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| [**WorkSmart**](https://www-p.unisa.edu.au/hrm/workshops/worksmart.asp)- for professional staff HEO Level 03-10 |
| **Crucial Conversations -*what is the message you want to portray***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Monday 1st1.00pm -  4.30pm | 101 Currie Street |
| **Powerful Listening - Module 1 - *Listening between the lines (Receiving messages)* – *New***Session is fully booked, register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) to go on the waitlist | Tuesday 2nd9.00am – 11.00am | 101 Currie Street |
| **Powerful Listening - Module 2 - *What does THAT mean? (Interpreting messages)* – *New***Session is fully booked, register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) to go on the waitlist | Tuesday 2nd11.15am – 1.15pm | 101 Currie Street |
| **Powerful Listening - Module 3 - *You're NOT listening (Responding to messages)* – *New***Session is fully booked, register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) to go on the waitlist | Tuesday 2nd2.00pm – 4.00pm | 101 Currie Street |
| **Aspiring Leaders – *New***Session is fully booked, register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) to go on the waitlist. | Wednesday 3rd 9.00am – 12.30pm | 101 Currie Street |
| **Cross Cultural Awareness - *working with students***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 4th 9.00am – 12.00pm | 101 Currie Street |
| **Minute Taking**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Monday 8th 9.00am – 12.30pm | 101 Currie Street |
| **Everyday Innovation for Professional Staff – *Session 2* – *New*** | Thursday 11th 9.00am – 12.30pm | 101 Currie Street |
| **Emotional Intelligence - *fad, fiction or fact?***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 16th 9.00am – 12.30pm  | 101 Currie Street |
| **The Confident Presenter – *New***Session is fully booked, register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) to go on the waitlist | Thursday 18th9.00am – 5.00pm  | 101 Currie Street |
| **An Introduction to Successful Mentoring**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 23rd9.00am – 12.30pm  | 101 Currie Street |
| **Communication Compass - *tools to collaborate successfully with different types of people*– *New***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Wednesday 24th 9.00am – 12.30pm | 101 Currie Street |
| **Writing Persuasively for Business**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Monday 29th 9.00am – 12.30pm | 101 Currie Street |
| **Improving Customer/Client Communication to deliver service excellence**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 30th 9.00am – 12.00pm  | 101 Currie Street |
| **Team Dynamics - *increase your effectiveness as a team player***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Wednesday 31st 9.00am – 12.30pm | 101 Currie Street |
| [**Development Program for Academics**](https://www-p.unisa.edu.au/hrm/workshops/developmentforacademics.asp) **-** academic staff only |
| **Persuasion and influence**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Wednesday 17th 9.00am – 12.30pm | 101 Currie Street |
| **Media Interviews**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Monday 22nd9.00am – 4.00pm  | 101 Currie Street |
| **The imposter syndrome**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 25th 8.00am – 9.30am  | H2-04AMagill Campus |
| **High impact communication**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 30th 9.00am – 4.00pm | P7-27City East |
| [**Early Career Researcher Development Program**](http://w3.unisa.edu.au/staffdev/research/ecr.asp) **(ECRDP) -** For the ECRDP 2017 Cohort only |
| **ECR Development Program: Session 3 – (Cohort Only)** | Friday 19th 9.00am – 5.00pm | Council RoomCity West |
| [**Women’s Development Program**](http://w3.unisa.edu.au/staffdev/women/workshops.asp) **-** For academic women (A-E) and professional staff women (HEO7 – 10+) unless otherwise stated. |
| **Catalyst Cohort – Workshop 3 – *Leading others* – *New***(Cohort only – nominations have closed) | Monday 15th 9.30am – 4.30pm | J1-05, Mawson Lakes |
| **Strategic Thinkers 2020 Cohort – Workshop 1** (Cohort only – nominations have closed) | Friday 26th 9.00am – 4.00pm  | 101 Currie Street |
| [**Aboriginal & Torres Strait Islander Cultural Awareness Training**](http://w3.unisa.edu.au/hrm/equity/cultural/atsi_ca_workshops.asp) **-** available to all staff |
| **Working with Aboriginal Peoples**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 16th 1.00pm – 5.00pm | 101 Currie Street |
| **Aboriginal Cultural Safety**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Friday 19th  9.00am – 5.00pm | 101 Currie Street |
| [**Management Development Activities**](http://w3.unisa.edu.au/staffdev/manager_development.asp) (Academic and Professional staff managers) |
| No training sessions are currently scheduled for May. |  |  |
| [**Leadership Development Activities**](http://w3.unisa.edu.au/staffdev/8.asp) for Senior Staff and selected groups |
| **Introducing Enterprise Leadership – *New***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 25th 9.00am – 4.30pm | 101 Currie Street |
| [**Teaching Innovation Unit**](http://i.unisa.edu.au/Teaching-and-Learning/Home/) |
| **Pursuing Postdoctoral Positions**[Register here](https://my.unisa.edu.au/internal/RegisterIT/re-workshopregister.asp) | Friday 26th May 9.30am - 11.30am | G1-83Magill |
| **Developing your skills in supervision**[Register here](https://my.unisa.edu.au/internal/RegisterIT/re-workshopregister.asp) | Thursday 11th 10.00am – 12.00pm | B4-20BCity East |
| [**Student Engagement Unit**](http://w3.unisa.edu.au/studentengagementunit/index.html) |  |  |
| No training sessions are currently scheduled for May. |  |  |
| **Safety and Wellbeing** |
| No training sessions are currently scheduled for May. |  |  |
| [**Library**](http://www.library.unisa.edu.au/)- For professional and academic Staff |
| **Endnote Essentials** Register [here](https://my.unisa.edu.au/internal/registerit/library-workshopregister.asp) | Wednesday 3rd   1.00pm - 3.00pm | City West JS6-17 |
| **Beyond Google for your Research: Business** Register [here](https://my.unisa.edu.au/internal/registerit/library-workshopregister.asp) | Tuesday 9th  10.00am - 12.00pm | City West JS6-17 |
| **Finding Chemical Literature using SciFinder – Virtual Class** Register [here](https://my.unisa.edu.au/internal/registerit/library-workshopregister.asp) | Tuesday 9th  12.30 pm - 2.00pm | Virtual Classroom |
| **Publishing with Impact** Register [here](https://my.unisa.edu.au/internal/registerit/library-workshopregister.asp)  | Wednesday 10th    10.30am - 12.30pm  | Mawson Lakes C3-03  |
| **Publishing with Impact** Register [here](https://my.unisa.edu.au/internal/registerit/library-workshopregister.asp)  | Thursday 11th   9.30am - 11.30am  | Magill Library Training Room  |
| **Publishing with Impact** Register [here](https://my.unisa.edu.au/internal/registerit/library-workshopregister.asp)  | Tuesday 16th  2.00pm - 4.00 pm  | City East Library Training Room  |
| **Endnote Essentials – Virtual Class** Register [here](https://my.unisa.edu.au/internal/registerit/library-workshopregister.asp)  | Thursday 25th  2.00pm - 4.00 pm  | Virtual Classroom  |
| **Research and Innovation Services** |  |  |
| **Research@UniSA** - part of the "Academic Practice at UniSA" program, participants will learn about the support mechanisms in place to underpin high quality research that aligns to UniSA's research strategy. Register [here](https://my.unisa.edu.au/internal/RegisterIT/re-workshopregister.asp)Contact: Andrea Clare Ext: 23247 | Friday 19th9.00am – 4.00pm | Magill CampusG1-83 |
| **External IT courses** |  |  |
| [DDLS](https://www.ddls.com.au/course/all/) design, develop and deliver innovative learning solutions from certification to customised learning programs including Microsoft, Apple, Cloud and much more.  |



