physical Activity and Sport Education
Phone: (07) 336 56851
Fax : (07) 336 56877
Email : sally@hms.uq.edu.au
The aim of staff development is to assist the development of each individual and thereby enhance the University’s performance through improved organisational efficiency and effectiveness.

The activities outlined in this program support the development and enhancement of staff performance. They are consistent with the University Staff Development policy and are structured to reflect a cyclical framework of personal and professional growth as described in the University Staff Development Framework. The program is primarily funded by the University Staff Development Committee (USDNC) and its delivery and administration are coordinated by the Teaching and Educational Development Institute (TEDI).

This brochure contains brief details of the University’s staff development services, workshops and seminars as well as contact information.

How to enrol
You may enrol by:

- Accessing the Staff Development Web Site http://www.tedi.uq.edu.au/sdh
- Calling TEDI on telephone (07) 3365 3019 or (07) 3365 2666
- Sending an email to: StaffDev@tedi.uq.edu.au

Consultancy Service
TEDI’s consultants work with individual teaching staff, schools, faculties and committees to enhance the quality of teaching and learning in the University, and provide assistance to staff in evaluation to help them to achieve this end. They can help staff to address specific issues or take advantage of opportunities and, in the process, can help them to enhance the quality of their teaching and students’ learning.

More information on these activities and services may be found on the web site http://www.tedi.uq.edu.au/Teaching.

Recognition Excellence

Awards for Excellence in Teaching
2003
TEDI provides support for the University’s Awards for Excellence in Teaching. Advice on preparing reflective essays may be obtained from TEDI, telephone (07) 336 52788. The guidelines are available website http://www.admin.uq.edu.au/AcadBoardOffice/policy/awards_excell.html

Awards for the Enhancement of Student Learning
In 2001, the Academic Board of the University of Queensland established the annual Awards for the Enhancement of Student Learning (AESL) to recognise and promote excellence in learning environment and the provision of student services at the University of Queensland. These Awards are open to projects or services relating to teaching and learning which have been initiated by curriculum teams, groups or organisational units within support services, administrative units, centres, schools, programs of study or University wide initiatives. Nomination forms are available from Jenny Bjarnesen, Academic Administrative Support Office, email j.bjarnesen@admin.uq.edu.au or telephone (07) 3365 3206 and the Student Centre. Guidelines and nomination for both of these awards can be found at the Teaching and Learning section of the UQ homepage.

UQ Foundation Research Excellence Awards
The UQ Foundation Research Excellence Awards, which are a joint initiative of The University of Queensland Foundation Limited and the Office of the Vice-Chancellor, recognise outstanding performance and leadership potential amongst early career research staff. The guidelines and application forms are available from the Office of Research and Postgraduate Studies.

Supervision Excellence Awards
The Award scheme is established to recognise, encourage and reward sustained excellence in postgraduate supervision at the University of Queensland.

Guidelines and nomination forms are available from:
http://www.uq.edu.au/grad-school/supervision-awards
university staff development program

Website:
www.tedi.uq.edu.au/sdh

Phone:
(07) 336 53019 or (07) 336 52666

Email:
StaffDev@tedi.uq.edu.au