Choose a Course:
In addition to browsing this handbook, you may find it helpful to ask questions of colleagues who have previously attended a course. You might also wish to discuss individual courses or a program with your supervisor. Some staff and supervisors take a copy of the handbook into the annual Staff Appraisal meeting, as an aid to career planning.
When considering a course, look also at the aims of the category and program it is part of. 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 pre-requisites should also be noted. These details are all available in this handbook.
Course dates, where known prior to printing, are also listed in this handbook. However, to ensure details are current, see the Staff Development website: www.uq.edu.au/sdh. The website also contains more 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.

Register for a Course:
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 2 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 wait-list for that course. If a place becomes available, you will be notified by email.

Remember to Attend:
Once you receive email confirmation of your registration, please note the date & time in your diary.
In addition, a Participant Reminder email will be sent to your UQ email address, two weeks before the course date.

Find the Course Venue:
Many, but not all, courses are held in the TEDI Seminar Room (Building 15, St Lucia campus.) To ensure that you go to the right place, please check and note the venue of your course when you receive your Registration 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/

Withdraw from a Course:
Places in all courses are limited, and some fill-up quickly. Please be considerate to others who may be wait-listed by notifying the Staff Development Officer as early as possible if you cannot attend a course.

Get more Information:
For any enquiries, contact the Staff Development team.
Phone: (07) 3365 3019, or (07) 3365 2666
Email: StaffDev@tedi.uq.edu.au
USDC-Supported Courses for 2008: an Overview

Course Categories:

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Disclaimer:

Course details, including dates, locations, etc, were correct as of 15 January 2008. As course details are changed, these changes will be updated on the Staff Development website. Please refer to www.tedi.uq.edu.au/sdh for current information.
Courses offered through UQ Staff Development in 2008 are in general part of a program or a series. (A series is more structured than a program, with completion of a series usually leading to a certificate.) Related programs or series are grouped together into the following 19 Categories:

**Induction**
The aim of these courses is to welcome new staff, introduce them to the context and environment in which they will work, and develop their interest and commitment to UQ.
There are 4 courses in this category.

**Leadership and Management Development**
These courses provide supervisors and managers of General Staff with crucial information about UQ policy and procedures, and develop and enhance their leadership expertise.
Courses in this category are organised into three series:
- Essentials for UQ General Staff Supervisors
- Fundamentals of Management
- Leadership and Management Development

**Senior Management Development**
These courses aim to provide all senior officers with the opportunity to develop or enhance technical skills in managing, and to undertake a personal development and leadership program that will meet their own individual needs at appropriate points in their career cycles.
Courses in this category are organised into two programs:
- Heads and Academic Supervisors
- Senior Staff.

**Human Resource Management**
This category consists of a series of courses, designed to give HR staff practical training within the University environment that is based on UQ policies and procedures. The series is mandatory and exclusive to all HR Personnel Administrative staff in Faculties, Institutes and Central Administration.
Completion of these courses plus the Essentials for General Staff Supervisors Series, leads to a staff development certificate.

**Mentoring**
Aims to provide a consistent approach to mentoring throughout The University of Queensland, as an element of staff development.
There is 1 course in this category.

**Equity and Diversity**
These courses aim to develop an understanding of the University’s environment which promotes respect for persons, integrity and equitable treatment.
This category contains 8 courses, organised into two programs:
- Discrimination and Contact Officer Training
- Understanding Equity and Diversity.
Finance, Administration and IT

These courses provide an understanding of the University’s financial, administrative, information technology and business systems.

This category contains nearly 50 courses, organised into four programs:

- University Administration
- Financial Procedures
- SI-Net Training
- Information Technology.

Internationalisation

Aims to inform staff on issues to do with international students’ needs, and on strategic decision making in line with the University’s internationalisation plan.

There is 1 course in this category.

Researching Skills

These courses teach research skills, research management, bibliographic collection management, and the use of online databases.

This category contains 12 courses, organised into four programs:

- Library Research Skills
- Research Management
- Bibliographic Collections
- Using Online Databases.

Academic Career Development

The sessions in this category provide academics with an orientation to the UQ teaching, learning and research contexts, and provide guidance and support for staff undertaking the university’s probation and promotion processes.

This category contains 8 courses, organised into two programs:

- Becoming a UQ Academic
- Academic Probation and Promotion.

Teaching Awards and Grants

The aim of these courses is to work with and support UQ staff who wish to apply for Teaching and Learning Awards, Citations, and Grants.

This category contains 3 courses.

Curriculum: Teaching, Learning and Assessment

These courses address key strategic priorities for teaching and learning at UQ. All courses introduce participants to scholarly, evidence-based approaches to teaching and learning practice, with an emphasis on the provision of dynamic, research-rich learning experiences for students.

This category contains 17 courses organised into five programs:

- Teaching and Learning Practice
- Assessment for Course Coordinators and Teachers
- Assessment Information Sessions
- Course Design
- Flexible Learning and Teaching.
USDC-Supported Courses for 2008: an Overview

**Curriculum Leadership**
This category provides support, skills, strategies, and a network of expertise to staff undertaking a leadership role within UQ; and orients participants to areas of scholarship relevant to: the coordination of sequences of study, implementation of teaching and learning initiatives, facilitation of curriculum review and renewal, and leadership of teaching and learning committees, working parties and communities.

**Evaluation**
These courses focus on building evidence based practice and how the data from the range of evaluation instruments within UQ can be used to inform an improved understanding of the student cohort, better teaching practice, and increased student satisfaction.
This category contains 4 courses.

**eLearning, Learning Spaces & Mobile Technologies**
This range of offerings comprises opportunities for hands-on training, design and exploration of these eTools & spaces for learning, along with staff networks to connect users at various skill and knowledge levels (novice to expert).
This category contains 24 courses, organised into five programs:
- Blackboard
- eLearning Design
- eLearning Innovators Communities of Practice
- Learning Spaces and Technologies in Learning Spaces
- Student and Staff Perspectives of eLearning.

**RHD Supervision and Coordination**
Aims to enhance practice of postgraduate research supervisors, and teachers of research-based students. It also provides support for leaders of Research Higher Degree programs, such as Postgraduate Coordinators and Administrators. Various contexts and issues are addressed with a focus on enhancing supervisory practice across the university.
This category contains 16 courses, organised into four programs:
- Induction for RHD Supervision and Coordination
- Becoming an Effective Advisor Series
- Postgraduate Supervision
- Postgraduate Coordinators and Administrators

**Skills Development**
These courses aim to enhance the required work skills for efficient and effective performance, and promote self development.
This category contains 24 courses, organised into nine programs:
- Better Work Life
- Customer Service
- Marketing, Communication and Online Publishing
- Office and Secretarial Support
- Preparing for Performance Appraisal
- Project Management
- Recognising Career Potential (for General Staff Women)
- Support for Trainers
- Writing Skills
OH&S and Environmental Management

This category aims to manage appropriately the risks and responsibilities of working in the University of Queensland environment. This category contains over 30 courses, organised into seven programs:

- Biological Safety
- Environmental Management
- Fire Safety Training
- First Aid
- Obligations of Managers
- Workplace Health & Safety Officer & Representatives Training
- Workplace Safety.

Security Development

Provides practical, theoretical and developmental training to Security staff to enhance their workplace skills and prepare them to take on higher level responsibilities. This category contains 21 courses, organised into two series:

- Security Foundation Series (HEW Level 3)
- Senior Security Officer Intermediate Series (HEW Level 4)

Details of each course are provided in the Category sections that follow.

A listing of all courses in alphabetical order, is available on the Staff Development Website at: www.tedi.uq.edu.au/sdh/alpha.asp
The aim of these courses is to welcome new staff, introduce them to the context and environment in which they will work, and develop their interest and commitment to UQ.

There are 4 courses in this category.

### University Staff Induction Seminar (ind000)
- **Mandatory for:** All continuing and fixed-term staff new to UQ
- **Duration:** 2 hours
- **@ St Lucia:** 18-Feb, 17-Mar, 14-Apr, 14-Jul, 13-Oct, 17-Nov

### Induction for All Staff New to Ipswich Campus (indips)
- **Mandatory for:** All staff new to Ipswich Campus
- **Duration:** 3 hours
- **@ Ipswich:** 21-Feb, 17-Jul

### Induction for Academics New to UQ (tino00)
- **Mandatory for:** New academic staff
- **Restricted to:** Academic staff only
- **Duration:** 3 hours
- **@ St Lucia:** 11-Feb, 7-Jul

### Induction for Academics New to Ipswich Campus (tino02)
- **Mandatory for:** Academic staff new to Ipswich campus
- **Duration:** 3 hours
- **@ Ipswich:** 21-Feb, 17-Jul

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**EO Online** is an interactive equity and diversity online training program developed especially for Australian universities. It has been customised for Queensland legislation and the policies and procedures of The University of Queensland.

All staff are encouraged to complete Module 1, and supervisors are expected to complete Modules 1 and 2.

**EO Online** is a pre-requisite for a number of staff development courses.

**EO Online** can be accessed from the Equity Office website (www.uq.edu.au/equity).

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**The UQ Online General Safety Induction**

This online induction has been designed to ensure that all University employees are able to access the minimum information required to enable them to undertake their role safely within the organisation. It is accessed as part of the normal induction flow for new staff and must be completed within the first week of arrival on site.

This Induction will go live on 4 Feb 2008.

The induction will be accessible to staff through portals such as my.UQ, and the New Staff Induction page.

Or see: www.uq.edu.au/ohs/.
Leadership and Management Development

These courses provide supervisors and managers of General Staff with crucial information about UQ policy and procedures, and develop and enhance their leadership expertise.

Courses in this category are organised into three series:

- Essentials for UQ General Staff Supervisors
- Fundamentals of Management
- Leadership and Management Development

**Program: Essentials for UQ General Staff Supervisors Series**

The aim of this series is to give supervisors crucial information that will aid them to effectively manage their General Staff. Upon completion of the 6 modules in the series participants will receive a staff development certificate. This series is mandatory for all General Staff Supervisors and Managers. Senior staff need to only complete Staff Management Issues for General Staff Senior Managers (lms004), Leadership and Workload Management (cas009), and Recruitment and Selection Policy and Procedures for Senior Staff (lms005) in place of this Series.

There are 6 courses in this program.