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| [**WorkSmart**](https://www-p.unisa.edu.au/hrm/workshops/worksmart.asp)- for professional staff HEO Level 03-10 |
| **Owning Accountability – *are you above or below the line***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 1st 9.00am – 12.30pm | 101 Currie Street |
| **Preparing for job applications @ UniSA**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 6th 10.00am – 12.00pm  | 101 Currie Street |
| **Interview Skills**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 6th 1.00pm – 3.00pm | 101 Currie Street |
| **Enhancing Wellbeing at Work**Session is fully booked, register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) to go on the waitlist | Wednesday 7th 9.00am  - 12.00pm | 101 Currie Street |
| **Turbo Charge Your Negotiation Skills**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 8th 9.00am - 12.30pm | 101 Currie Street |
| **Academic Integrity Matters – *the role of professional staff in supporting and promoting academic integrity***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 15th 9.30am – 12.00pm  | 101 Currie Street |
| **Practical Time Management** Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 22nd9.00am – 4.00pm | 101 Currie Street |
| [**Development Program for Academics**](https://www-p.unisa.edu.au/hrm/workshops/developmentforacademics.asp)**-** academic staff only |
| **Positioning yourself for non-traditional funding**FII staff by invite only | Thursday 8th 9.00am – 12.00pm | P2-51, Mawson Lakes |
| **Navigate difficult conversations with confidence**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Wednesday 14th 9.00am – 12.45pm | 101 Currie Street |
| [**Early Career Researcher Development Program**](http://w3.unisa.edu.au/staffdev/research/ecr.asp) **(ECRDP) -** For the ECRDP 2017 Cohort only |
| **ECR Development Program: Session 4 – (Cohort Only)** | Thursday 29th 9.00am – 5.00pm | Council RoomCity West |
| [**Women’s Development Program**](http://w3.unisa.edu.au/staffdev/women/workshops.asp)– Available to all women unless otherwise stated  |
| **Catalyst Cohort – Workshop 4 – *Leading self and others* – *New***(Cohort only – nominations have closed) | Monday 5th 9.00am – 4.00pm | 101 Currie Street |
| **Ignite the passion – authentic leadership**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) (HEO 7+ & Level C+) | Friday 9th 9.00am – 4.00pm | 101 Currie Street |
| **Strategic Thinkers 2020 Cohort – Workshop 2** (Cohort only – nominations have closed) | Wednesday 21st  9.00am – 12.45pm  | 101 Currie Street |
| [**Aboriginal & Torres Strait Islander Cultural Awareness Training**](http://w3.unisa.edu.au/hrm/equity/cultural/atsi_ca_workshops.asp) **-** available to all staff |
| **Aboriginal Cultural Safety**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Thursday 29th 9.00am – 5.00pm | 101 Currie Street |
| [**Management Development Activities**](http://w3.unisa.edu.au/staffdev/manager_development.asp) (Academic and Professional staff managers) |
| **Manager Essentials @ UniSA**Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Tuesday 13th 9.00am – 4.00pm  | 101 Currie Street |
| [**Leadership Development Activities**](http://w3.unisa.edu.au/staffdev/8.asp) for Senior Staff and selected groups |
| **Leading Innovation – *New***Register via [myHR](https://my.unisa.edu.au/staff/myHR/TR-cours.do?hierId=100224&menuFunc=wa) | Friday 23rd 9.00am – 4.30pm | 101 Currie Street |
| [**Teaching Innovation Unit**](http://i.unisa.edu.au/Teaching-and-Learning/Home/) |
| **Working within and across supervisory panels: Power, consensus and conflict management**[Register here](https://my.unisa.edu.au/internal/RegisterIT/re-workshopregister.asp) | Friday 2nd 10.00am – 12.00pm | BJ3-34City East |
| [**Student Engagement Unit**](http://w3.unisa.edu.au/studentengagementunit/index.html) |  |  |
| No training sessions are currently scheduled for June. |  |  |
| **Safety and Wellbeing** |
| No training sessions are currently scheduled for June. |  |  |
| [**Library**](http://www.library.unisa.edu.au/) **-** For professional and academic Staff |
| **Research data management**Register [here](https://my.unisa.edu.au/internal/registerit/library-programDetailsFC.asp?ID=31607) | Thursday 8th 9.30am - 10.30am | City East Library Training Room |
| **Publishing with impact**Register [here](https://my.unisa.edu.au/internal/registerit/library-programDetailsFC.asp?ID=31611) | Tuesday 20th2.00pm - 4.00pm | City West JS6-17 |
| **Make it count-Share, Network, Collaborate**Register [here](https://my.unisa.edu.au/internal/registerit/library-programDetailsFC.asp?ID=31613) | Friday 30th10.00am – 12.00pm | City West JS6-17 |
| **Research and Innovation Services** |
| No training sessions are currently scheduled for June. |  |  |
| **External IT courses** |
| [DDLS](https://www.ddls.com.au/course/all/) design, develop and deliver innovative learning solutions from certification to customised learning programs including Microsoft, Cloud, Project Management and much more.  |



