People

Essentials for UQ Professional Staff
Supervisors Series

Leadership and Workload Management
28 January
17 March
30 April
30 July
24 August
5 October

Occupational Health & Safety for Supervisors & Managers
9 March
26 March
28 April
4 June
24 July
26 August
28 September
14 October

Performance Management (two half-day course)
29 January and 3 February
14 and 23 April
25 and 28 May
13 and 27 July
10 and 14 September
9 and 16 November

Recognition and Development
5 February
2 April
20 May
9 September
15 October
10 November

Recruitment and Selection
2 February
18 May
7 July
3 August
7 September
2 November

Workplace Ethics
31 March
29 April
9 June
28 July
31 August
29 October

ENROL: www.tedi.uq.edu.au/sdh
Fundamentals of Management Series

- Communication Skills (2 day course)
  - 22 and 23 June
  - 19 and 20 November
  - 1 and 2 December
- Delegation
  - 21 April
  - 21 September
- Developing Your Team
  - 16 February
  - 12 May
  - 30 September

Leadership and Management Series

- Advanced Communication (Negotiation/Conflict Resolution) (2 day course)
  - 15 and 16 April
  - 23 and 24 September
- Approaches to Problem Solving in Management
  - 13 May
- Financial Management
  - 14 July
- Introduction to Project Management
  - 12 March
  - 4 August
- Management Styles and Preferences
  - 9 April

Management of Work Groups
- 18 June
- Managing Change
- 11 August
- Presentation Skills
- 25 February
- 29 September
- Writing Effective Management Reports
  - 2 March
  - 11 May

Equity and Diversity

- Discrimination & Harassment Contact Officer Training (2 day course)
  - 12 and 13 February
  - 12 and 13 November
- Discrimination & Harassment Contact Officer Refresher
  - 27 February
  - 23 November
- Ally Network Meeting
  - 31 March
  - 26 October
- Ally Training
  - 17 April
  - 12 October

ENROL: www.tedi.uq.edu.au/sdh
**University Staff Development Program**

**Induction**

*Induction for All Staff New to Ipswich Campus*
- 19 February
- 23 July

*University Staff Induction Seminar*
- 24 February
- 25 March
- 29 April
- 21 July
- 22 September
- 17 November

**Senior Management Development**

*Staff Management Issues for HOS & Senior Academic Staff*
- 7 July

*Financial Management Workshop for HOS and Centre Directors*
- 9 July

*Workshop for Academic Staff Supervisors of Professional Staff*
- 28 July
- 13 October

*Staff Management Issues for Professional Staff Senior Managers* (two day course)
- 24 and 25 September

*Marketing Entrepreneurship & Commercialisation HOS*
- 21 October

**Academic Career Development**

*Induction for Academics New to UQ*
- 16 February
- 13 July

*Developing Your Role as Research Only UQ Academic*
- 23 February
- 20 July

*Developing your Role as Teaching Focussed UQ Academic*
- 24 February
- 21 July

*Developing your Role as a T&R UQ Academic*
- 24 February
- 21 July

*Research Only Academic Promotion*
- 25 February

*Applying for Promotion*
- 26 February

*Induction for International Academics New to UQ*
- 16 March
- 3 June
- 10 August

*The UQ Portfolio: Developing Your Research Folio*
- 13 October

*The UQ Portfolio: Developing Your Teaching Folio*
- 20 October

Academic Career Development (continued)

Applying for Continuing Appointment and Promotion
28 October
29 October
29 October
Apply mid-term or final review continuing appointment
30 October

Office Professionals

Records Management Introduction
10 March
16 June
3 September

UQSOPA Basic Office Administration Skills
20 April

Email and Letter Writing Etiquette
15 June
10 September

Minute Writing and Role of the Committee Secretary
13 July
10 August

Professional Staff Development

Writing at Work (2 day course, non-consecutive)
4 and 11 March
21 and 28 October

New Horizons (6 day course, non-consecutive)
27 March, 24 April, 26 May, 3 and 31 July and 1 September

Database use in Project Management
(2 day course)
2 and 3 April
10 and 11 September

Managing Workplace Relationships
22 April

Teamwork
5 May
11 November

Project Management Skills Development
(2 day course)
6 and 7 May
6 and 7 October

Managing Time
27 May

Living with Change
2 June

Preparing For Your Performance Review (Professional Staff)
20 July
1 October
13 October
Teaching and Learning