### Leadership and Workload Management {cas009}

- **Mandatory for:** General staff supervisors
- **Prioritised for:** HEW Level 5 and above
- **Duration:** 4 hours
- **@ St Lucia:** 25-Jan, 21-Apr, 13-Jun, 31-Jul, 28-Aug, 6-Nov

### Occupational Health & Safety for Supervisors & Managers {omoo08}

- **Mandatory for:** General staff supervisors
- **Prioritised for:** HEW Level 5 and above
- **Duration:** 4 hours
- **@ St Lucia:** 22-Feb, 17-Mar, 28-Apr, 26-Jun, 1-Jul, 20-Aug, 22-Sep, 13-Nov

### Performance Management {cas010}

- **Mandatory for:** General staff supervisors
- **Prioritised for:** HEW Level 5 and above
- **Duration:** 7 hours
- **@ St Lucia:** 7-Feb, 31-Mar, 16-Jun, 30-Jul, 16-Sep, 12-Nov
Recognition and Development {cas002}
Upon completion of this course participants will receive a staff development certificate.
- Mandatory for: General staff supervisors and staff who appraise other staff
- Prioritised for: HEW Level 5 and above
- Duration: 7 hours
- @ St Lucia: 21-Feb, 3-Apr, 8-May, 10-Sep, 10-Oct, 23-Oct

Recruitment and Selection {cas005}
- Mandatory for: General staff supervisors
- Prioritised for: HEW Level 5 and above
  - HEW Level 8 and above should attend Recruitment and Selection Policy and Procedures for Senior Staff (lms005) in place of this course
- Duration: 4 hours
- @ St Lucia: 1-Feb, 11-Apr, 2-Jul, 25-Jul, 24-Sep, 10-Nov

Workplace Ethics {cas008}
- Mandatory for: General staff supervisors
- Pre-requisite: EO Online Modules 1 & 2 (www.uq.edu.au/equity)
- Prioritised for: HEW Level 5 and above
- Duration: 4 hours
- @ St Lucia: 11-Mar, 29-Apr, 3-Jun, 24-Jul, 2-Sep, 28-Oct

Program: Fundamentals of Management Series
The aim of this series is to develop and enhance the supervisory skills of staff at HEW Levels 4 – 6 who are either in supervisory positions or who seek to gain such a position. To obtain a Fundamentals of Management certificate all of the courses in this series plus the Essentials for UQ General Staff Supervisors Series, must be completed. Courses in the series may be undertaken over several years. Individual courses may be undertaken. The courses in this series are prioritised for HEW Levels 4 and above.
There are 4 courses in this program, plus 6 in the Essentials for UQ General Staff Supervisors Series.

Communication Skills {cas001}
- Prioritised for: HEW Level 4 and above
- Duration: 14 hours (2 consecutive days)
- @ St Lucia: 18+19-Jun, 24+25-Nov
Leadership and Management Development

Delegation \{cas004\}
- Prioritised for: HEW Level 4 and above
- Duration: 4 hours
- @ St Lucia: 4-Mar, 26-Aug

Developing Your Team \{cas007\}
- Prioritised for: HEW Level 4 and above
- Duration: 4 hours
- @ St Lucia: 14-Feb, 20-May, 7-Oct

Practical Industrial Relations \{cas003\}
- Prioritised for: HEW Level 4 and above
- Duration: 7 hours
- @ St Lucia: 1-Apr, 15-Aug

Program: Leadership and Management Development Series

The aim of this series is to develop and enhance the leadership skills of staff who are either in management positions at HEW Levels 7 – 9 or are aspiring to gain such a position. To obtain a certificate, all courses in this series, plus the Essentials for UQ General Staff Supervisors Series, must be completed. Courses in this series may be undertaken over several years. Individual courses may be undertaken. The courses in this series are prioritised for HEW Levels 7 and above.

There are 10 courses in this program, plus 6 in the Essentials for UQ General Staff Supervisors Series.

Advanced Communication \{cam001\}
- Prioritised for: HEW Level 7 and above
- Duration: 14 hours (2 consecutive days)
- @ St Lucia: 6+7-Aug, 30+31-Oct

Approaches to Problem Solving in Management \{cam007\}
- Prioritised for: HEW Level 7 and above
- Duration: 6 hours
- @ St Lucia: 13-May

Financial Management \{cam005\}
- Prioritised for: HEW Level 7 and above
- Duration: 4 hours
- @ St Lucia: 15-Jul

UA and ATEM Courses

The University Staff Development Committee (USDC) partially funds University of Queensland staff members to attend courses offered by Universities Australia (UA; previously the Australian Vice-Chancellor’s Committee) and the Association for Tertiary Education Management (ATEM). Heads of Schools and Centre Directors are invited to nominate staff to attend selected courses for consideration by the USDC.
Leadership and Management Development

} Introduction to Project Management {cam009}
Prioritised for: HEW Level 7 and above
Duration: 7 hours UA and ATEM Courses
@ St Lucia: 1-May, 21-Jul

} Management Styles and Preferences {cam002}
Prioritised for: HEW Level 7 and above
Duration: 4 hours
@ St Lucia: 13-Mar

} Management of Work Groups {cam003}
Prioritised for: HEW Level 7 and above
Duration: 4 hours
@ St Lucia: 16-Oct

} Managing Change {cam004}
Prioritised for: HEW Level 7 and above
Duration: 4 hours
@ St Lucia: 22-Jul

} Presentation Skills {cam010}
Prioritised for: HEW Level 7 and above
Duration: 7 hours
@ St Lucia: 28-Feb, 11-Aug

} Practical Industrial Relations {cas003}
Prioritised for: HEW Level 4 and above
Duration: 7 hours
@ St Lucia: 1-Apr, 15-Aug

} Writing Effective Management Reports {cam006}
Prioritised for: HEW Level 7 and above
Duration: 7.5 hours
@ St Lucia: 18-Apr
Senior Management Development

The University recognises the demanding roles played by senior officers and its own responsibility to ensure that they are well prepared and assisted to lead and manage, in an outstanding, professional manner, the units for which they are responsible.

The University seeks to have acknowledged, as one of its defining characteristics, the exercise of excellent institutional management, in all its forms. [HUPP 1.20.3 Appointment, Preparation and Development of Senior Officers]. The aim of these programs is to provide all senior officers with the opportunity to develop or enhance technical skills in managing and to undertake personal development and leadership program that will meet their own individual needs at appropriate points in their career cycles.

Courses in this category are organized into two programs:
- Heads and Academic Supervisors
- Senior Staff

Program: Heads and Academic Supervisors
There are 6 courses in this program.

1. **Facilitating Workplace Relations for Senior Academic Staff** (Imafwa)
   - Restricted to: Academic Staff
   - Prioritised for: Senior Academic Staff
   - Duration: 8 hours
   - @ St Lucia: 22-Sep

2. **Financial Management Workshop for Heads of Schools and Centre Directors** (Ima008)
   - Mandatory for: New Heads of Schools and Centre Directors
   - Restricted to: Heads of Schools, Deputy Heads, Centre Directors, School Managers and Finance Officers
   - Prioritised for: Heads of Schools and Centre Directors
   - Duration: 3.25 hours
   - @ St Lucia: 2-May, 5-Sep

3. **Marketing Entrepreneurship & Commercialisation HOS** (Ima009)
   - Mandatory for: New Heads of Schools and Centre Directors
   - Restricted to: Senior staff (Academic and General)
   - Prioritised for: New Heads of Schools and Centre Directors
   - Duration: 3.5 hours
   - @ St Lucia: 8-Aug

External Management Programs
Additionally, senior staff should negotiate with their immediate supervisor and the relevant Deputy Vice-Chancellor “before, or soon after, their appointment” attendance at a relevant leadership program at an International Business School (HUPP 1.20.3; 3.3).
Senior Management Development

Staff Management Issues for Heads of Schools & Senior Academic Staff (Ima007)
- Mandatory for: Heads of Schools and Academic Staff Level C and above who appraise other staff
- Restricted to: Academic Staff Level C and above
- Duration: 7.25 hours
- @ St Lucia: 8-Feb, 29-Feb, 11-Jul

Vice Chancellor’s Workshop for Heads of Schools (Ima002)
- Restricted to: Heads of Schools, Executive Deans, VC Executive and Division Directors
- Prioritised for: Heads of Schools
- Duration: 2.5 hours
- @ St Lucia: 2-Apr, 6-May, 12-Aug, 8-Oct

Workshop for Academic Staff Supervisors of Gen Staff (Ima011)
- Mandatory for: Academic Staff who supervise General Staff
- Restricted to: Academic staff only
- Duration: 3.5 hours
- @ St Lucia: 27-Jun, 19-Sep

Program: Senior Staff
There are 6 courses in this program.

Facilitating Workplace Relations for General Staff Senior Managers (Imafwg)
- Restricted to: HEW Level 8 and above
- Prioritised for: HEW Level 9 and above
- Duration: 16 hours (2 consecutive days)
- @ St Lucia: 29-30-Sep

Leadership and Workload Management (cas009)
- Mandatory for: General staff supervisors
- Prioritised for: HEW Level 5 and above
- Duration: 4 hours
- @ St Lucia: 25-Jan, 21-Apr, 13-Jun, 31-Jul, 28-Aug, 6-Nov

Leadership Insights Using the Enneagram (Imali0)
- Restricted to: Academic staff and HEW Level 7 and above
- Prioritised for: Academic staff and HEW Level 8 and above
- Duration: 14 hours (2 consecutive days)
- @ St Lucia: 27+28-May
Recruitment & Selection Policy & Procedure For Senior Staff

Restricted to: Academic Staff and HEW Level 8 and above
Duration: 3.25 hours
@ St Lucia: 20-Jun, 21-Nov

Skilled Chairperson

Restricted to: Academic staff and HEW Level 8 and above
Duration: 7 hours
@ St Lucia: 12-Jun

Staff Mgt Issues for Senior General Staff Managers

Mandatory for: General Staff Senior Managers at HEW Level 8 and above
Restricted to: HEW Level 8 and above
Duration: 16.5 hours (2 consecutive days)
@ St Lucia: 15+16-May, 23+24-Oct

For other leadership and management courses see the Leadership and Management Development category.
This category consists of a series of courses, designed to give HR staff practical training within the University environment that is based on UQ policies and procedures. The series is mandatory and exclusive to all HR Personnel Administrative staff in Faculties, Institutes and Central Administration. Completion of these courses plus the Essentials for General Staff Supervisors Series, leads to a staff development certificate.

There are 9 courses in this program, plus 6 in the Essentials for UQ Staff Supervisors Series.

