

Professional Development Calendar 2018

PROFESSIONAL DEVELOPMENT PROGRAM	OVERVIEW	MODE	DURATION	CAPABILITY DEVELOPMENT FRAMEWORK (CDF) CORE COMPETENCIES	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Induction/Mandatory															
U@ACU induction workshop	U@ACU is an essential component of a new staff members' induction. This face-to-face workshop is designed to give you more in-depth information about the University. It allows you to meet other new staff members, as well as hear from guest speakers and presenters who will share their insights and experiences about the University and/or their roles. This one-day workshop covers the University's organisational structure, history and strategic direction, Catholic identity and Mission, community engagement, Code of Conduct, working at ACU, Work Health and Safety (WHS) and equal employment opportunity information.	Face to face	Full day	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Live ACU's mission, vision and values Be responsible and accountable for achieving excellence Know ACU work processes and systems Make informed decisions. 											
E-Induction/E-Essentials modules	E-Essentials comprises a number of online training modules which address important legal requirements and responsibilities.	Online	One to two hours per module	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Live ACU's mission, vision and values Be responsible and accountable for achieving excellence Know ACU work processes and systems Make informed decisions. 											
Competition and Consumer Act – identified roles	This course which is legally comprehensive provides information and advise to assist staff in their understanding of relevant legislative requirements and obligations in order to be compliant with the CCA.	Online	One to two hours	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Apply commercial acumen Be responsible and accountable for achieving excellence Make informed decisions. 											
Incident Management	This course for all staff provides information on ACU's Critical Incident Management and response, outlining what is an incident, different scenarios and staff responsibilities if an incident occurs, across reporting and compliance.	Online	30 minutes	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Live ACU's mission, vision and values Know ACU work processes and systems Be responsible and accountable for achieving excellence Make informed decisions 											
Privacy Awareness	This course provides information on obligations under the Privacy Act and the handling of personal information.	Online	One hour	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Apply commercial acumen Be responsible and accountable for achieving excellence Know ACU work processes and systems Make informed decisions 											
Working with Children and Vulnerable Adults - all continuing and fixed term staff and identified sessional and casual staff	This online training supports the University's commitment to protect children and vulnerable adults. The course will improve your understanding of how you can contribute to the protection and promotion of the dignity, safety and wellbeing of children and vulnerable adults in the ACU and broader community. Topics covered: <ul style="list-style-type: none"> importance of the wellbeing and safety of children and young people relevant policies and responsibilities different types of harm and abuse strategies to build a child-safe organisation 	Online	One to two hours	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Live ACU's mission, vision and values Know ACU work processes and systems Be responsible and accountable for achieving excellence Deliver stakeholder centric services Make informed decisions 											

Professional Development Calendar

2018

PROFESSIONAL DEVELOPMENT PROGRAM	OVERVIEW	MODE	DURATION	CAPABILITY DEVELOPMENT FRAMEWORK (CDF) CORE COMPETENCIES	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Supervisors/Managers															
Emerging Leaders and Managers' Program (eLAMP) guided cohort	Designed and delivered by LH Martin, this program is suitable for new and aspiring tertiary education managers. The program will develop skills, knowledge and capacities to lead and manage effectively in the rapidly changing education environment. This is an online program with 4 face to face consolidation workshops.	Face to face and Online	4x one day	Suitable for CDF Levels 1 and 2 Line and Middle <ul style="list-style-type: none"> Apply commercial acumen Adapt to and lead change Communicate with impact Be responsible and accountable for achieving excellence Make informed decisions. 			Module 1	Module 2	Module 3	Module 4					
Management Essentials	This one day 'pilot' workshop facilitated by Blanchard Inc is designed for staff in frontline leadership roles. Participants will learn about the four essential people management conversations through practice during the program, which will prepare frontline leaders for personal and organisational success.	Face to face	One day	Suitable for CDF Level 2 Line and Middle <ul style="list-style-type: none"> Deliver stakeholder centric service Collaborate effectively Communicate effectively Make informed decisions 											
All staff															
Accidental Counsellor	The Accidental Counsellor training is aimed at equipping individuals with the ability and confidence to: <ul style="list-style-type: none"> RECOGNISE when a colleague, client, friend or family member is struggling RESPOND in an appropriate and compassionate manner, and REFER to a suitable service for ongoing support. 	Face to face	Half day	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Live ACU's mission, vision and values Communicate with impact Make informed decisions. 											
Introduction to DISC (awareness session)	The DISC Profile is the most widely used behavioural model in the world. This session provides an overview of the DISC model and its application in the workplace.	Video conference/ Face to face	One hour	Suitable for CDF Levels 1-4 Line and Middle <ul style="list-style-type: none"> Collaborate effectively Communicate with impact Coach and develop Deliver stakeholder-centric service. 											
Working collaboratively using DISC	Building on the DISC Awareness Session, this workshop provides participants with information on how the DISC model supports more effective team collaboration.	Face to face	Half day	Suitable for CDF Levels 1-4 Line and Middle <ul style="list-style-type: none"> Collaborate effectively Communicate with impact Coach and develop Deliver stakeholder centric service. 											
Presenting with Impact	In this workshop participants learn how to plan and deliver effective presentations.	Face to face	One day	Suitable for CDF Levels 1 and 2 Line and Middle <ul style="list-style-type: none"> Communicate with impact. 											
Aboriginal and Torres Strait Islander cultural awareness workshop	The cultural awareness workshops provide participants with the opportunity to develop a greater understanding of Aboriginal and Torres Strait Islander ways and perspectives.	Face to face	One day	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Live ACU's mission, vision and values. 											
Mental Health First Aid	This course provides participants with information on how to assist someone who may be experiencing a mental health crisis or developing a mental health problem.	Face to face	Two full days	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Live ACU's mission, vision and values. 											