Assessment

Developing Multiple Choice Questions
4 February
16 July

Writing Assessment Criteria & Standards
16 February
6 July

Assessment Info Session: Policies & Exam Processes
20 February
22 July

Assessing Group Tasks
26 February
29 July

Basics of Assessment and Marking for Tutors
27 February

Providing Effective & Timely Feedback to Students
10 March
27 August

Planning Course Assessment Tasks, Exams & Programs
7 April
4 November

Self and Peer Assessment
22 April
19 October

Ten Ways to Design Out Plagiarism
27 May
30 September

Evaluation

Develop Questionnaires & Surveys to Evaluate Student Learning
18 February
1 June

Develop Evaluation Frameworks - Evidence-Based Teaching
3 March
25 August

Introduction to Qualitative Software Tools
14 April
1 September

Introduction to Evaluation at UQ. What’s Alphabet Soup?
17 April
1 October

ENROL: www.tedi.uq.edu.au/sdh
Evaluation (continued)

Running Focus Groups & Interviews
21 April
11 September

Using Institutional Data for Evaluation & QA
CTQA
6 May
28 May
16 October

Strategies to Gather & Analyse Data in Scholar Teaching
5 June
17 November

Peer Review of Teaching
11 June

Introduction to SPSS
7 July
9 November

Internationalisation and Inclusive Teaching and Learning

Building English Language Support into Curriculum
4 March
24 July

Strategies for Teaching & Learning in Diverse Classes
6 April
25 August

Designing Internationalised & Inclusive Curricula
7 September

Assessment for Inclusive Teaching & Learning
2 October

Introduction to University T & L Program

Mod #1. Principles of Scholarly University Teaching
19 and 20 February (two half-day course)
16 and 17 July (two half-day course)

Mod #2. Designing the Learning Experience
20 March
25 September

Mod #3. Evaluating the Learning Experience
20 March
25 September

Mod #4. Innovations in Teaching & Learning Practice (A)
19 April
3 October

Mod #5. Innovations in Teaching & Learning Practice (B)
27 June
27 November

Mod #6. Excellence & Scholarship in University Teaching
19 June
13 November

ENROL: www.tedi.uq.edu.au/sdh
**Leadership in Teaching and Learning**

**Strategic Leadership for Teaching & Learning Chairs**
19 March

**Thinking Strategically in Teaching & Learning**
27 March

**Co-ordinating & Designing Courses at UQ**
9 April
11 November

**Convening a program, major or sequence of study**
12 June

**Blended Teaching and Learning**

**Starting eLearning Activity Design**
(non-consecutive days)
9 and 17 February
6 July and 14 July

**Introduction to ACTS**
12 February
24 February
16 July

**Introduction to DyKnow**
19 February
23 July

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**Teaching in the CTLCs**
20 February
23 February
13 July
14 July
15 July

**Incorporating eLearning into Large Classes**
17 April
20 July

**Engaging Students - Student Response Systems**
22 July

**Scholarship of Teaching and Learning (SoTL)**

**An Introduction to SoTL in HE**
2 March

**Developing a Profile in Teaching Scholarship**
12 March

**Embedding SoTL Disciplinary Contexts Methods & Priorities**
6 April

**Designing Strategic SoTL Projects and Proposals**
8 April
6 August
Teaching and Learning Practice

Becoming a First Class Tutor from the First Class
16 February
17 February
18 February

Tutoring at a Distance: Managing Distance Courses
24 February

Teaching and Learning Basics (for New Teachers)
25 February
22 July

Lecturing Effectively
26 February
23 July

Remotely interested: Supervising off-campus
17 to 28 August (online course)
Emerging Issues in Postgraduate Supervision
12 November

Go8 Future Research Leaders’ Program

Financial, Resource & Risk Management #5
11 March
17 July

Managing & Leading People in a Research Context #7
15 April
28 September

Intellectual Property & Commercialisation #4
20 April
23 September

Commence & Collaboration: Put ideas into Practice #2
22 April
22 July

Grant and Contract Administration #6
14 May
6 August

Settling In: The Researcher’s Guide to your University (online course)
24 December

Research

Becoming an Effective Advisor Series

Research Higher Degree: How we do it at UQ
6 March
17 July

Compassionate Rigour: RHD Supervision
12 and 13 March (2 half days)

Mentoring for Postgraduate Advisors
2 April and 9 November (2 full days)
Research Supervision and Coordination
Honours Supervision
11 February

Research Supervision and Coordination (cont)
RHD Supervision Network
13 February
29 May
21 August
27 November
How to Demonstrate Excellence in RHD Supervision
9 March
Writing Always not Writing Up
12 March
11 August
Intercultural Communication in Supervision
31 July
Dealing with Querulous, Vexatious Complaints RHD
23 October
Current Research on RHD Supervision
30 October

Library Research Skills
Bibliographic Collection Data Entry
28 January
9 February
10 February
18 February
23 February
24 February
4 March
Bibliographic Collection Category & Verification
4 February
10 February
24 February
13 March
Using Online Databases
18 March
8 July
5 August
18 November
EndNote Workshop: Beyond the Basics
1 April
18 May
20 July
19 October

ENROL: www.tedi.uq.edu.au/sdh
Library Research Skills (continued)