### Aurion Advanced User Training {fa0019}
- **Prerequisite:** Aurion Human Resource System - Operational Use (fa0014)
- **Restricted to:** Human Resource Consultants and Officers reporting to the HR Division
- **Duration:** 4 hours

### Aurion Human Resource System - Operational Use {fa0014}
- **Mandatory for:** Human Resource Consultants and Officers, and Payroll Staff reporting the HR Division
- **Restricted to:** Human Resource Consultants and Officers, and Payroll Staff reporting the HR Division
- **Duration:** 22 hours (3 day course)

The above two Aurion courses will be scheduled as required. Contact the HR Division for further details.

### BusinessObjects Basic {fa0001}
- **Restricted to:** UQ staff members (must have an Aurion Staff Number)
- **Duration:** 3 hours
- **@ St Lucia:** 15-Jan, 5-Feb, 26-Feb, 11-Mar, 18-Mar, 8-Apr, 29-Apr, 20-May, 10-Jun, 1-Jul, 22-Jul, 12-Aug, 2-Sep, 23-Sep, 14-Oct, 4-Nov, 25-Nov

### BusinessObjects Intermediate {fa0002}
- **Restricted to:** UQ staff members (must have an Aurion Staff Number)
- **Duration:** 3 hours
- **@ St Lucia:** 1-Feb, 14-Mar, 24-Apr, 16-May, 6-Jun, 24-Jun, 18-Jul, 8-Aug, 19-Sep, 10-Oct, 31-Oct,

### Communication Skills {cas001}
- **Prioritised for:** HEW Level 4 and above
- **Duration:** 14 hours (2 consecutive days)
- **@ St Lucia:** 18-19-Jun, 24-25-Nov
Hay Job Evaluation {cah001}

- Mandatory for: Human Resources employees and staff nominated as a member of an Evaluation Panel
- Prioritised for: Human Resources employees and staff nominated as a member of an Evaluation Panel
- Duration: 7 hours
- @ St Lucia: 2-Apr, 2-Oct

Living with Change {wsbl05}

- Duration: 7.5 hours
- @ St Lucia: 22-May

Managing Time {wsbl03}

- Duration: 4 hours
- @ St Lucia: 27-May

Practical Industrial Relations {cas003}

- Prioritised for: HEW Level 4 and above
- Duration: 7 hours
- @ St Lucia: 1-Apr, 15-Aug

Aims to provide a consistent approach to mentoring throughout The University of Queensland, as an element of staff development.

There is 1 course in this category.

Preparation for Mentoring at UQ {mntp01}

- Duration: 3 hours
- @ St Lucia: 19-May, 20-Oct
These courses aim to develop an understanding of the University’s environment which promotes respect for persons, integrity and equitable treatment. This category is organised into two programs:

• Discrimination and Contact Officer Training
• Understanding Equity and Diversity

Program: Discrimination and Harassment Contact Officer Training
There are 2 courses in this program.

Discrimination & Harassment Contact Officer (DHCO) Training \{ueddhc\}

Pre-requisite: Participants must: (1) obtain supervisor’s support; (2) complete EO Online (Modules 1 & 2); and (3) familiarise themselves with relevant University policies

Duration: 13.75 hours (2 consecutive days)
@ St Lucia: 3+4-Apr, 21+22-Aug

Discrimination & Harassment Contact Officer (DHCO) Refresher \{ueddh1\}

Pre-requisite: Discrimination Harassment and Contact Officer Training (ueddhc)

Duration: 3 hours
@ St Lucia: 14-Feb, 13-Nov

Program: Understanding Equity and Diversity
There are 6 courses in this program.

Ally Training \{uedat1\}

Pre-requisite: EO Online Module 1 (www.uq.edu.au/equity)

Duration: 4 hours
@ St Lucia: 26-May, 15-Oct

Ally Network Meeting \{uedat\}

Pre-requisite: EO Online Modules 1 & 2 (www.uq.edu.au/equity) and Ally Training (uedat1)

Restricted to: Official UQ Allies

Duration: 2 hours
@ St Lucia: 7-May, 17-Sep

Cultural Diversity and Inclusive Practice Toolkit
UQ has recently developed a Cultural Diversity and Inclusive Practice Toolkit, which is available both as a printed resource and a website. For more information, see www.tedi.uq.edu.au/CDIP.
Cross Cultural Awareness \{imecc1\}
Duration: 4 hours
@ St Lucia: 12-May, 14-Aug, 17-Sep, 21-Oct

Diversity Discussions \{dsss04\}
This course will be scheduled throughout the year as required. Contact the Equity Office for further details.

Senior Women Seminar Series \{caa003\}
This course will be scheduled throughout the year as required. Contact the Equity Office for further details.

Strategic Indigenous Awareness \{uedsia\}
Duration: 2 hours
This course will be scheduled throughout the year as required. Contact the Equity Office for further details.

EO Online is an interactive equity and diversity online training program developed especially for Australian universities. It has been customised for Queensland legislation and the policies and procedures of The University of Queensland. All staff are encouraged to complete Module 1, and supervisors are expected to complete Modules 1 and 2. EO Online is a pre-requisite for a number of staff development courses. EO Online can be accessed from the Equity Office website (www.uq.edu.au/equity).
These courses provide an understanding of the University’s financial, administrative, information technology and business systems. This category is organised into four programs:

- University Administration
- Financial Procedures
- SI-Net Training
- Information Technology

Program: University Administration

There are 10 courses in this program.

Access to information – Freedom of Information Requests & Records  \{fa0023\}
- Duration: 3 hours
- @ St Lucia: 1-Aug, 11-Sep

Aurion Basic Training  \{fa0015\}
- Duration: 4 hours
- @ St Lucia: 28-Feb, 19-May, 1-Jul, 10-Sep, 6-Nov

Aurion Human Resource Budgeting Module  \{fa0018\}
- Pre-requisite: Aurion Basic Training  \{fa0015\}
- Duration: 4 hours
- @ St Lucia: 19-Mar, 21-May, 17-Jul, 16-Sep, 11-Nov

BusinessObjects Basic  \{fa0001\}
- Restricted to: UQ staff members (must have an Aurion Staff Number)
- Duration: 3 hours
- @ St Lucia: 15-Jan, 5-Feb, 26-Feb, 11-Mar, 18-Mar, 8-Apr, 29-Apr, 20-May, 10-Jun, 1-Jul, 22 Jul, 12-Aug, 2-Sep, 23-Sep, 14-Oct, 4-Nov, 25-Nov

BusinessObjects Intermediate  \{fa0002\}
- Restricted to: UQ staff members (must have an Aurion Staff Number)
- Duration: 3 hours
- @ St Lucia: 1-Feb, 14-Mar, 24-Apr, 16-May, 6-Jun, 24-Jun, 18-Jul, 8-Aug, 19-Sep, 10-Oct, 31-Oct,

BusinessObjects Advanced  \{fa0022\}
- Restricted to: UQ staff members (must have an Aurion Staff Number)
- Duration: 3 hours
- @ St Lucia: 29-Feb, 28-Mar, 23-May, 27-Jun, 29 Aug, 26-Sep, 17-Oct
BusinessObjects Financial Reporting

- **Restricted to:** UQ staff members (must have an Aurion Staff Number) who have access to finance data via BusinessObjects
- **Duration:** 3 hours
- **@ St Lucia:** 24-Jan, 14-Feb, 6-Mar, 27-Mar, 17-Apr, 8-May, 29-May, 19-Jun, 10-Jul, 31-Jul, 21-Aug, 11-Sep, 2-Oct, 23-Oct, 13-Nov

Introduction to Privacy

- **Duration:** 1.5 hours
- **@ St Lucia:** 29-Feb, 17-Apr, 6-Jun, 28-Aug, 7-Nov

Records Management, Emails and Disposal

- **Pre-requisite:** Records Management Introduction (wsss07)
- **Duration:** 3 hours
- **@ St Lucia:** 3-Jul, 22-Oct

UQ CENTRA Training

- **Restricted to:** School Timetable Coordinators
- **Duration:** 2 hours
- **@ St Lucia:** 29-Jan, 4-Jun
- **@ Ipswich:** 31-Jan
- **@ Gatton:** 25-Jun

Program: Financial Procedures

There are 13 courses in this program.

DA Link (ffdal3)

- **Pre-requisite:** Basic computing skills
- **Prioritised for:** Finance Staff
- **Duration:** 3 hours
- **@ St Lucia:** 6-Mar, 19-Jun

DA Link: End of Year Rollover (ff0003)

- **Pre-requisite:** Basic computing skills
- **Prioritised for:** Finance Staff
- **Duration:** 3 hours
- **@ St Lucia:** 7-Feb

FMPM - Fin. Delegations; Post’g Codes & Fixed Asst (ffp001)

- **Duration:** 3 hours
- **@ St Lucia:** 4-Apr, 7-Jul, 3-Nov
FMPM - Travel and Corporate Card Policies {ffp002}
Duration: 3 hours
@ St Lucia: 30-Apr, 1-Sep

Fringe Benefit Tax (FBT) on Entertainment {ff0032}
Duration: 1 hour
@ St Lucia: 26-May, 5-Aug, 5-Nov

Fringe Benefits Tax that affects the University {ff0031}
Duration: 1 hour
@ St Lucia: 4-Apr

iBuy Purchasing System Training {ff0030}
Duration: 3 hours
@ St Lucia: 19-Mar, 16-Jun, 25-Sep, 1-Dec

Overview of the University GST Obligations {ff0021}
Duration: 2 hours
@ St Lucia: 14-Mar

Project Funding - Accounting for Grants {fp003}
Duration: 1.5 hours
@ St Lucia: 20-May, 15-Jul, 5-Nov

Travel Insurance - Am I covered when I am overseas? {ff0022}
Prioritised for: Administration Managers
Duration: 1 hour
@ St Lucia: 22-Feb, 18-Sep

UQ’s Accounts Payable & Accounts Receivable Procedures, Policies & GST {ff0023}
Prioritised for: Finance Officers
Duration: 1.5 hours
@ St Lucia: 19-Mar, 2-Sep

Using and Understanding the Management Reporting Framework {ffmngtr}
Duration: 3.5 hours
@ St Lucia: 25-Mar, 15-May, 3-Jul, 26-Sep, 17-Nov

Work Experience Insurance - How are Students Covered? {ff0026}
Prioritised for: Administration Managers
Duration: 1 hour
@ St Lucia: 13-Mar, 14-Oct
Program: SI-net Training

These courses will be scheduled throughout the year as required. Please check the Staff Development Website (www.tedi.uq.edu.au/sdh) periodically for upcoming dates. For technical support, training requirements, and further information regarding eligibility for these courses please contact the SI-net Help Line.

