it & systems training
Provides information and training in software, systems and procedures for administration, business and teaching and learning.

- **University Administrative Systems**: Provides training in UQ systems such as Aurion and BusinessObjects.
- **Financial Procedures**: Provides information and practice in UQ's financial systems, procedures and policies.
- **Si-net Training**: Ensures a good understanding of all aspects of Si-net.
- **Human Resources Systems**: Provides instruction in the use of the University's online HR and Payroll System (Aurion).
- **Information Technology**: Expands participants' understanding and practical use of software such as Microsoft Office.
- **Teaching and Learning Technologies**: Offers a range of courses relating to eLearning software and systems, such as Blackboard, collaboration tools and ePortfolios.

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

- **Research Leadership**: Supports the management of research.
- **Go8 Future Research Leaders Program**: Develops mid-career researchers at UQ by providing consistent, high quality training in key aspects of management and leadership in a publicly-funded research context.
- **Research Supervision and Coordination**: Provides information and strategies for supervision and support of RHD students.
- **Becoming an Effective Advisor Series**: Provides information and strategies for new RHD supervisors, and those wishing to improve the effectiveness of their supervision.
- **RHD Discussion Forums**: Provides policy and procedural information and strategies for PG Coordinators and Administrators.
- **Library Research Skills**: Facilitates efficient research skills by training in the tools which support research.

teaching & learning
Introduces 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.

- **Leadership in Teaching and Learning**: Comprises a suite of courses to support the development of strategic curriculum leadership, and teaching and learning leadership capabilities.
- **Internationalisation and Inclusive Teaching and Learning**: Provides strategies for internationalising the curriculum and for engaging and catering for diverse student cohorts.
- **Teaching and Learning Practice**: Meets the needs of sessional staff, tutors, staff new to teaching and learning, and to teaching-focused positions. The course provides accessible strategies for classroom practice, including offerings for clinical practitioners, tutors and tutor coordinators.
- **Blended Teaching and Learning**: Provides information and practice in technologically enhanced learning environments; reflects contemporary practice and new generation technologies including learning spaces and mobile teaching and learning.
- **Assessment**: Supports excellence in the implementation of assessment policy, practice and design.
- **Evaluation**: Engages staff in strategies for evidence-based evaluation of teaching and learning and responds to the increasing imperatives for institutional quality assurance processes.
- **Graduate Certificate in Higher Education**: Supports university teachers and PhD students who seek to improve their educational practice; introduces major conceptual issues, research directions and innovative practices associated with higher education.
- **Scholarship of Teaching and Learning (SoTL)**: Facilitates an understanding of, and capabilities in, teaching and learning scholarship.
- **Introduction to the University Teaching Program**: Introduces new teaching staff to effective, innovative and scholarly approaches to teaching and learning practice relevant to a range of disciplines and settings.

oh&s
Aims to manage appropriately the risks and responsibilities of working in the University of Queensland environment.

- **First Aid**: Teaches skills necessary to render life saving and basic first aid to people who are injured or suffering.
- **Fire Safety Training**: Provides a theoretical look at the fire safety components of a building as well as requirements for conducting a building evacuation.
- **Workplace Safety**: Provides information about regulatory requirements and the skills needed to manage a complex range of hazards present within the University.
- **WHSO & WHSR Training**: Trains Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs) to assist in the effective management of workplace risks.
- **Biological Safety**: Covers work practices and regulatory requirements for working with biological material.
- **Environmental Management**: Covers environmental duty of care and correct environmental practices, particularly in regard to waste management, chemical management, risk assessments and emergency procedures.
How do I...

**choose a course?**

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

**remember to attend?**

Once you receive email confirmation of your registration, please note the date and time in your diary.

In addition, a Course Confirmation email will be sent to your UQ email address, approximately two weeks before the course date.

**find the course venue?**

Many, but not all, courses are held in the TEDI Seminar Room (Building 91, in Rock Street, 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 Course Confirmation. If you don’t know where the venue is located, UQ buildings, rooms, or locations can be searched online at: www.uq.edu.au/aulmaps

**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 two working days. Requests are processed in the order received.

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

**withdraw from a course?**

Places in all courses are limited, and some fill up quickly. Please be considerate to others who may be on a waiting list by notifying 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.

T 07 3365 3219 / 07 3365 3238 / 07 3365 2666
E StaffDev@edu.uq.edu.au

http://www.uq.edu.au/staffdev