RSS Feeds - Keeping up to date
3 April
12 October

Save Time Searching Databases!
7 May
20 August

What Impact Does Your Research Have?
11 May
19 August

Google, Google Scholar & Beyond - Save Time
18 May
14 September

Research Leadership

Essential Knowledge for Research Management
7 April
22 September

Negotiating for Authorship
19 May
4 November

Introduction to Research Commercialisation
16 September

RHD Policy and Procedure Briefings

RHD Policy & Procedure Briefings: Coordinators & Administrators (two day non-consecutive)
5 April and 30 November

IT and Systems Training

Human Resources Systems

Hay Job Evaluation
3 April
5 August

University Administrative Systems

BusinessObjects Basic
15 January 23 June
3 February 15 July
26 February 29 July
11 March 13 August
19 March 26 August
8 April 8 September
22 April 24 September
7 May 29 October
20 May 13 October
4 June 11 November

BusinessObjects Intermediate
11 February 2 July
5 March 24 July
2 April 18 August
28 April 16 September
14 May 8 October
9 June 17 November

ENROL: www.tedi.uq.edu.au/sdh
University Administrative Systems (continued)

BusinessObjects Advanced
24 March
26 May
26 June
7 August
21 October

BusinessObjects Financial Reporting
17 February
26 March

Aurion Basic Training
24 February
21 April
1 July
31 August
4 November

Aurion HR Budgeting Module
14 May
8 July
15 September
18 November

Introduction to Privacy
5 June
1 July
14 July
28 August
6 November

UQ CENTRA Training
19 January
12 March
12 August
19 August

Records Management, Emails and Disposal
2 July
22 October

Financial Procedures
Travel Insurance - Am I covered when I am overseas?
19 February
10 September

Billing in UniFi
2 March
4 August
7 April
7 September
5 May
6 October
1 June
3 November
7 July
1 December

ENROL: www.tedi.uq.edu.au/sdh
## Financial Procedures (continued)

### Card Reconciliation in UniFi

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### Purchasing in UniFi

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### Goods Receiving in UniFi

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### UQs AP & AR Procedures, Policies & GST

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### Internal Services Charge (ISC) in UniFi

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### Work Experience Insurance—How are Students Covered?

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### Fringe Benefits Tax that affects the University

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**Financial Procedures (continued)**

**Project Funding - Accounting for Grants**
- 26 March
- 18 May
- 2 July

**Fringe Benefits Tax (FBT) on Entertainment**
- 19 May
- 24 August

**FMPM - Travel and Corporate Card Policies**
- 21 May
- 2 September

**FMPM - Financial Delegations; Posting Codes & Fixed Assets**
- 22 May
- 6 August

**Overview of the University GST Obligations**
- 9 June

**Using and Understanding Management Reporting Framework**
- 10 July
- 6 November

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**Information Technology**

**Office 2007 Upgrade**
- 4 February
- 11 March
- 7 April
- 21 May
- 15 July
- 25 August
- 6 October
- 11 November

**Writing Web Pages - Introducing HTML**
- 5 February
- 30 April
- 26 August
- 27 October

**Introduction to Word 2007 - Word Processing**
- 10 February
- 31 March
- 16 July
- 14 October

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ENROL: www.tedi.uq.edu.au/sdh
Information Technology (continued)

Introduction to Excel 2007 - Spreadsheets
11 February
17 March
8 April
7 May
2 June
5 August
1 September
8 October
5 November

Introduction to PowerPoint 2007 - Presentations
12 February
12 March
9 April
14 May
3 June
30 July
2 September
21 October

Outlook Basics - Introducing Email Using Outlook
17 February
22 April
28 July
7 October

Tabs, Tables and Graphics in Word 2007
18 February
18 March
21 April
26 May
29 July
28 October

Manipulating Data with Excel 2007
3 March
2 April
28 April
19 May
11 June
13 August
16 September
20 October
17 November

Admin Tasks Word 2007 - Templates and Mail Merge
4 March
1 April
29 April
27 May
9 June
11 August
13 October
12 November
Information Technology (continued)

Advanced PowerPoint 2007
5 March
6 May
3 September
10 November

Advanced Word 2007 - Referencing Tools
10 March
13 May
4 August
8 September
10 September
18 November

Outlook Workshop - Beyond the Basics
19 March
12 May
19 August
3 November

SI-net Training

SI-net Admissions (Part A)
20 January
12 February
12 March

SI-net Admissions (Part B)
20 January
12 February
12 March

SI-net Fundamentals
22 January
10 February
25 February
11 March

SI-net Records & Enrolments
16 February
18 March

SI-net Change Program/Plan
17 February

SI-net Course Catalogue
15 April

Teaching and Learning Technologies

eLearning: Basic Training
3 February
4 February
5 February
5 February
6 February
9 February
11 February
14 July
15 July
16 July
17 July
28 September
17 November

