

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

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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

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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

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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

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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

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

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

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

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)

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 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

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

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

Financial Procedures (continued)

Card Reconciliation in UniFi

10 March	11 August
15 April	15 September
12 May	12 October
16 June	9 November
14 July	8 December

Purchasing in UniFi

17 March	17 August
20 April	22 September
18 May	20 October
22 June	16 November
21 July	15 December

Goods Receiving in UniFi

10 March	11 August
15 April	15 September
12 May	12 October
16 June	9 November
14 July	8 December

UQs AP & AR Procedures, Policies & GST

23 March
8 September

Internal Services Charge (ISC) in UniFi

24 March	25 August
27 April	28 September
26 May	27 October
30 June	24 November
28 July	22 December

Work Experience Insurance-How are Students Covered?

13 March
14 October

Journaling in UnFi

24 March	25 August
27 April	28 September
26 May	27 October
30 June	24 November
28 July	22 December

Fringe Benefits Tax that affects the University

16 March
28 May

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

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

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

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

15 April

6 July

7 July

8 July

9 July

20 July

21 July

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

**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 8 July

11 February 28 July

19 February 11 August

5 March 16 September

18 March 14 October

6 May 25 November

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

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

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

Workplace Safety (continued)

Radiation Safety with Unsealed Sources - intro.

18 February
19 March
29 April
22 May
10 July
11 September
16 October
26 November

Chemical Risk Assessment Database Training

3 March	3 August
2 April	7 August
14 April	20 August
1 May	26 August
19 May	29 September
11 June	10 November
16 July	12 November

Risk Assessment Database Training

19 February	3 August
2 April	7 August
23 April	26 August
1 May	9 October
6 May	5 November
2 June	12 November
30 July	

Computer Workstations: Participative Ergonomic Manual Tasks

24 March
9 July

Managing OH&S in the Laboratory

8 April
8 July

Radiation Safety with Self Contained Irradiators

23 April

Safety with Analytical X-Ray Equipment

28 April
11 June
26 August
22 October

Chemicals Management

26 February
3 September

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

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