There are 7 courses in this program.

- **SI-net Fundamentals** (sifund)
  - Mandatory for: Staff members who require update or advanced access to SI-net
  - Duration: 3 hours

- **SI-net Admissions (Part A)** (siadm1)
  - Mandatory for: Staff members who require update or advanced access to SI-net
  - Pre-requisite: SI-net Fundamentals (sifund)
  - Duration: 3 hours

- **SI-net Admissions (Part B)** (siadm2)
  - Mandatory for: Staff members who require update or advanced access to SI-net
  - Pre-requisite: SI-net Fundamentals (sifund) and SI-net Admissions (Part B) (siadm1)
  - Duration: 3 hours

- **SI-net Records & Enrolments** (sienrl)
  - Mandatory for: Staff members who require update or advanced access to SI-net
  - Pre-requisite: SI-net Fundamentals (sifund)
  - Duration: 3 hours

- **SI-net Change Program/Plan** (sichpr)
  - Mandatory for: Staff members who require update or advanced access to SI-net
  - Pre-requisite: SI-net Fundamentals (sifund) and SI-net Records and Enrolments (sienrl)
  - Duration: 3 hours

- **SI-net Course Catalogue** (siccat)
  - Mandatory for: Staff members who require update or advanced access to SI-net
  - Pre-requisite: SI-net Fundamentals (sifund) and SI-net Records and Enrolments (sienrl)
  - Duration: 3 hours
SI-net Maintaining Student Grades {simtgr}
- Mandatory for: Staff members who require update or advanced access to SI-net
- Pre-requisite: SI-net Fundamentals (sifund) and SI-net Records and Enrolments (sient)
- Duration: 3 hours

Program: Information Technology
These courses will be scheduled throughout the year as required. Please check the Staff Development Website (www.tedi.uq.edu.au/sdh) periodically for upcoming dates. There are 21 courses in this program.

Introduction to Excel 2003 - Spreadsheets {ite001}
- Duration: 2 hours

Introduction to Excel 2007 - Spreadsheets {ite002}
- Duration: 2 hours

Manipulating Data with Excel 2003 {ite003}
- Pre-requisite: Introduction to Excel 2003 (ite001), or Introduction to Excel 2007 (ite002) or equivalent
- Duration: 2 hours

Manipulating Data with Excel 2007 {ite004}
- Pre-requisite: Introduction to Excel 2003 (ite001), or Introduction to Excel 2007 (ite002) or equivalent
- Duration: 2 hours

Outlook Basics - Presentations {itp001}
- Duration: 1.5 hours

Outlook Workshop - Beyond the Basics {ito002}
- Pre-requisite: Outlook Basics (ito001)
- Duration: 1.5 hours

Introduction to PowerPoint 2003 - Presentations {itp003}
- Duration: 2 hours

Introduction to PowerPoint 2007 - Presentations {itp004}
- Duration: 2 hours

UQTrainIT
UQtrainIT provides fee-paying, non-academic training courses that focus on enhancing the conceptual IT understanding and skill levels of staff, students and external clients. Training provided is primarily in the Cisco & Microsoft Academy programs, but other courses are also offered. See: www.uqtrainit.uq.edu.au
Finance, Administration and IT

Advanced PowerPoint 2003 {itp001}
- Pre-requisite: Introduction to PowerPoint 2003 (itp003) or Introduction to PowerPoint 2007 (itp004)
- Duration: 2 hours

Advanced PowerPoint 2007 {itp002}
- Pre-requisite: Introduction to PowerPoint 2003 (itp003) or Introduction to PowerPoint 2007 (itp004)
- Duration: 2 hours

SnagIT and Studio {its001}
- Duration: 2 hours

Introduction to Word 2003 - Word Processing {itw005}
- Duration: 2 hours

Introduction to Word 2007 - Word Processing {itw006}
- Duration: 2 hours

Admin Tasks Word 2003 - Templates & Mail Merge {itw001}
- Pre-requisite: Introduction to Word 2003 (itw005), or Introduction to Word 2007 (itw006), or equivalent experience
- Duration: 2 hours

Admin Tasks Word 2007 - Templates & Mail Merge {itw002}
- Pre-requisite: Introduction to Word 2003 (itw005), or Introduction to Word 2007 (itw006), or equivalent experience
- Duration: 2 hours

Tabs, Tables and Graphics in Word 2003 {itw007}
- Pre-requisite: Introduction to Word 2003 (itw005), or Introduction to Word 2007 (itw006), or equivalent experience
- Duration: 2 hours

Tabs, Tables and Graphics in Word 2007 {itw008}
- Pre-requisite: Introduction to Word 2003 (itw005), or Introduction to Word 2007 (itw006), or equivalent experience
- Duration: 2 hours

Advanced Word 2003 - Referencing Tools {itw003}
- Pre-requisite: Tabs, Tables and Graphics in Word 2003 (itw007) or Admin Tasks Word 2003 - Templates and Mail Merge (itw001), Proficiency in Word
- Duration: 3 hours
Advanced Word 2007 - Referencing Tools [itw004]


Duration: 3 hours

Writing Web Pages - introducing HTML [itw009]

Duration: 1.5 hours

UQWCMS UQ Website Content Management System [wsms08]

Mandatory for: Staff editing UQWCMS Websites

Duration: 3 hours


Internationalisation

Aims to inform staff on issues to do with international students’ needs, and on strategic decision making in line with the University’s internationalisation plan.

There is 1 course in this category.

International Marketing Briefing [wsitwo]

Duration: 2 hours

@ St Lucia: 10-Jun, 5-Sep

For courses about teaching and learning for international students see the Curriculum: Teaching, Learning & Assessment and RHD Supervision and Coordination categories.

Cultural Diversity and Inclusive Practice Toolkit

UQ has developed a Cultural Diversity and Inclusive Practice Toolkit, which is available as a printed resource and a website. See www.tedi.uq.edu.au/CDIP.

For cultural sensitivity and protocol advice, please contact the Protocol & Ceremonies Office. See www.uq.edu.au/omc
These courses teach research skills, research management, bibliographic collection management, and the use of online databases.

This category is organised into four programs:

- Library Research Skills
- Research Management
- Bibliographic Collections
- Using Online Databases

**Program: Library Research Skills**

There are 6 courses in this program.

### EndNote Workshop: Beyond the Basics (rl0012)

- **Pre-requisite:** Proficiency using EndNote.
- **Duration:** 1.5 hours
- **@ St Lucia:** 2-Apr, 5-Jun, 31-Jul, 22-Oct

### Google, Google Scholar & Beyond - Save Time (rgbst)

- **Duration:** 1.5 hours
- **@ St Lucia:** 22-May, 18-Sep

### Overview of Referencing Software at UQ (rl001)

- **Duration:** 1.5 hours
- **@ St Lucia:** 14-Feb, 21-Jul

### RAPID: Update for Postgraduate supervisors (rlrupg)

- **Duration:** 1 hour
- **@ St Lucia:** 13-Feb, 24-Jul

### Save Time Searching Databases (rl0003)

- **Duration:** 1.5 hours
- **@ St Lucia:** 8-May, 21-Aug

### What impact does your research have? (rl002)

- **Prioritised for:** Academic and research staff
- **Duration:** 2 hours
- **@ St Lucia:** 2-May, 28-Aug

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**Library House Call**

The UQ Library offers free consultation and instructional services to UQ academic staff. A House Call can help you:

- identify and use key information resources in your field,
- improve your database searching skills,
- find electronic full-text journals and books,
- set up journal alerting services,
- manage journal reference with EndNote software.

Your House Call will be tailored to your individual information needs. Request at: www.library.uq.edu.au/training/consult.phtml

For other courses offered by the Library throughout the year check the Library training web page (www.library.uq.edu.au/training).
Program: Research Management
There are 3 courses in this program.

>> Essential Knowledge for Research Management {rrm001}
Duration: 3.25 hours
@ St Lucia: 4-Apr, 12-Sep

>> Introduction to Research Commercialisation {efca00}
Duration: 4 hours
@ St Lucia: 17-Sep

>> Negotiating for authorship {rrm002}
Duration: 2 hours
@ St Lucia: 7-Apr, 17-Nov

Program: Bibliographic Collections
There are 2 courses in this program.

>> Bibliographic Collection Category & Verification {rl0006}
Duration: 3 hours
@ St Lucia: 4-Feb, 14-Mar
@ Ipswich: 25-Feb
@ Herston: 21-Feb
@ PA Hospital: 20-Feb

>> Bibliographic Collection Data Entry {rlbcde}
Pre-requisite: Bibliographic Collection Category & Verification (rlbcde) or equivalent understanding of the DEST Publications collection.
Duration: 3 hours
@ St Lucia: 5-Feb, 15-Feb, 27-Feb, 13-Mar, 25-Mar
@ Ipswich: 25-Feb
@ Herston: 21-Feb
@ PA Hospital: 20-Feb

Program: Using Online Databases
There is 1 course in this program.

>> Using Online Databases {rsd001}
Duration: 2 hours
@ St Lucia: 12-Mar, 17-Jul, 4-Aug, 14-Nov

RRTD Information Sessions
In 2007 UQ’s Office of Research and Postgraduate Studies (ORPS) became the Research and Research Training Division (RRTD). RRTD offers Information Sessions, and other advice and guidance, about internal and external research grants. Grants covered include:
• ARC Discovery
• ARC Linkage
• NHMRC Project
• UQ Foundation Excellence Awards
For more information contact RRTD on 336 53560, or see: www.uq.edu.au/research/orps/index.html?page=4249
The sessions in this category provide academics with an orientation to the UQ teaching, learning and research contexts, and provide guidance and support for staff undertaking the university’s probation and promotion processes.

This category is organised into two programs:
- Becoming a UQ Academic
- Academic Probation and Promotion

**Program: Becoming a UQ Academic**

There are 6 courses in this program.

