

Centralised Staff Development Calendar

updated 31/05/2017

(number = the date) / **B** = Melbourne Burwood Campus **G** = Waurin Ponds Campus **F** = Waterfront Campus **O** = Online **D** = Deakin Downtown **W**=Warrnambool Campus **N** = campus not applicable

ENROLMENT/ APPLICATIONS	COURSE / PROGRAM	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
click here	Academic Promotions	applications open 8 May										
tba	Academic Promotions - information sessions			6B/12G								
click here	Academic Study Program	applications called for: 13 Mar, 12 Jun and 4 Sep										
click here	Advanced Project Management						31D			24D		
click here	Career planning	on demand										
tba	Career Planning and Development	dates released later in 2017										
click here	Creating Accessible Digital Content	on demand										
click here	Deakin Employee Excellence Program (DEEP)	applications open Feb										
click here	Deakin Managers' Advancement Program (DMAP)	applications open Feb										
click here	DeakinPeople - Casual Timesheet Administration				30G/31B				12G/13B			
click here	DeakinPeople for Managers webinar		30O									
click here	DeakinPeople - HR Administration				30G/31B				12G/13B			
click here	DeakinPeople - Interviews webinar			11O								
click here	DeakinPeople - Recruitment webinar			4O								
email	DeakinPeople - Training Administration	on demand										
click here	DFMS - General Ledger			10B								
click here	DFMS - Purchasing			10B								
click here	DFMS - Reports and Inquiries			10B								
click here	Efficiency with Outlook	on demand										
click here	Essential Business Writing	23G			2B			7G			2B	
click here	Essential Project Planning	dates tba										
click here	Frontline Service Resilience		24G		10B	20G			6B			
click here	Graduate Certificate of Higher Education Learning and Teaching (GCHELT)	various										
tba	Harassment and Discrimination Contact Officers – new to the role	dates tba										
tba	Harassment and Discrimination Contact Officers – update & refresh	dates tba										
click here	Influence and Assertiveness	on demand										
click here	Influencing and Negotiation		21B		30F			16B			15G	
click here	Interactive Induction	13B	8G	20B	10F	2B	20G	2B	5F	11B	2G	6B
click here	Information Governance Campus Forums		6F/17W	28B								
click here	Introduction to Presentation Skills	on demand										
click here	Introduction to Taxation	on demand										
email	Job Analysis Design	ad hoc as required										
click here	Journals and Accruals	on demand										
click here	Leadership Skills	on demand										
tba	Leading Equal Opportunity for Managers	dates tba										

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click here	Leading Staff Through Change				17B	8G		17G		12B		
click here	lynda.com	on demand										
click here	Managing Mobile Teams	on demand										
click here	Mental Health First Aid		22B	12B/26G		21G/27B		16B			2B/30W	5B
click here	Mentoring Partnership Program	applications open 27 Feb										
click here	Navigating Through Change				17B	8G		17G		12B		
click here	New Manager Toolkit				3D		26D			10D		
click here	New to Academic Leadership	on demand										
click here	New to Management	on demand										
click here	New to the workforce	on demand										
click here	Office 365 – The Basics	on demand										
click here	OHS Training for Supervisors	15B/22G	22B/22G	12B/26G	17B/24G	21B/28G	19B/25G	16B/23G	13B/27G	18B/25G	14B/22G	13B
tba	People Essentials at Deakin	dates tba										
tba	Performance Management Conversations	course available later 2017										
click here	Personal Practical Resilience		15F		2B			10G		17B		
tba	Presenting with Impact			3G/10B					6G/13B			
click here	Productivity and Time Management	on demand										
click here	Reconciliation for Balance Sheet Accounts	on demand										
email	Recruiting for Success	ad hoc as required										
tba	Recruiting Great Staff	on demand										
click here	Resilience in the Workplace	on demand										
click here	SharePoint 2013 Training	on demand										
click here	Sharepoint Owners Designer Workshop - Beginners	on demand										
email	Sharepoint Owners Designer Workshop - Intermediate	on demand										
email	Social Media training for staff - Facebook					21B/21O						
email	Social Media training for staff - Instagram				9B/9O							
email	Social Media training for staff - LinkedIn									11B/11O		
email	Social Media training for staff - LinkedIn personal branding											12B/12O
email	Social Media training for staff - Twitter							10B/10O				
click here	Strong Leadership Through Change	on demand										
click here	Study Support	on demand										
click here	The PPR Process	21G/23B					11G/ 18B/26F				21G/ 27B/28F	
click here	TM1 Perspectives Advanced Reporting	Sessions available on request.										
click here	TM1 Perspectives	Sessions available on request.										
click here	TM1 SMP Workshop (Must of completed TM1 SMP Refresher)							8G/11B				