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| **Training** | **Provided by**  |
| **Business Intelligence training -** using cubes and online reports | [**Business Intelligence and Planning**](https://my.unisa.edu.au/staff/bihub/SitePages/Training%20Resources.aspx) |
| **Finance Systems training** – including Finance One and ProMaster | [**Finance Unit**](https://www-p.unisa.edu.au/fin/Training_Guides/default.asp) |
| **HR Systems training -** Casual Administrator System and BI Reporting | [**Human Resources Unit**](http://www.unisa.edu.au/hrm/manuals/training/schedule.asp) |
| **Library training –** citation analysis, managing references and publishing research | [**Library**](http://www.library.unisa.edu.au/research/ssr/calendar.aspx) |
| **Student Information Systems training** - including Syllabus Plus and Medici | [**Student and Academic Services**](http://www.unisa.edu.au/sas/training/default.asp) |
| **The Association for Tertiary Education Management** (ATEM) **Training** | [**ATEM Resources**](http://www.atem.org.au/professional-development/c/all-programs) |
| **Software, creative and business skills  -** including Microsoft Office, public speaking, sound design, Photoshop, 3D and animation, web design and much more | [**Lynda.com via the Library**](http://www.library.unisa.edu.au/students/lyndacom/) |

Kind regards,

Sarah

**Sarah Hardy** | Human Resources Administrative Officer – People Development and Performance

Human Resources | University of South Australia

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