**Induction for Academics New to UQ** {tino00}
- Mandatory for: New academic staff
- Restricted to: Academic staff only
- Duration: 3 hours
- @ St Lucia: 11-Feb, 7-Jul

**Induction for Academics New to Ipswich Campus** {tino02}
- Mandatory for: Academic staff new to Ipswich campus
- Duration: 3 hours
- @ Ipswich: 21-Feb, 17-Jul

**Developing your role as a UQ Academic** {tin001}
- Mandatory for: All new academic staff
- Duration: 3 hours
- @ St Lucia: 18-Feb, 14-Jul

**Developing a Profile in Teaching Scholarship** {tin004}
Academic staff Level A and above and teaching-focussed staff
- Duration: 2 hours
- @ St Lucia: 3-Mar, 1-Aug, 28-Oct

**The UQ Portfolio: Developing Your Teaching Folio** {tin003}
- Restricted to: Academic staff Level A & above
- Duration: 2.5 hours
- @ St Lucia: 11-Mar

This course combines two former courses: The UQ Academic Portfolio: Preparing the Teaching Folio Section {tin002} and The UQ Academic Portfolio: Developing an Evidence-Based Teaching Folio {tin003}

**The UQ Portfolio: Developing Your Research Folio** {tin005}
- Duration: 3 hours
- @ St Lucia: 18-Mar

**Promoting Women Fellowships**

Promoting Women Fellowships enable academic women staff to be released from teaching and administrative duties to complete research and/or to undertake a special project. In the case of research, the fellowships will generally support the completion of work which is already underway.

The Promoting Women Fellowship are designed to:
- increase the proportion of women at Lecturer level and above; and
- facilitate the career progression of women academics.

For further information on how to apply contact the Equity Office or visit www.uq.edu.au/equity.
Program: Academic Probation and Promotion

**Applying for Continuing Appointment and Promotion {caa001}**
- Duration: 2 hours
- @ St Lucia: 25-Feb
- @ Ipswich: 28-Feb
- @ Gatton: 29-Feb
- @ Herston: 27-Feb

**Research Only Academic Promotion {caa002}**
- Duration: 2 hours
- @ St Lucia: 21-Feb

**Special Studies Program**
Eligible academic staff may apply for a Special Studies Program (SSP) to enable them to pursue scholarship and thereby enhance their contribution to their School/Centre/Institute, Faculty and the University. SSP assists staff to maintain and improve their teaching skills and scholarship, to undertake research and to produce contributions (generally written) to their specialist disciplines. For more details, see: [www.uq.edu.au/current-staff/index.html?page=10873](http://www.uq.edu.au/current-staff/index.html?page=10873)
Teaching Awards and Grants

The aim of these courses is to work with and support UQ staff who wish to apply for Teaching and Learning Awards, Citations, and Grants.

The University of Queensland values excellence in teaching practice and initiatives that enhance student learning, by both individuals and teams across the university community. The UQ awards program mirrors the national awards offered annually by the Carrick Institute for Learning and Teaching. TEDI provides support for the University’s awards in aspects of developing submissions.

The guidelines and nomination forms are available from the Teaching and Learning website (www.uq.edu.au/teaching-learning/), from student centres, or from the Academic Policy Unit. Candidates for the awards must be nominated by at least 5 people who are academic staff of the University or who are current or former students. Self nomination will not be accepted.

There are 2 courses in this category.

### Teaching Awards and Citations 1 (TLL001)
- **Duration:** 2.5 hours
- **@ St Lucia:** 4-Feb

### Teaching Awards and Citations 2 (TLL002)
- **Prioritised for:** Staff who have been nominated for a teaching award and staff who have attended Teaching Awards and Citations 1 (TLL001)
- **Duration:** 2.5 hours
- **@ St Lucia:** 12-Mar

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**Teaching & Learning Grants Workshop**

This workshop will be presented on 8 February 2008, by the Deputy Vice-Chancellor (Teaching and Learning) and others. For more details, see: [www.uq.edu.au/teaching-learning/index.html?page=75692](http://www.uq.edu.au/teaching-learning/index.html?page=75692)
These courses address key strategic priorities for teaching and learning at UQ. All courses introduce participants to scholarly, evidence-based approaches to teaching and learning practice, with an emphasis on the provision of dynamic, research-rich learning experiences for students. This category is organised into five programs:

- Teaching and Learning Practice
- Assessment for Course Coordinators and Teachers
- Assessment Information Sessions
- Course Design
- Flexible Learning and Teaching

Program: Teaching and Learning Practice

There are 4 courses in this program.

**Introduction to University Teaching Program** {tino01}
- Prioritised for: Academic staff level A and above
- Duration: 42 hours (8 non-consecutive sessions throughout semester)
- @ St Lucia: Semester 1: begins 13-Feb
  Semester 2: begins 10-Jul

A certificate is issued after completion of this course

**Lecturing Effectively** {efflct}
- Duration: 3 hours
- @ St Lucia: 15-Feb, 15-Jul

**Teaching and Learning Basics (for New Teachers)** {tlsst1}
- Duration: 3 hours
- @ St Lucia: 20-Feb, 16-Jul

**Tutor Coordinators Workshop** {tls001}
- Duration: 3.25 hours
- @ St Lucia: 15-Feb
Curriculum: Teaching, Learning and Assessment

Program: Assessment for Course Coordinators and Teachers

There are 9 courses in this program.

- **Assessing Group Tasks** {tla006}
  - Duration: 2 hours
  - @ St Lucia: 22-Apr, 25-Jul

- **Assessment Essentials for Teaching Staff** {tlaets}
  - Duration: 2 hours
  - @ St Lucia: 31-Jan, 30-Jun

- **Assessment reading group** {tla013}
  - Duration: 12 hours (6 non-consecutive sessions)
  - @ St Lucia: 29-Feb + 7-Apr + 5-Jun + 4-Aug + 3-Oct + 28-Nov

- **Developing Multiple Choice Questions & Tests** {tla002}
  - Duration: 2.5 hours
  - @ St Lucia: 5-Feb, 4-Aug

- **Planning Course Assessment Tasks and Programs** {tlapca}
  - Duration: 4 hours (2 non-consecutive sessions)
  - @ St Lucia: 10+28-Apr, 3+11-Nov

- **Providing effective and timely feedback to students** {tla004}
  - Duration: 2 hours
  - @ St Lucia: 3-Mar, 12-Aug

- **Self and Peer Assessment** {tla003}
  - Duration: 2 hours
  - @ St Lucia: 30-May, 24-Oct

- **Ten ways to change an assessment task** {tla010}
  - Duration: 2 hours
  - @ St Lucia: 2-Jun, 3-Oct

- **Writing Assessment Criteria & Standards** {tla008}
  - Duration: 4 hours (2 non-consecutive sessions)
  - @ St Lucia: 8-Feb, 27-Feb
Program: Assessment Information Sessions
There is 1 course in this program.

Keeping Up to Date with Assessment at UQ
Duration: 1 hour
@ St Lucia: 18-Mar, 1-Aug

Program: Course Design
There is 1 course in this program.

Designing Courses at UQ
Duration: 2.5 hours
@ St Lucia: 30-Apr, 27-No

Program: Flexible Learning and Teaching
There are 2 courses in this program.

Flexible Learning for on-campus students
Duration: 3 hours
@ St Lucia: 27-May
@ Gatton: 4-Nov

Flexible Learning for Distance learners
Duration: 3 hours
@ Ipswich: 21-Oct
@ Gatton: 3-Jul
Leadership in teaching and learning contexts poses unique opportunities and challenges. This new category will offer support, skills, strategies, and a network of expertise to staff undertaking a leadership role. The program draws from recent research in teaching and learning leadership and orients participants to the areas of scholarship relevant to: the coordination of sequences of study, implementation of teaching and learning initiatives, facilitation of curriculum review and renewal, and leadership of teaching and learning committees, working parties and communities.

There is 1 course in this category.

Curriculum Leadership Program [crl001]

- **Restricted to:** Academic Level B and above
- **Prioritised for:** Staff in current curriculum leadership roles (e.g. program or major convenors)
- **Duration:** 42 hours (8 sessions throughout year)
- **@ St Lucia:** Offering 1: begins 4-Mar
  Offering 2: begins 15-May
These courses focus on building evidence based practice and how the data from the range of evaluation instruments within UQ can be used to inform an improved understanding of the student cohort, better teaching practice, and increased student satisfaction.

There are 4 courses in this category.

### Interpreting iCEVALs to enhance teaching (eetiic)
- **Duration:** 3 hours
- **@ St Lucia:** 13-Jun, 10-Nov

### Gen UQ: What the UQSES tells us about our students (eetuqs)
- **Duration:** 3 hours
- **@ St Lucia:** 6-Feb, 11-Jun, 21-Oct

### Evidencing Your Teaching (eeteyt)
- **Duration:** 3 hours
- **@ St Lucia:** 13-Feb, 30-Jun, 1-Dec

### Evaluating Your Teaching to Improve Your Practice (eete06)
- **Duration:** 3 hours
- **@ St Lucia:** 13-Feb, 28-Mar, 26-Jun
This range of offerings comprises opportunities for hands-on training, design and exploration of these eTools & spaces for learning, along with staff networks to connect users at various skill and knowledge levels (novice to expert).

This category is organised into five programs:
- Blackboard
- eLearning Design
- eLearning Innovators Communities of Practice
- Learning Spaces and Technologies in Learning Spaces
- Student and Staff Perspectives of eLearning.

**Program: Blackboard**
There are 6 courses in this program.

### Blackboard: Basic Training {bbb001}
- **Duration:** 3 hours
- **@ Gatton:** 11-Jun
- **@ Herston:** 25-Jan, 13-Jun, 21-Nov
- **@ Ipswich:** 23-Jan, 19-Nov
- **@ St Lucia:** 22-Jan, 24-Jan, 10-Jun, 12-Jun, 18-Nov, 20-Nov

### Blackboard: Intermediate Level {bbb002}
- **Pre-requisite:** Blackboard: Basic Training (bbb001)
- **Duration:** 3 hours
- **@ Gatton:** 6-Feb, 25-Nov
- **@ Herston:** 7-Feb, 18-Jul, 27-Nov
- **@ Ipswich:** 16-Jul
- **@ St Lucia:** 5-Feb, 26-Mar, 15-Jul, 17-Jul, 24-Nov, 26-Nov

### Blackboard: Advanced Level {bbb003}
- **Pre-requisite:** Blackboard: Intermediate Level (bbb002)
- **Duration:** 3 hours
- **@ St Lucia:** 26-Mar, 17-Jul, 26-Nov

### Blackboard: Online Assessment {ttadae}
- **Pre-requisite:** Blackboard: Basic Training (bbb001)
- **Duration:** 3 hours
- **@ St Lucia:** 26-Feb, 23-Jul, 29-Sep, 6-Nov

These courses will be complemented by an array of self-access resources available on the new eLearning website (to be launched in early 2008).

