



Staff Development Calendar 2012



The Calendar will constantly be updated throughout 2012

For further details or to register for any of the scheduled training courses please login to [StaffConnect](#).

Melbourne Burwood Campus

Course code	Course title	Date	Venue	Start time	Finish time
H0034	PPR 2 (Managers): Conducting the PPR Review	28-Feb-12	Burwood Campus: GA1.29- Greenwood Park	9.30	13.00
H0032	PPR 2 (Staff): Your PPR Review	29-Feb-12	Burwood Campus: GA1.29- Greenwood Park	9.30	13.00
H0033	PPR 1 (Managers): Writing a SMARTA PPR plan	14-Mar-12	Burwood Campus: GA1.29- Greenwood Park	9.30	12.30
H0031	PPR 1 (Staff): Writing a SMARTA PPR Plan	14-Mar-12	Burwood Campus: GA1.29- Greenwood Park	13.30	16.30
H0012	MS Excel Intermediate	27-Mar-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	16.30
H0030	MS PowerPoint (Intermediate - Advanced)	12-Apr-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	14.00
H0081	Behavioural Interviewing	18-Apr-12	Burwood Campus: GA1.29- Greenwood Park	9.30	13.00
H0046	MS Word Intermediate	1-May-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	14.00
H0076	OHS Contractor Management	10-May-12	Burwood Campus: GA1.29- Greenwood Park	10.00	12.00
H0011	MS Excel Advanced	15-May-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	14.00
H0045	MS Word Advanced	3-Jul-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	14.00
H0012	MS Excel Intermediate	7-Aug-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	16.30
H0092	Office Ergonomics and Manual Handling	5-Sep-12	Burwood Campus: GA1.29- Greenwood Park	10.00	12.00
H0046	MS Word Intermediate	18-Sep-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	14.00
H0011	MS Excel Advanced	2-Oct-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	14.00
H0045	MS Word Advanced	13-Nov-12	Burwood Campus: Room GA2.28-Greenwood Park	9.30	14.00

Geelong Waurm Ponds Campus					
Course code	Course title	Date	Venue	Start time	Finish time
H0034	PPR 2 (Managers): Conducting the PPR Review	15-Feb-12	Waurm Ponds Campus: HR Training Room-jb3.112	9.30	13.00
H0032	PPR 2 (Staff): Your PPR Review	16-Feb-12	Waurm Ponds Campus: HR Training Room-jb3.112	9.30	13.00
H0033	PPR 1 (Managers): Writing a SMARTA PPR plan	1-Mar-12	Waurm Ponds Campus: HR Training Room-jb3.112	9.30	12.30
H0031	PPR 1 (Staff): Writing a SMARTA PPR Plan	1-Mar-12	Waurm Ponds Campus: HR Training Room-jb3.112	13.30	16.30
H0092	Office Ergonomics and Manual Handling	20-Mar-12	Waurm Ponds Campus: HR Training Room-jb3.112	10.00	12.00
H0046	MS Word Intermediate	11-Apr-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	14.00
H0012	MS Excel Intermediate	2-May-12	Waurm Ponds Campus: Computer lab ka1.207	9.30	16.30
H0011	MS Excel Advanced	6-Jun-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	14.00
H0045	MS Word Advanced	27-Jun-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	14.00
H0030	MS PowerPoint (Intermediate - Advanced)	4-Jul-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	14.00
H0081	Behavioural Interviewing	9-Aug-12	Waurm Ponds Campus: HR Training Room-jb3.112	9.30	13.00
H0046	MS Word Intermediate	15-Aug-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	14.00
H0012	MS Excel Intermediate	26-Sep-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	16.30
H0076	OHS Contractor Management	2-Oct-12	Waurm Ponds Campus: HR Training Room-jb3.112	10.00	12.00
H0045	MS Word Advanced	10-Oct-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	14.00
H0011	MS Excel Advanced	8-Nov-12	Waurm Ponds Campus: Computer lab ka1.204	9.30	14.00
Warrnambool Campus					
Course code	Course title	Date	Venue	Start time	Finish time
H0030	MS PowerPoint (Intermediate - Advanced)	3-May-12	Warrnambool Campus : ITS Training Lab- Room D130	9.30	14.00
H0012	MS Excel Intermediate	30-May-12	Warrnambool Campus : ITS Training Lab- Room D130	9.30	16.30
H0046	MS Word Intermediate	20-Jun-12	Warrnambool Campus : ITS Training Lab- Room D130	9.30	14.00
H0011	MS Excel Advanced	25-Jul-12	Warrnambool Campus : ITS Training Lab- Room D130	9.30	14.00
H0045	MS Word Advanced	29-Aug-12	Warrnambool Campus : ITS Training Lab- Room D130	9.30	14.00
Online					
Course code	Course title	Date	Venue	Start time	Finish time
H0085	NVivo 9 Basics ONLINE (Session1)	7-May-12	Online	10.00	13.00
H0085	NVivo 9 Basics ONLINE (Session2)	9-May-12	Online	10.00	13.00
H0094	NVivo 9 Advanced ONLINE (Session 1)	21-Aug-12	Online	10.00	13.00
H0094	NVivo 9 Advanced ONLINE (Session 2)	23-Aug-12	Online	10.00	13.00