Professional Development Calendar

2018

PROFESSIONAL DEVELOPMENT PROGRAM	OVERVIEW	MODE	DURATION	CAPABILITY DEVELOPMENT FRAMEWORK (CDF) CORE COMPETENCIES	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
All staff															
Lean Fundamentals	This session provides an overview of the core principles of the Lean methodology and basic Lean tools and techniques that can be applied to an improvement initiative. Based on Lean Yellow Belt training course content, this practical training experience provides participants with the foundational knowledge and skills that can be applied to simple process improvement initiatives.	Face to face	Half day	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Be responsible and accountable for achieving excellence Make informed decisions. 											
Advanced Lean	This session provides an overview of the core principles of the Lean methodology and basic Lean tools and techniques that can be applied to an improvement initiative. Based on Lean Yellow Belt training course content, this practical training experience provides participants with the foundational knowledge and skills that can be applied to simple process improvement initiatives. A pre-requisite for this course is completion of Lean Fundamentals training.	Face to face	One day	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Be responsible and accountable for achieving excellence Make informed decisions. 											
Lynda.com - self paced online learning	Lynda.com is an online subscription library of high-quality instructional videos on a range of topics.	Online	User's pace	Suitable for CDF Levels 1-4 <ul style="list-style-type: none"> Competencies mapped to Lynda courses. 											
Write for Results	This one-day workshop provides participants with best practice examples of reports, business cases, letters and emails. Topics covered will include: how to structure documents for impact, write clearly and apply correct style for the Australian workplace.	Face to face	One day	Suitable for CDF Levels 1 and 2 Line and Middle <ul style="list-style-type: none"> Communicate with impact Deliver stakeholder-centric service. 											
Communicate with Impact	This one-day program facilitated by the Maura Fay Group explores how to communicate successfully in the many different situations encountered in the workplace; clarifying purpose and creating an environment conducive to sharing ideas and possibility.	Face to face	One day	Suitable for CDF Levels 1, 2 and 3 <ul style="list-style-type: none"> Communicate with impact. 											
Self leadership	This one day 'pilot' workshop facilitated by Blanchard Inc. is designed to teach individuals how to be proactive contributors to their own organisation. This program provides participants with the knowledge, skills and toolkit to transition into highly motivated contributors, from responsive to responsible. Self leadership uses the latest in accelerated and adult learning concepts and is based on the Situational Leadership II model. A model that provides strategies for gaining more satisfaction from work by examining motivation, confidence, knowledge and skill.	Face to face	One day	Suitable for CDF Levels 1 and 2 Line and Middle <ul style="list-style-type: none"> Adapt to and lead change Deliver stakeholder centric service Make informed decisions 											

Professional Development Calendar 2018

PROFESSIONAL DEVELOPMENT PROGRAM	OVERVIEW	MODE	DURATION	CAPABILITY DEVELOPMENT FRAMEWORK (CDF) CORE COMPETENCIES	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Information sessions															
Performance review and planning for professional staff	The Performance Review and Planning (PRP) process provides a key framework at ACU in building a culture of performance excellence, which requires the alignment of each staff member's work with organisational and strategic priorities.	Video conference	One-hour session	• Know ACU work processes and systems.											
Performance review and planning for supervisors of professional staff	The Performance Review and Planning (PRP) process provides a key framework at ACU in building a culture of performance excellence, which requires the alignment of each staff member's work with organisational and strategic priorities. This session provides an overview of the PRP process.	Video conference	One-hour session	• Coach and develop.											
Academic workloads	Are you familiar with the components of the Academic Workload Policy and how they may relate to your role as an academic staff member? This session is designed to provide information about the University's Academic Workload Policy, processes and systems.	Video conference	One-hour session	• Know ACU work processes and systems.											
Research performance review and planning session	This session introduces staff to the ACU RPRP systems and processes.	Video conference	One-hour session	• Know ACU work processes and systems.											
Aboriginal and Torres Strait Islander peoples perspectives	This session is a series of talks by ACU's researchers, lecturers and staff on Aboriginal and Torres Strait Islander peoples perspectives.	Video conference	One-hour session	• Live ACU's mission, vision and values.											
Career planning for professional staff	This session introduces resources and guidance to support professional staff in career planning.	Video conference	One-hour session	• Coach and develop.											
Supporting staff for career planning	This session introduces supervisors to resources that have been developed to support professional staff and supervisors in career planning.	Video conference	One-hour session	• Coach and develop.											
Work health and safety – risk management	This session introduces staff to work health and safety systems and tools available to identify and manage WHS risks.	Video conference	One-hour session	• Know ACU work processes and systems.											
Leave management for staff	This session provides staff with information on the common leave types and how the University manages leave.	Video conference	One-hour session	• Know ACU work processes and systems.											
Supporting staff for leave management	This session designed for managers and supervisors provides an essential overview of leave management at ACU.	Video conference	One-hour session	• Know ACU work processes and systems.											
Recruitment and selection	This session introduces staff to recruitment and selection systems and processes.	Video conference	One-hour session	• Know ACU work processes and systems.											
Performance review and planning for academic staff	This session provides an overview of the Performance Review and Planning (PRP) process for academic staff. The session provides a key framework in building a culture of performance excellence, which requires the alignment of each staff member's work with organisational and strategic priorities	Video conference	One-hour session	• Know ACU work processes and systems.											