Tailored situated staff development is also available in your local environment upon request. Log-in to http://blackboard.elearning.uq.edu.au/ then go to Staff tab > eLearning Tools > eLearning staff development program > Request situated staff development.
Blackboard: Online Audio-Visual Resources \{bbb004\}
- Pre-requisite: Blackboard: Basic Training (bbb001)
- Duration: 3 hours
- @ St Lucia: 12-Feb, 12-Aug, 4-Nov

Blackboard: Online Collaboration \{elcpwb\}
- Pre-requisite: Blackboard: Basic Training (bbb001)
- Duration: 3 hours
- @ St Lucia: 13-Feb, 11-Jun, 1-Oct

Program: eLearning Design
There are 5 courses in this program.

Authentic eLearning Assessment Design \{eld001\}
- Pre-requisite: Blackboard: Basic Training (bbb001) or equivalent experience with Blackboard
- Duration: 5 hours (2 non-consecutive sessions)
- @ St Lucia: 6-Nov

eLearning Discussion in Blackboard \{elm001\}
- Pre-requisite: Blackboard: Basic Training (bbb001) or equivalent experience with Blackboard
- Duration: 5 hours (2 non-consecutive sessions)
- @ St Lucia: 11-Apr, 14-Aug

Incorporating eLearning into Large Classes \{eliec\}
- Pre-requisite: Blackboard: Basic Training (bbb001) or equivalent experience with Blackboard
- Duration: 3 hours
- @ St Lucia: 11-Mar, 14-Aug

Starting eLearning Activity Design \{elgs01\}
- Pre-requisite: Blackboard: Basic Training (bbb001) or equivalent experience with Blackboard
- Duration: 5 hours (2 non-consecutive sessions)
- @ St Lucia: 5-Feb, 10-Jul

Webconferencing Collaboration \{ellcot\}
- Duration: 3.5 hours + online component
- @ St Lucia: 11-Mar, 12-Nov
Program: eLearning Innovators Communities of Practice

These courses will be scheduled throughout the year as required. Please check the Staff Development Website (www.tedi.uq.edu.au/sdh) periodically for upcoming dates.

There are 2 courses in this program.

• **eLearning Power User Network** {elv001}
  - Restricted to: eLearning Power Users

• **NeLT (Network for eLearning and Teaching)** {elv002}
  - Restricted to: Nominated NeLT participants

Program: Learning Spaces and Technologies in Learning Spaces

There are 9 courses in this program.

• **Engaging Students - Student Response Systems** {lps001}
  - Duration: 2 hours
  - @ St Lucia: 28-Mar

• **Introduction to ACTS** {lps002}
  - Duration: 3 hours
  - @ St Lucia: 14-Jul, 11-Aug only tentative until bookings accepted by venue

• **Lecture Recording at UQ** {lps003}
  - Duration: 1 hour
  - @ St Lucia: 12-Feb (2 separate offerings; attend either morning OR afternoon)
  - @ Ipswich: 15-Feb
  - @ Gatton: 19-Feb

• **Mobile Technologies in Teaching and Learning** {lps004}
  - Duration: 3 hours
  - @ St Lucia: 10-Mar

• **Podcasting** {elpodc}
  - Duration: 3 hours
  - @ St Lucia: 15-Apr
  - @ Gatton: 27-Mar

• **Teaching in the CTLCs** {clcind}
  - Duration: 3 hours
  - @ St Lucia: 20-Feb
  - @ Gatton: 19-Feb
eLearning, Learning Spaces & Mobile Technologies

Using AV & IT in Your Teaching [ipsunt]
Duration: 2 hours
@ St Lucia: 13-Feb

Using CTL Space effectively [ips005]
Duration: 1.5 hours
@ St Lucia: 13-Feb
@ Gatton: 19-Feb

Videoconferencing [elvctl]
Duration: 3 hours
@ St Lucia: 22-Feb, 18-Jul
@ Gatton: 22-Feb, 18-Jul

Program: Student and Staff Perspectives of eLearning
There are 2 courses in this program.

Exploring new generation virtual environments [elp001]
Pre-requisite: Medium to advanced level of computer literacy
Duration: 2.5 hours
@ St Lucia: 11-Jun, 12-Nov

Symposium: Student Expectations of eLearning at UQ [elp002]
Duration: 1.5 hours
@ St Lucia: 12-May
Aims to enhance practice of postgraduate research supervisors, and teachers of research-based students. It also provides support for leaders of Research Higher Degree programs, such as Postgraduate Coordinators and Administrators. Various contexts and issues are addressed with a focus on enhancing supervisory practice across the university.

This category is organised into four programs:

- Induction for RHD Supervision and Coordination
- Becoming an Effective Advisor Series
- Postgraduate Supervision
- Postgraduate Coordinators and Administrators

**Program: Induction for RHD Supervision and Coordination**

There are 2 courses in this program.

### Honours Supervision (rpg007)

- **Duration:** 3 hours
- **@ St Lucia:** 11-Feb

### UQ Postgraduate Supervision Policy (rpg019)

- **Duration:** 1.5 hours
- **@ St Lucia:** 10-Mar, 15-Jul

**Program: Becoming an Effective Advisor Series**

A certificate will be issued upon completion of all courses in this series.

### UQ Postgraduate Supervision Policy New Advisors (rpg021)

- **Duration:** 2 hours
- **@ St Lucia:** 23-Jul

### Compassionate rigour: Postgraduate supervision (rpg022)

- **Duration:** 7 hours
- **@ St Lucia:** 8-Aug

### Remotely interested: Supervising off-campus (rpg023)

- **Online course:** Enrol via www.tedi.uq.edu.au/sdh

### Emerging issues in postgraduate supervision (rpg004)

- **Duration:** 4 hours
- **@ St Lucia:** 7-Nov

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**Research 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 www.uq.edu.au/grad-school/sea
Program: Postgraduate Supervision
There are 3 courses in this program.

How to demonstrate excellence in PG supervision \{rpga00\}
Duration: 1.5 hours
@ St Lucia: 29-May

Intercultural Communication in Supervision \{rpg011\}
Duration: 2 hours
@ St Lucia: 25-Aug
Previously named Supervising Research Students from Non-English Speaking Backgrounds

Postgraduate Supervision Network \{rpg008\}
Duration: 2 hours
@ St Lucia: 8-Feb, 30-May, 5-Sep, 21-Nov
Previously named Learning Circle on Postgraduate Advising

Program: Postgraduate Coordinators and Administrators
There are 6 courses in this program.

PG coordinators & administrators induction \{rpga06\}
Duration: 3 hours
@ St Lucia: 15-Feb

PG Admin Officers Candidature Administration \{raorca\}
Duration: 3 hours
@ St Lucia: 17-Oct

PG Admin Officers Scholarships Administration \{raorsa\}
Duration: 3 hours
@ St Lucia: 14-May

PG Admin Officers Thesis Assessment Administration \{raotep\}
Duration: 3 hours
@ St Lucia: 18-Aug

Policy discussions for postgraduate coordinators \{rpgb06\}
Duration: 1.5 hours
@ St Lucia: 22-Apr, 15-May, 5-Sep, 24-Oct

Annual Review and Planning for 2009 \{rgf06\}
Duration: 1 hour
@ St Lucia: 28-Nov
Previously named Open Forum
These courses aim to enhance the required work skills for efficient and effective performance, and promote self development. This category is organised into nine programs:

- Better Work Life
- Customer Service
- Marketing, Communication and Online Publishing
- Office and Secretarial Support
- Preparing for Performance Appraisal
- Project Management
- Recognising Career Potential (for General Staff Women)
- Support for Trainers
- Writing Skills

### Program: Better Work Life

The Better Work Life program is designed to assist staff to tackle everyday work issues and communications. It is now recognised that staff need to balance their work and life to ensure that all aspects are kept in perspective. Home, family, friends, sport, study or revising our personal life goals are all important issues which need to be balanced with our working lives. Staff are encouraged to enrol in any session that interests them.

There are 4 courses in this program.

- **Living with Change** {wsbl05}
  
  Duration: 7.5 hours
  
  @ St Lucia: 22-May

- **Managing Time** {wsbl03}
  
  Duration: 4 hours
  
  @ St Lucia: 27-May

- **Managing Workplace Relationships** {wsbl04}
  
  Duration: 4 hours
  
  @ St Lucia: 17-Apr

- **Teamwork** {wsblg4}
  
  Duration: 1 hour
  
  @ St Lucia: 29-Apr, 11-Nov

### 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.

Program: Customer Service
There are 4 courses in this program.

Customer Service Communication Skills Designed to get Results \{wscs04\}
Duration: 4 hours
@ St Lucia: 16-May, 22-Oct

Delivering Quality Service in the University \{wscs03\}
Duration: 4 hours
@ St Lucia: 10-Apr, 25-Sep

How to Deal with Difficult People phone & face \{wscs02\}
Duration: 4 hours
@ St Lucia: 12-Mar, 29-Aug

Staying Vitalised for the Customer & Ourselves \{svc001\}
Duration: 5.25 hours (2 non-consecutive sessions)
@ St Lucia: 27-Feb + 26-Mar

Program: Marketing, Communication and Online Publishing
There are 5 courses in this program.

Basics of Branding \{wsms10\}
Duration: 2 hours
@ St Lucia: 26-Feb, 27-May, 26-Aug, 18-Nov

Marketing and Communications Advice \{wsms07\}
Duration: 2 hours
@ St Lucia: 27-Feb

Media Awareness Training \{wsms02\}
Duration: 3.5 hours
@ St Lucia: 18-Feb, 19-May, 9-Jul, 11-Sep, 21-Nov

Representing UQ at Open Day, TSXPO and events \{wsms09\}
Duration: 1 hour
@ St Lucia: 7-Jul
**Program: Office and Secretarial Support**

This program is offered in collaboration with the University of Queensland Secretaries and Office Professionals Association (UQSOPA).

There are 4 courses in this program.

**Email & Letter Writing Etiquette** {wsss12}
- Duration: 2 hours
- @ St Lucia: 22-Jul
- @ Ipswich: 5-Jun

**Minute Writing and Role of the Committee Secretary** {wsss10}
- Duration: 2 hours
- @ St Lucia: 16-Jul

This course will also be offered at Gatton. Please check www.tedi.uq.edu.au/sdh periodically for upcoming dates.