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click here	TM1 SMP Refresher (pre-requisite to the SMP workshop)							7G/10B				
click here	TM1 FPA Refresher							7G/10B				
click here	Trim RM training (Corporate dataset)	7B										
click here	Trim RM training (Student dataset)	3B/ 21F/ 24B										
click here	Up and running with Office 365	on demand										
click here	Vice-Chancellor's Professional Development Awards									TBA		

Centralised Staff Development Guide

DIGITAL SAVVY

Efficiency with Outlook

Learn how to get the most out of Outlook and increase your efficiency.

Target audience: all staff

Office 365 - The Basics

The Office 365 workshop is a hands on session for anyone wanting to get to know Office 365 a little better. The course will briefly touch on programs the suite offers such as OneDrive, OneNote, Planner, Forms and Sway. The course will go through the capability this suite has for working more collaboratively with colleagues through the cloud

Target audience: all staff

Sharepoint 2013

At your own pace, learn the basics of using Sharepoint (2013) Online for business collaboration and real-time document sharing

Target audience: Sharepoint users

Sharepoint Owners Designer Workshop - Beginners

The SharePoint Design Workshop is a hands-on session for new Site Owners. It shows owners how to set up and design a new SharePoint site. The course covers topics such as customization, permissions, library and list set up and best practice

Target audience: Beginner Sharepoint users

Sharepoint Owners Designer Workshop - Intermediate

The SharePoint Workshop is a hands-on session for experienced Site Owners. It explores in details some of the useful features and capabilities of SharePoint. Topics covered include workflows, library and document templates, metadata management and filtering

Target audience: Experienced Sharepoint users

Up and Running Office 365

Get up and running with Office 365, the cloud-based version of Office that allows you to access email, contacts, calendars, and documents, anywhere and on any device

Target audience: all staff

CHANGE READY

Leading Staff Through Change

Equips managers with key tools to lead staff through workplace change, including the psychological journey.

Target audience: managers and supervisors.

Navigating Through Change

Confidently navigate through workplace change and understand the psychological journey of change.

Target audience: all staff

Strong Leadership Through Change

Provides staff with key tools to demonstrate strong leadership through workplace change.

Target audience: all staff

Personal Practical Resilience

Remain resilient through change and assist others without draining self.

Target audience: all staff

Resilience in the Workplace

At your own place, build your personal resilience.

Target audience: all staff

MANAGEMENT AND LEADERSHIP

New to Management

At your own pace, work through the essentials of delegation, managing team expectations, the mental transition of 'buddy to boss', your personal leadership style and providing and receiving feedback.

Target audience: new managers/supervisors

People Essentials @Deakin

An overview of key Deakin policies they need to know, relevant to supervising/managing staff.

Target audience: managers and supervisors

Centralised Staff Development Guide

MANAGEMENT AND LEADERSHIP

Deakin Employee Excellence Program

With applications open to high-performing HEW 6 and 7 staff, this program is designed to embed the core skills required to be a successful and high performing staff member at Deakin.

Round 1 is open to HEW 6 and 7 staff with supervisory responsibilities. Round 2 is open to HEW 6 and 7 staff without supervisory responsibilities.

Target audience: high-performing HEW 6 and 7 staff with aspirations to progress into managerial roles at Deakin.

Deakin Managers' Advancement Program

The Deakin Managers' Advancement Program (DMAP) is designed for high performing HEW 8 - 10 Professional Staff managers. The program encourages applications from staff new to management (or managers new to Deakin).

The program is designed to increase the managerial capabilities of participants, embed best practices and create a deeper understanding of the University.

Target audience: HEW 8-10 managers

Leadership Skills

At your own pace, work through key leadership skills including authentic leadership, emotional intelligence, trust, leading teams and influencing others.

Target audience: managers

Managing Mobile Teams

Tips and skills to help managers with direct reports operating across multiple locations.

Target audience: managers

New Manager Toolkit

Equips new managers and supervisors with with the skills and tools to 'hit the ground running' as a first time manager or supervisor.

Target audience: new managers and supervisors.

New to Academic Leadership

At your own pace, become comfortable with leading teams and delegation, setting expectations, giving and receiving feedback and finding your own leadership style.

Target audience: new to academic leadership

BUSINESS SKILLS

Essential Business Writing

Learn hints, tips and tricks to present with technology seamlessly.