Professional Development Calendar 2018

PROFESSIONAL DEVELOPMENT PROGRAM	OVERVIEW	MODE	DURATION	CAPABILITY DEVELOPMENT FRAMEWORK (CDF) CORE COMPETENCIES	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Information sessions															
Performance review and planning for supervisors of academic staff	This session provides an overview of the Performance Review and Planning (PRP) process for supervisors of academic staff. The session provides a key framework in building a culture of performance excellence, which requires the alignment of each staff member's work with organisational and strategic priorities	Video conference	One-hour session	<ul style="list-style-type: none"> Coach and develop. 											
Preparing for academic promotions – supervisors	This workshop is designed for National Heads of School, State Heads of School, and Deputy Heads of School who are supervising academic staff members considering applying for promotion.	Video conference	Two-hour session	<ul style="list-style-type: none"> Coach and develop Know ACU work processes and systems. 											
Preparing for academic promotions – staff	This workshop is aimed at academic staff members considering applying for promotion.	Face to face/Video conference	Two-hour session	<ul style="list-style-type: none"> Coach and develop Know ACU work processes and systems. 											
Evidencing teaching in applications for academic promotions	This seminar has a specific focus on strategies for effective presentation of evidence of research in applications for academic promotion.	Video conference	Two-hour session	<ul style="list-style-type: none"> Coach and develop Know ACU work processes and systems. 											
Evidencing research in applications for academic promotions	This seminar has a specific focus on strategies for effective presentation of evidence of scholarship of teaching and in applications for academic promotion. This seminar will be conducted by subject matter expert Professor Kevin Ashford-Rowe, Director Learning and Teaching Centre.	Video conference	Two-hour session	<ul style="list-style-type: none"> Coach and develop Know ACU work processes and systems. 											
Wellbeing series	These sessions provide practical information and tools to support participants in both the workplace and in their personal lives.	Video conference	One-hour session	<ul style="list-style-type: none"> Live ACU's mission, vision and values. 											
Lean @ lunch	This session introduces participants to the Lean model of project management.	Video conference	One-hour session	<ul style="list-style-type: none"> Know ACU work processes and systems. 											
Employee relations guest speaker series	These sessions provide participants with the opportunity to hear from a range of guest speakers on topical matters.	Face to face	TBA	<ul style="list-style-type: none"> Make informed decisions. 											
Learning with Lynda	This session provides an overview on how to maximise learning through Lynda.com.	Video conference	One-hour session	<ul style="list-style-type: none"> Coach and develop. 											
Video conferencing made easy	This session provides participants with the necessary skills to effectively chair or participate in video conferences.	Video conference	One-hour session	<ul style="list-style-type: none"> Communicate with impact Know ACU work processes and systems. 											
Discrimination Harassment and Bullying Refresher Training	This training refreshes your knowledge about what constitutes discrimination, harassment and bullying based on the relevant legislation and University policies; your responsibilities in relation to discrimination, harassment and bullying; responsibilities of managers and supervisors and the University in dealing with issues and the options available to you to resolve concerns and complaints.	Face to face/Video conference	One-hour session	<ul style="list-style-type: none"> Collaborate effectively Know ACU work processes and systems Make informed decisions 											
Self-Care Through Change Staff	This workshop facilitated by AccessEAP (Employee Assistance Program), aims to support staff to understand individual responses to change and build skills to deal with the impact of change.	Face to face	Two-hour session	<ul style="list-style-type: none"> Adapt to and lead change Communicate with impact 											
Supporting Change Supervisors	This workshop facilitated by AccessEAP (Employee Assistance Program), will provide supervisors and managers with information and tools that will assist them to manage self and others through change across the University.	Face to face	Two-hour session	<ul style="list-style-type: none"> Adapt to and lead change Communicate with impact 											