

UniSA learning and development activities at a glance
May/June 2017Upcoming Development activities at a glance – May 2017

|  |  |  |
| --- | --- | --- |
| [**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 1st  1.00pm -  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 2nd  9.00am – 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 2nd  11.15am – 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 2nd  2.00pm – 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 18th  9.00am – 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 23rd  9.00am – 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 22nd  9.00am – 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 | H2-04A  Magill 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 | P7-27  City 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 Room City 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 | G1-83  Magill |
| **Developing your skills in supervision** [Register here](https://my.unisa.edu.au/internal/RegisterIT/re-workshopregister.asp) | Thursday 11th  10.00am – 12.00pm | B4-20B  City 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 19th  9.00am – 4.00pm | Magill Campus  G1-83 |
| **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. | | |

Upcoming Development activities at a glance – June 2017

|  |  |  |
| --- | --- | --- |
| [**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 22nd  9.00am – 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 Room City 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 | BJ3-34  City 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 20th  2.00pm - 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 30th  10.00am – 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. | | |

Further Training opportunities



|  |  |
| --- | --- |
| **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

Level 3 | 101 Currie Street | Adelaide

 8302 1324|  [sarah.hardy@unisa.edu.au](mailto:sarah.hardy@unisa.edu.au)