Target audience: all staff

Job Analysis and Design

This program will ensure you have a thorough understanding of what Job Design is, why it is important and the benefits to the organisation and staff.

Target audience: managers, supervisors and team leaders

Productivity and Time Management

The course addresses time management fundamentals, getting things done, managing your time, overcoming procrastination and efficient email management (Outlook).

Target audience: all staff

Essential Project Planning

This one day course is designed to assist staff coordinating small to mid-sized project. The course will work through the four main stages of projects: Initiation, Planning, Execution and Closure.

Participants will also be introduced to useful project planning templates.

Advanced Project Management

This two-day course is designed for mid-senior project staff who manage medium to large projects as part of their role. Participants should already have an introductory level of understanding and experience in project planning requirements. This course will cover critical success factors, project logic matrix, interface management, stakeholder engagement, risk assessments, critical path analysis and critical chain, resource allocation and reallocation and project performance monitoring.

Recruiting For Success

Increase your understanding of the recruitment process and enhance your skills in every aspect of recruitment to enable you to hire the best staff.

Target audience: managers, supervisors and team leaders

Recruiting Great Staff

At your own pace, find out more about conducting interviews, shortlisting candidates and checking references.

Target audience: staff with recruitment responsibilities

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CAREER PLANNING

Academic Promotions

An annual process providing academics with the opportunity to determine if they are ready for promotion and then to establish a case for their promotion.

Target audience: academic staff

Academic Promotions - information sessions

Find out more about the academic promotions process and how to best set yourself up for success.

Target audience: academic staff

Academic Study Program

An opportunity for academic staff to enhance their professional development and pursue research and/or scholarly work outside the University

Target audience: academic staff

Career and Development Planning

Confidently plan and manage your development and career opportunities.

Target audience: professional staff up to HEW 9

Career Planning

At your own pace, this online course helps you identify your strengths and career aspirations, create a career plan and identify opportunities.

Target audience: all staff

Graduate Certificate of Higher Education Learning and Teaching

A staff member required to undertake the GCHELT must complete prior to the end of the probation period.

Target audience: academic staff

Interactive Induction

Compulsory for all new staff members, this session will provide an overview of life at Deakin including strategic direction, benefits, entitlements and opportunities

Target audience: new staff

CAREER PLANNING

lynda.com

Free online learning library for all Deakin staff and students.

Target audience: all staff

Mentoring Partnership Program

The six month program provides mentors and mentees with an opportunity to work together collaboratively to assist the mentee to achieve specific goals. Mentees are matched to mentors who have strengths and experience in areas that mentees wish to develop

Target audience: all staff

New to the Workforce

At your own pace, this course looks at social media use, email and phone etiquette, business writing, time management and establishing business relationships.

Target audience: recent graduates and interns

The PPR Process

Assisting new and ongoing staff to get the most out of the PPR process.

Target audience: all staff

Study Support

Professional staff may be eligible for support in the form of staff leave and fee reimbursement.

Target audience: professional staff

Vice-Chancellor's Professional Development Awards

An opportunity for general staff to undertake a professional development program that will assist the University in achieving its strategic goals.

Target audience: professional staff

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SYSTEMS AND FINANCE

Creating Accessible Digital Content

Understand the rationale behind accessibility helping participants understand the WCAG standard and the need to consider accessibility when creating content. The workshop will provide participants with the skills and knowledge to easily begin to take steps in making your content accessible to all.

Target audience: all staff

DeakinPeople for Managers

Managers can learn how to navigate DeakinPeople, including Manager Dashboard, leave and training requests, timesheets, delegation and other relevant functions.

Target audience: managers and supervisors

DeakinPeople - Recruitment

Assists staff to use the recruitment function in DeakinPeople.

Target audience: staff using the recruitment function in DeakinPeople.

DeakinPeople - Training Administration

Assists staff to use the training function in DeakinPeople.

Target audience: staff using the training administration function in DeakinPeople.

DeakinPeople - Interviews

Learn how to use the interviews function in DeakinPeople

Target audience: staff using the recruitment function in DeakinPeople.

DFMS - General Ledger

An overview on ledger accounts including ledger reports and entering journals.

Target audience: staff with financial administration responsibilities

DFMS - Purchasing

An overview of raising purchase requisitions, purchase orders and the approval process.

Target audience: staff with financial administration responsibilities

DFMS - Reports and Inquiries

An overview of reports and purchase order queries.

Target audience: staff with financial administration responsibilities

SYSTEMS AND FINANCE

Information Governance Campus Forums

These forums are designed to share knowledge on Information Governance topics with all interested staff across all Deakin campuses.