**Records Management Introduction** {wsss07}
- Duration: 2 hours
- @ St Lucia: 12-Sep
- @ Ipswich: 4-Apr

**UQSOPA Basic Office Administration Skills** {wss001}
- Restricted to: HEW Level 5 and below.
- Duration: 3 hours
- @ St Lucia: 16-Apr

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**Program: Preparing for Performance Appraisal**

There is 1 course in this program.

**Preparing For Your Own Perf Review (Gen Staff)** {wsp001}
- Duration: 3 hours
- @ St Lucia: 29-Aug, 12-Sep, 1-Oct

This course is also listed under the Security Foundation series.
Program: Project Management

There are 3 courses in this program.

Introduction to Project Management \{cam009\}
- Prioritised for: HEW Level 7 and above
- Duration: 7 hours
- @ St Lucia: 1-May, 21-Jul

Project Management Skills Development \{wspm02\}
- Pre-requisite: Introduction to Project Management (CAM009)
- Duration: 13 hours (2 consecutive days)
- @ St Lucia: 8+9-Apr

Database use in Project Management \{wspm01\}
- Pre-requisite: Introduction to Project Management (CAM009)
- Restricted to: Academic staff and HEW Level 6 and above
- Duration: 13 hours (2 consecutive days)
- @ St Lucia: 6+7-Nov

Program: Recognising Career Potential (for General Staff Women)

There is 1 course in this program.

New Horizons \{caw011\}
- Restricted to: HEW Level 1-7 female General Staff (including Research Only staff)
- Duration: 24 hours (6 non-consecutive sessions)
- @ St Lucia: 19-Mar + 16-Apr + 14-May + 11-Jun + 8-Jul + 5-Aug

New Horizons is a comprehensive career advancement program for general staff women at HEW Levels 1 – 7 (including research-only staff). It is delivered over five months with a total of six workshops. Workshops are facilitated by an external consultant who has extensive experience delivering career advancement programs for women throughout Australia. The program is challenging, and participants will be required to follow up on workshop tasks in their personal time (such as workbook completion and reading materials) to ensure successful progress and completion.

To apply contact the Equity Office or visit www.uq.edu.au/equity/index.html?page=11459.

Applications close 29 February 2008
Program: Support for Trainers
There is 1 course in this program.

One to One Training {wsst02}
Duration: 6.5 hours
@ St Lucia: 4-Jun, 14-Nov

Program: Writing Skills
There is 1 course in this program.

Writing at Work {wsw000}
Duration: 14 hours (2 non-consecutive sessions)

This category aims to manage appropriately the risks and responsibilities of working in the University of Queensland environment. This category is organised into seven programs:

- Biological Safety
- Environmental Management
- Fire Safety Training
- First Aid
- Obligations of Managers
- Workplace Health & Safety Officer & Representatives Training
- Workplace Safety

Program: Biological Safety

There are 3 courses in this program.

Requirements for working with biological material

Mandatory for: Staff and students working on biological material in certified facilities.

Duration: 2 hours

@ St Lucia: 23-Jan, 19-Feb, 19-Mar, 22-Apr, 28-May, 2-Jul, 6-Aug, 17-Sep, 15-Oct, 12-Nov, 10-Dec

Transport of Biological Material

Duration: 2 hours

@ St Lucia: 11-Apr, 8-Jul, 1-Oct

Working with Quarantine Material

Duration: 2 hours

@ St Lucia: 28-Mar, 20-Oct

Program: Environmental Management

There are 3 courses in this program.

Emergency Procedures / Spill Kits for Haz Material

Duration: 2 hours

@ St Lucia: 25-Mar, 24-Jul

EMS Internal Auditor Training

Duration: 8 hours

@ St Lucia: 12-Mar

The UQ Online General Safety Induction

This online induction has been designed to ensure that all University employees are able to access the minimum information required to enable them to undertake their role safely within the organisation. It is accessed as part of the normal induction flow for new staff and must be completed within the first week of arrival on site. This Induction will go live on 4 Feb 2008. The induction will be accessible to staff through portals such as my.UQ, and the New Staff Induction page. Or see: www.uq.edu.au/ohs/.
Environmental Management System Overview

Duration: 2 hours
@ St Lucia: 21-Apr, 14-Aug

Program: Fire Safety Training
There is 1 course in this program.

Fire Safety Training for Wardens & Lab Staff

Mandatory for: Building fire wardens, laboratory staff and Properties & Facilities staff
Duration: 2 hours
@ St Lucia: 27-Mar, 14-Apr, 28-May, 17-Jun, 27-Jun, 21-Aug, 9-Sep
@ Ipswich: 15-Jul
@ Gatton: 19-Feb

Program: First Aid
There are 3 courses in this program.

Senior First Aid

Fee: $130.00
Duration: 16 hours (2 consecutive days)
@ St Lucia: 6+7-Mar, 24+25-Jun
@ Gatton: 23+24-Apr
A St John’s Ambulance certificate will be issued upon completion of this course.

Resuscitation/Recertification

Pre-requisite: Senior First Aid (ooh000)
Fee: $50.00
Duration: 3 hours
@ St Lucia: 12-Feb, 18-Mar, 16-May, 23-Jul
@ Gatton: 23-Apr
A St John’s Ambulance certificate will be issued upon completion of this course.

Senior First Aid Recertification

Pre-requisite: Senior First Aid (ooh000)
Fee: $95.00
Duration: 8 hours
@ St Lucia: 25-Feb, 12-Jun, 27-Oct
A St John’s Ambulance certificate will be issued upon completion of this course.
Program: Obligations of Managers
There are 2 courses in this program.

Occupational Health & Safety for Supervisors & Managers {omoo08}
- Mandatory for: General staff supervisors
- Prioritised for: HEW Level 5 and above
- Duration: 4 hours
  - @ St Lucia: 22-Feb, 17-Mar, 28-Apr, 26-Jun, 1-Jul, 20-Aug, 22-Sep, 13-Nov

OH&S on Fieldwork trips {om0001}
- Duration: 2 hours
  - @ St Lucia: 7-Apr

Program: Workplace Health & Safety Officer & Representatives Training
There are 3 courses in this program.

Workplace Health & Safety Representative Training {owt000}
- Mandatory for: Workplace Health & Safety Representatives
- Restricted to: Workplace Health & Safety Representatives
- Duration: 15 hours (2 consecutive days)
  - @ St Lucia: 2+3-Dec

Workplace Health and Safety Officer's Course {owt00a}
- Mandatory for: Workplace Health & Safety Officers (WHSOs)
- Fee: See the OH&S Unit website
- Duration: 56 hours (7 non-consecutive days)
  - Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register

Workplace Health & Safety Officer Recertification {owt00b}
- Pre-requisite: Workplace Health and Safety Officer's Course (owt00a)
- Mandatory for: Workplace Health & Safety Officers (WHSOs)
- Fee: See the OH&S Unit website
- Duration: 16 hours (2 consecutive days)
  - Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register
Program: Workplace Safety

There are 20 courses in this program.

### Chemical Risk Assessment Database Training (ows015)
- **Pre-requisite:** Risk Assessment Database Training (ows010)
- **Duration:** 2 hours
- **@ St Lucia:** 13-Feb, 23-Apr, 6-May, 2-Jun, 30-Jul, 26-Aug, 9-Oct, 5-Nov
- **@ Ipswich:** 28-Aug
- **@ Gatton:** 1-May, 7-Aug, 12-Nov
- **@ Herston:** 2-Apr, 1-Aug
- **@ PA Hospital:** 15-Apr

### Chemicals Management (ows000)
- **Duration:** 2 hours
- **@ St Lucia:** 26-Feb, 1-Sep

### Computer workstations: Participative ergonomics (ows021)
- **Duration:** 2 hours
- **@ St Lucia:** 20-May, 20-Aug

### Dangerous Goods Transport within UQ (ows020)
- **Duration:** 2 hours
- **@ St Lucia:** 2-Jun, 16-Oct

### Diving Operations (ows001)
- **Mandatory for:** Scientific Divers
- **Pre-requisite:** Recreational Open Water scuba diving ticket, occupational diving medical certificate, and resuscitation & first aid certificate
- **Fee:** See the OH&S Unit website
- **Duration:** 72.5 hours (10 consecutive days)

*Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register*

### Engineering workshops: Participative ergonomics (ows022)
- **Restricted to:** Workshop staff and supervisors
- **Duration:** 2 hours
- **@ St Lucia:** 11-Feb
Hazardous Area Awareness {ows023}
Fee: Approximately $400. See the OH&S Unit website.
Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register.

Hazardous Area Classification {ows024}
Pre-requisite: UTE NES 010A and 107A or equivalent demonstrable experience.
Fee: Approximately $3200. See the OH&S Unit website.
Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register.

Hazardous Area Design {ows025}
Pre-requisite: UTE NEW 010A and 107A or demonstrable equivalent experience.
Fee: Approximately $3200. See the OH&S Unit website.
Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register.

Hazardous Area Installation and Maintenance {ows026}
Mandatory for: All staff installing or maintaining EEHA equipment.
Pre-requisite: Demonstrable trade or technical competency.
Fee: Approximately $2000. See the OH&S Unit website.
Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register.

Managing Noise in the Workplace {ows006}
Duration: 2.5 hours
@ St Lucia: 14-May

Managing Safety in the Laboratory {ows004}
Duration: 7 hours
@ St Lucia: 23-Apr, 4-Jul

Personal Protective Equipment {ows007}
Duration: 2 hours
@ St Lucia: 3-Jun
OH&S and Environmental Management

Radiation Safety Officer Training {ows019}
- **Pre-requisite:** Radiation Safety with Unsealed Sources – intro (OWS011) or a relevant Health Department Licence
- **Duration:** 7 hours
- **@ St Lucia:** 15-Apr

Radiation Safety with Self Contained Irradiators {ows018}
- **Duration:** 2 hours
- **@ St Lucia:** 24-Apr

Radiation Safety with Unsealed Sources - intro. {ows011}
- **Duration:** 3 hours
- **@ St Lucia:** 6-Feb, 4-Mar, 17-Mar, 29-May, 1-Jul, 31 Jul, 4-Sep, 6-Nov

Risk Assessment Database Training {ows010}
- **Duration:** 1.5 hours
- **@ St Lucia:** 13-Feb, 23-Apr, 6-May, 2-Jun, 30-Jul, 26-Aug, 9-Oct, 5-Nov
- **@ Ipswich:** 28-Aug
- **@ Gatton:** 1-May, 7-Aug, 12-Nov
- **@ Herston:** 2-Apr, 1-Aug
- **@ Turbot Street:** 18-Jun
- **@ PA Hospital:** 15-Apr

Safety with Analytical X-Ray Equipment {ows013}
- **Duration:** 2.5 hours
- **@ St Lucia:** 1-Feb, 12-May, 27-Aug, 4-Nov

Setting up Chemicals Inventory {ows014}
- **Duration:** 1 hour
- **@ St Lucia:** 9-Jul

Swagelok Installation and Safety {owscom}
- **Mandatory for:** All staff using compression fittings with hazardous substances or at pressures other than atmospheric.
- **Fee:** Approximately $80. See the OH&S Unit website

Please check www.uq.edu.au/ohs/ periodically for upcoming dates and to register
Provides practical, theoretical and developmental training to Security staff to enhance their workplace skills and prepare them to take on higher level responsibilities.

