

ANU HUMAN RESOURCES DIVISION STAFF DEVELOPMENT CALENDAR 2009

For program information or to register, go to: <http://training.anu.edu.au/StaffCourseCatalogue.asp>

Enquiries: staffdev@anu.edu.au

PROGRAMS AVAILABLE TO ANU STAFF	2009												
	INFO	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
NEW TO ANU													
ANU Induction for Staff (HRSD01)	♀	22		17		13		21		10		30	
Vice-Chancellor's Welcome to New Staff (HRSD02)	♀			26						22			
Senior Leader Induction	♀ ☒					1,7,22,28				17 & 24 Sep, 1 & 8 Oct			
MANAGEMENT AND LEADERSHIP													
Supervisor Development Program (HRSD10)	♂ \$			30 & 31 Mar, 15 Apr		19,20,28				18,23,24		19,20,26	
Recruitment and Selection of Staff (Staff Selection Briefing) (HRSSFF)	♂			17		14		24			8		
ANU Management & Leadership Program (for Academic Staff)	♂ ☒	<i>To Be Advised</i>											
ANU Management & Leadership Program (for General Staff)	♂ ☒	<i>To Be Advised</i>											
SUPPORTING OUR STAFF													
Performance and Career Development (supervisor) (HRSD22)	♂		24				24				13		
Performance and Career Development (non-supervisor) (HRSD23)	♂			11				1			28		
Underperformance and Grievance Processes (HRSD24)	♂								11				
CAREER DEVELOPMENT													
National Career Development Week Event	♂					21							
Early Career Planning Program (for Academic Staff)	♂ ☒							22	19	16	13	11	2
Career Compass (for General Staff) : Applications close 17 July	♂ \$								25,26	3			
Writing Effective Job Applications (HRSD30)	♂			25			10				20	12	
Interview Skills (HRSD31)	♂			31			16				27	18	
WORKPLACE SKILLS DEVELOPMENT													
Efficiency and Effectiveness in the Workplace (HRSD40)	♂					6				15			
Email Essentials (HRSD41)	♂				29				19				
Customer Service Skills (HRSD42)	♂		3			18						17	

♂ = For All Staff

♂ = For Academic Staff

♂ = For General Staff

HR = For HR Practitioners

☒ = By nomination

☎ = Contact us to discuss

\$ = Course fees apply

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EFFECTIVE TEAMS													
Understanding Your Team's Working Styles	♂ \$	For information and to book a session for your Team, please contact Staff Development Branch: staffdev@anu.edu.au											
WELLBEING													
ANU Staff Wellbeing Week	♂	A variety of events during the week from 23 rd – 27 th November 09											
OHS Training for Supervisors				18		14		14		17		17	
DIVERSITY AND INCLUSION													
Online – Harassment, Discrimination and Bullying ^	♂	Online module now available via Pulse ^											
Diversity Awareness	♂												
• Mental Health *	♂				29								
• Ageing and Disability *	♂						11						
• Language and Communication *	♂								5				
• Interviewing and Recruiting *	♂										14		
* Dates and venue to be confirmed													
INITIATIVES TO ENABLE AND/ OR REWARD													
General Staff Endowment Fund (application closing date)	♂			27				31					
ANU Postgraduate Staff Development Scholarships	♂	23					30						
ANU Annual Staff Excellence Awards	♂								14			12	
Future Summit Australian Leadership Awards (nominations close)	♂		2										
Future Summit Conference	♂ ☒					18, 19							
ANU NETWORKS													
ANU Leaders Network	♂ ☒			24		28		2		3		25	
HR Practitioners Network	♂ HR		19	12	30	21	18	23	20	17	15	12	17

♂ = For All Staff ♂ = For Academic Staff ♂ = For General Staff HR = For HR Practitioners ☒ = By nomination ☎ = Contact us to discuss \$ = course fees apply

^ ONLINE TRAINING INFORMATION

Our new online learning system 'Pulse' is now available for staff. Pulse will be launched in three phases. Currently, we are in the first phase where Information Technology (IT) learning programs are now available. In the second phase, a suite of programs called Ready 4 Work will be launched and made available. These programs include titles such as: Business Communications, Time Management, Occupational Health and Safety, Customer Service and many others. In the third phase the Ready 2 Manage suite of programs will be launched. These programs include: Accounting Basics, Change Management, Negotiation, Leadership & Motivation and others.

Further information: http://info.anu.edu.au/hr/Training_and_Development/pulse-online-learning-system

Enquiries: E: staffdev@anu.edu.au or T: 6125 6600.

[Connect to Pulse and set up your Login](#)

OTHER PROVIDERS OF ANU TRAINING & DEVELOPMENT

(For comprehensive list, go to: <http://training.anu.edu.au/providers.asp>)

Occupational Health & Safety (OH&S): http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

Centre for Education Development and Academic Methods (CEDAM): <http://www.anu.edu.au/CEDAM/>

Research Office: <http://www.anu.edu.au/ro>

Division of Information (DoI): <http://information.anu.edu.au/daisy/infoservices/238.html>

Counseling Centre: <http://www.anu.edu.au/counsel/>

**Version
release
11 Nov 09**

**Keep an
eye out for
updates!!!**