Target audience: all staff

Introduction to Taxation

Interpret and apply Deakin's taxation policy and procedure as relevant to the Faculty, Institute and Other Areas.

Target audience: staff with roles that require interpretation of tax including GST, PAYG, Income Tax, DGR or FBT

Journals and Accruals

This course will provide the appropriate background knowledge needed to support the calculation of accruals.

Target audience: staff with responsibilities relating to the calculation of accruals for journaling

Reconciliation for Balance Sheet Accounts

This course will equip you with the necessary knowledge to reconcile balance sheet accounts.

Target audience: staff with responsibilities relating to the reconciliation of Balance Sheet Accounts

TM1 Perspectives

An introduction to TM1 and how the relevant information is stored. Features of TM1 Perspectives include Server Explorer, Cubes, Views, Subsets, Drilling and Filtering

Also included is an introduction into extracting data to Excel via Snapshot, Slice & Active Form

TM1 Perspectives Advanced Reporting

This module includes a TM1 Perspectives refresher and advanced reporting features such as excel TM1 formulas, Dynamic Subsets, Active Form formatting and report building.

Prerequisites: M1 Perspectives course or a good working knowledge of TM1.

Knowledge of excel formulas

TM1 FPA Refresher

This module focuses on the functionality and navigation of the Forecasting, Planning and Analysis (FPA) tool.

Target audience: staff with TM1 responsibilities

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SYSTEMS AND FINANCE

TM1 SMP Refresher

An overview of the functionality and navigation of the Staff Management and Planning Model (SMP).
Target audience: staff with TM1 responsibilities

TM1 SMP Workshop

SMP Workshop involves working through SMP examples and exercises as a group. Participants undertaking the SMP Workshop must have attended the SMP Refresher course.
Target audience: staff with TM1 responsibilities

Trim RM (Corporate Dataset)

A basic overview on how to access, search, create and edit records in Deakin's Electronic Document Management System, Trim RM (Corporate Records)
Target audience: Staff storing/accessing HR records, contracts/consultancies, tenders, course based records or other non-student specific information

Trim RM (Student Dataset)

A basic overview on how to access, search, create and edit records in Deakin's Electronic Document Management System, Trim RM (Student Records)
Target audience: Staff storing/accessing student specific information and records/information

HEALTH, WELLBEING AND SAFETY

Harassment and Discrimination Contact Officers (HDCO)– Part 1 New to the Role

This course equips staff who are new to the role of HDCO with the skills and knowledge to assist staff and students with enquiries about discrimination, sexual harassment, bullying and victimisation within the University.

Target audience: staff new to the Harassment and Discrimination Contact Officer role.

Harassment and Discrimination Contact Officers (HDCO)– Part 2 Update and Refresh

This course allows HDCOS to update their knowledge and skills to ensure confidence in providing a service to staff and students.

Target audience: Harassment and Discrimination Contact Officers every 2 years.

Leading Equal Opportunity for Managers

This course aims to enable managers to identify, prevent and respond to discrimination, sexual harassment and victimisation in the workplace. In particular the course aims to equip managers to handle requests for workplace flexibility and reasonable adjustments for staff with disabilities.
Target audience: managers and supervisors

Mental Health First Aid

This 2-day course teaches Deakin staff how to recognise the symptoms of mental health problems in students, how to provide initial help, and guiding the student towards professional help.

Target audience: staff with direct student contact

OHS Training for Supervisors

This course is designed for managers and supervisors who have staff or post-graduate students reporting to them.

Target audience: managers and supervisors

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INTERPERSONAL

Influencing and Negotiation

Provides participants with skills and tools to influence peers, colleagues, managers and customers and to successfully negotiate.

Target audience: all staff

Influence and Assertiveness

Assists participants to be more assertive and to enhance personal influence.

Target audience: all staff

Presenting with Impact

This two-day course is designed for staff with presentation/facilitation responsibilities in their role. This course takes participants through all stages of presentations including taking the brief, scoping the presentation, including engaging activities, creating interesting materials and handout, dealing with nerves, handling questions and more.

Target audience: all staff

Presentaton Skills (online)

At your own pace, work through the essentials of a good presentation, managing nerves and the creation of terrific slides using 'Prezi'.

Target audience: all staff

SERVICE EXCELLENCE

Frontline Service Resilience

Effectively plan, prioritise and manage workload. Additionally, develop the confidence and skills to deal with a range of difficult and challenging behaviours from customers, students and staff.

Target audience: all staff