ENROL: www.tedi.uq.edu.au/sdh
Teaching and Learning Technologies (continued)

Introducing: eLearning at UQ
3 February
14 July
15 July
16 July
17 July
eLearning: Online Assessment
12 February
13 February
13 May
13 July
1 October
12 October
24 November
eLearning: Advanced Level Training
16 February
18 February
19 February
10 March
11 March
12 March
15 April
6 July
7 July
8 July
9 July
20 July
20 March
21 July
23 July
29 September

eLearning: Advanced Level Training (continued)
23 July
29 September
eLearning: Intermediate Level Training
16 February
18 February
19 February
10 March
11 March
12 March
15 April
6 July
7 July
8 July
9 July
20 July
21 July
23 July
29 September
eLearning and Wimba
26 March
22 April
24 April
20 May
3 August
22 October

ENROL: www.tedi.uq.edu.au/sdh
Teaching and Learning Technologies (continued)

eLearning: Community Sites
11 May
28 July
7 October

ePortfolios
28 May
18 June
11 August
20 August
15 September
5 November

Blackboard Upgrade Sessions
29 June
30 June
30 June
1 July
1 July
2 July
2 July
15 October

Engagement

International Marketing

Workshop on International Agreements
1 June
2 November

Customer Service Skills

Staying Vitalised for the Customer & Ourselves
(two half-day course, non-consecutive days)
23 February and 5 May

How to Deal with Difficult People phone & face
10 March
27 August

Delivering Quality Service in the University
1 April
17 September

Customer Services Communication Skills designed to get results
14 May
20 October

Marketing, Communication and Web

UQWCMS UQ Website Content Management System
23 January 9 July
6 February 31 July
20 February 14 August
6 March 28 August
20 March 11 September
3 April 25 September
16 April 16 October
1 May 30 October
15 May 12 November
29 May 27 November
12 June 11 December
26 June
### Marketing, Communication and Web (continued)

- **Media Awareness Training**
  - 3 March
  - 1 July
  - 2 September
  - 26 November

- **Using the UQ Brand**
  - 25 March
  - 8 May
  - 7 July
  - 8 September
  - 17 November

- **Basics of Branding**
  - 30 March
  - 5 May
  - 7 July
  - 18 September
  - 27 November

- **Marketing and Communications Advice**
  - 4 June
  - Representing UQ at Open Day, TSXPO and events
  - 13 July

### OH&S

#### Environmental Management

- **EMS Internal Auditor Training**
  - 11 March

- **Emergency Procedures / Spill Kits for Hazardous Material**
  - 17 March
  - 12 May
  - 23 July

- **Environmental Management System Overview**
  - 20 April
  - 6 August

#### Biological Safety

- **Requirements for working with biological material**
  - 29 January
  - 11 February
  - 19 February
  - 5 March
  - 18 March
  - 6 May

- **Working with Quarantine Material**
  - 7 April
  - 29 July
  - 27 October
Fire Safety Training

Fire Safety Training for Wardens & Lab Staff
18 February 10 June (am)
1 April 10 June (pm)
30 April 12 June
12 May 14 July
25 May 14 September
3 June 2 October

First Aid

Senior First Aid Recertification
17 February
15 July
5 November

Senior First Aid (two day course)
5 and 6 March
22 and 23 April
16 and 17 June
19 and 20 August
8 and 9 October

Resuscitation/Recertification
18 March
22 April
23 July
22 September
18 November

Workplace Safety

Radiation Safety Officer Training
10 February

Obligations of Managers

Occupational Health & Safety for Supervisors & Managers
9 March
26 March
28 April
4 June
24 July
26 August
28 September
14 October

OH&S on Fieldwork trips
7 July
### Workplace Safety (continued)

<table>
<thead>
<tr>
<th>Radiation Safety with Unsealed Sources - intro.</th>
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<th>Computer Workstations: Participative Ergonomic Manual Tasks</th>
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| Chemicals Management                          |                                                         |
| 26 February                                   |                                                         |
| 3 September                                   |                                                         |

**ENROL:** [www.tedi.uq.edu.au/sdh](http://www.tedi.uq.edu.au/sdh)
Workplace Safety (continued)

Participative Ergonomics Manual Tasks: Stores & Warehouse
21 May

Personal Protective Equipment
4 June
17 September

Setting up Chemicals Inventory
9 July

Participative Ergonomics for Manual Tasks: ITS
7 August

WHSO and WHSR Training

Workplace Health & Safety Officer's Course
(seven day course, non-consecutive)
24, 25, 26, 29, 30 June and 17, 18 August

Workplace Health & Safety Officer Recertification
(two day course)
15 and 16 September

Workplace Health & Safety Representative Training
(two day course)
24 and 25 November