This category is organised into two series:
- Security Foundation Series (HEW Level 3)
- Senior Security Officer Intermediate Series (HEW Level 4)

Program: Security Foundation Series (HEW Level 3)

The aim of this series is to highlight and enhance workplace skills most applicable to new Security staff.

The Security Foundation Series is Stage 4 of the Security Section’s 6-stage program for the development of Security staff. It is for Security Officers who have completed pre-requisite Stages 1, 2 and 3, which is delivered by the Security Section.

Upon completion of all modules in the series participants will receive a Staff Development Certificate.

There are 13 courses in this series.

Security Officer Training (Stages 1, 2, & 3) {ssot00}
- Mandatory for: Security Officers
- Restricted to: Security Officers

For further information contact the Security Section.

Biosafety: General biosafety for Security Officers {secbgb}
- Mandatory for: Security Officers
- Restricted to: Security Officers
- Duration: 2 hours

For further information contact the Security Section.

Electromagnet Training for Security Officers only {secets}
- Mandatory for: Security Officers
- Restricted to: Security Officers
- Duration: 2 hours

For further information contact the Security Section.

QBP Induction for Security Officers only {secqbp}
- Mandatory for: Security Officers
- Restricted to: Security Officers
- Duration: 2 hours

For further information contact the Security Section.
Radiation Safety Training for Security Officers {secrst}
Mandatory for: Security Officers
Restricted to: Security Officers
Duration: 1 hour
For further information contact the Security Section.

Emergency Procedures / Spill Kits for Haz Material {em0003}
Duration: 2 hours
@ St Lucia: 25-Mar, 24-Jul

Environmental Management System Overview {em0002}
Duration: 2 hours
@ St Lucia: 21-Apr, 14-Aug

Fire Safety Training for Wardens & Lab Staff {ofs000}
Mandatory for: Building fire wardens, laboratory staff
and Properties & Facilities staff
Duration: 2 hours
@ St Lucia: 27-Mar, 14-Apr, 28-May, 17-Jun, 27-Jun,
21-Aug, 9-Sep
@ Ipswich: 15-Jul
@ Gatton: 19-Feb

Managing Workplace Relationships {wsl04}
Duration: 4 hours
@ St Lucia: 17-Apr

Customer Service Communication Skills Designed to get Results {wscs04}
Duration: 4 hours
@ St Lucia: 16-May, 22-Oct

Delivering Quality Service in the University {wscs03}
Duration: 4 hours
@ St Lucia: 10-Apr, 25-Sep

How to Deal with Difficult People phone & face {wscs02}
Duration: 4 hours
@ St Lucia: 12-Mar, 29-Aug

Preparing For Your Own Perf Review (Gen Staff) {wsp001}
Duration: 3 hours
@ St Lucia: 29-Aug, 12-Sep, 1-Oct
Program: Senior Security Officer Intermediate Series (HEW Level 4)
To provide the training necessary to Security Officers to participate as trainers in Security Officer training, offer guidance to Security Officers, and develop supervisory skills. The Senior Security Officer Intermediate Series is Stage 5 of the Security Section’s 6-stage program for the development of Security staff. The Senior Security Officer Intermediate Series is offered to Security Officers who have completed, or are in the process of completing, the Security Foundation Series. Upon completion of all modules in the series participants will receive a Staff Development Certificate.

Security Officer Training (Stages 1, 2, & 3) {ssot00}
- Mandatory for: Security Officers
- Restricted to: Security Officers

Leadership and Workload Management {cas009}
- Mandatory for: General staff supervisors
- Prioritised for: HEW Level 5 and above
  - Duration: 4 hours
  - @ St Lucia: 25-Jan, 21-Apr, 13-Jun, 31-Jul, 28-Aug, 6-Nov

Occupational Health & Safety for Supervisors & Managers {om0008}
- Mandatory for: General staff supervisors
- Prioritised for: HEW Level 5 and above
  - Duration: 4 hours
  - @ St Lucia: 22-Feb, 17-Mar, 26-Apr, 26-Jun, 1-Jul, 20-Aug, 22-Sep, 13-Nov

Performance Management {cas010}
- Mandatory for: General staff supervisors
- Prioritised for: HEW Level 5 and above
  - Duration: 7 hours
  - @ St Lucia: 7-Feb, 31-Mar, 16-Jun, 30-Jul, 16-Sep, 12-Nov

Workplace Ethics {cas008}
- Mandatory for: General staff supervisors
- Pre-requisite: EO Online Modules 1 & 2
  (www.uq.edu.au/equity)
- Prioritised for: HEW Level 5 and above
  - Duration: 4 hours
  - @ St Lucia: 11-Mar, 29-Apr, 3-Jun, 24-Jul, 2-Sep, 28-Oct
Communication Skills {cas001}
- Prioritised for: HEW Level 4 and above
- Duration: 14 hours (2 consecutive days)
- @ St Lucia: 18+19-Jun, 24+25-Nov

Delegation {cas004}
- Prioritised for: HEW Level 4 and above
- Duration: 4 hours
- @ St Lucia: 4-Mar, 26-Aug

Developing Your Team {cas007}
- Prioritised for: HEW Level 4 and above
- Duration: 4 hours
- @ St Lucia: 14-Feb, 20-May, 7-Oct

Practical Industrial Relations {cas003}
- Prioritised for: HEW Level 4 and above
- Duration: 7 hours
- @ St Lucia: 1-Apr, 15-Aug
Who’s Who in the Staff Development Program

The University of Queensland’s Staff Development Program requires, and enjoys, the active involvement of a large number of people. The main contributors are as follows:

Course Participants
Each year, many thousands of UQ staff participate in our Staff Development Program.

As noted in the Staff Development Policy (5.80.1): “The effectiveness of any staff development activity depends on the active and purposeful participation of the individuals involved. Staff members have a clear responsibility to develop their skills to enhance performance in their current position and to be ready to assume further responsibilities.”

All UQ staff are encouraged to participate in the staff development program: to upgrade the skills and knowledge needed in their current roles, and as preparation for future responsibilities. This participation is seen to benefit staff members as individuals, and the University as a whole.

As such, courses in the UQ Staff Development Program are designed for, and open to, participation by UQ staff only. Other persons, such as UQ students and people external to the University, are not able to enrol in these courses.

Course Presenters
Each course has one or more Presenters.

These are the people responsible for ensuring the quality of the course content, and that it is delivered using an appropriate presentation style. Typically they have extensive knowledge of the material they are presenting: they may be UQ staff themselves, or external presenters selected for their particular expertise.

At the end of each course, the presenter hands out Course Evaluation forms to each participant, to gather feedback on how well the course met its objectives, participant’s expectations, quality of the presentation, and other important measures of course quality.

Course Coordinators
Every course has one person assigned as the Course Coordinator, to oversee the design, planning and delivery of that course’s offerings throughout the year. Many Coordinators have responsibility for several related courses: the hundreds of courses in the Staff Development program are coordinated by less than fifty Coordinators, all of whom are UQ staff. For some, course coordination is an additional contribution to UQ on top of their ‘day job’; for others, Course Coordination is a major part of their role as Academics, HR staff, and others.

A full list of Course Coordinators is available on the Staff development website at: www.tedi.uq.edu.au/sdh/contact.asp.

TEDI

The Teaching and Educational Development Institute (TEDI) coordinates delivery of the Staff Development Program on behalf of the USDC, and has a small team of staff dedicated to this task. This includes ongoing administrative work (such as handling enquiries, course enrolments, scheduling course offerings and venues, processing course evaluation forms, etc.); promotion of the overall Program and individual courses (via the printed Program Booklet, the Staff Development website, items in UQ Update, and elsewhere); and planning for the next year’s program.

In addition to this, many academic and general staff within TEDI are active as Course Coordinators and/or Presenters.

Staff Development Workgroup

The Staff Development Workgroup comprises staff from TEDI and the Human Resources Division. The Workgroup meets monthly to establish plans and procedural guidelines for the Staff Development Program, maintain oversight of the Program as it progresses through the year, and provide feedback to the USDC.

USDC

The University Staff Development Committee (USDC) is responsible for generating and amending policy, evaluating and advising on development needs, and the approval and funding of the elements of the Staff Development Program, including staff development at outlying sites. The USDC is chaired by Professor Alan Rix, with committee members representing all parts of the university.
Some Other Short Course Providers at UQ

As well as the USDC-supported courses offered through TEDI, short courses offered by other units within UQ might be suitable for professional or personal development. Other short course providers at UQ include:

Institute of Continuing and TESOL Education (ICTE)
ICTE, a part of The University of Queensland, has offered short courses to the wider community since 1983. Community and Professional Education courses are self-funding with fees to cover the costs of all activities. Some work-related courses are offered to staff at a reduced price. For further information, phone 3365 7099, email icte.enrol@icte.uq.edu.au, or see: www.icte.uq.edu.au.

UniFit
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, email unifit@uqsport.uq.edu.au, phone 3365 6612, or see: www.uqsport.uq.edu.au/unifit.

UQ Library
The UQ Library presents a number of courses within the USDC program - such as IT and bibliographic courses. For a list of other courses and training that the Library provides, to both staff and students, see: www.library.uq.edu.au/training/

UQTrainIT
UQTrainIT provides fee-paying, non-academic training courses that focus on enhancing the conceptual IT understanding and skill levels of staff, students and external clients. Training provided is primarily in the Cisco & Microsoft Academy programs, but other courses are also offered. See: www.uqtrainit.uq.edu.au