

Welcome – CSU Staff Development Calendar (2012)



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Accredited Training (2012)

Course Name	Category	Campus		FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV		Provider
Certificate IV in Business Administration	Working @ CSU	All													CSU Training
Certificate IV in Frontline Management	Working @ CSU	All													CSU Training
Certificate IV in Training and Assessment	Working @ CSU	All													CSU Training
Diploma of Management	Working @ CSU	All													CSU Training
Graduate Certificate in Leadership & Management	Leading @ CSU	All							TBC						HR Division
Service Culture Program – Introductory Session	Working @ CSU	All					30								CSU Training

Non-Accredited Training (2012)

Customer Service in Action	Working @ CSU	Wagga					2, 3								DVC Admin
		Bathurst					16, 17								DVC Admin
Leadership Development for Women (LDW)	Leading @ CSU	Various		01-03			08-10					02-04			HR Division
Understanding Process – A Primer	Working @ CSU	Wagga				17									IT Division
		Bathurst					1								IT Division

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Online Courses (2012)

Course Name & Code	Category	Duration	Provider	Course Name & Code	Category	Duration	Provider
IT Induction	Working @ CSU	Discretionary	IT Division	Requesting and accessing Banner Finance Online	Working @ CSU	Discretionary	Finance Division
MS Communicator	Working @ CSU	Discretionary		Security in Banner Finance [doc]	Working @ CSU	Discretionary	
MS Windows	Working @ CSU	Discretionary		Understanding Chart of Accounts [doc]	Working @ CSU	Discretionary	
MS Word	Working @ CSU	Discretionary		Using Banner Finance Online [doc]	Working @ CSU	Discretionary	
MS Outlook	Working @ CSU	Discretionary		Guide to Managing Operating Funds [.doc]	Working @ CSU	Discretionary	
MS Internet Explorer	Working @ CSU	Discretionary		Delegations, Promaster Travel Planner Approvals and Internal Journals Workshop	Working @ CSU	Discretionary	
MS Excel	Working @ CSU	Discretionary		Basic User Manual - Supervisors	Working @ CSU	Discretionary	
MS PowerPoint	Working @ CSU	Discretionary		<i>(For the most up to date list of online finance courses please click here)</i>			
MS Access	Working @ CSU	Discretionary					
Adobe Acrobat	Working @ CSU	Discretionary		HR Induction Part 1 – Essential Information for New Staff	Working @ CSU	Discretionary	HR Division
Abode Captivate	Working @ CSU	Discretionary		HR Induction Part 2 – About CSU	Working @ CSU	Discretionary	
MS Publisher	Working @ CSU	Discretionary		HR Induction Part 3 – Legislation & Policies for New Staff	Working @ CSU	Discretionary	
MS Front Page	Working @ CSU	Discretionary		OHS – Introduction to Safety at CSU	Working @ CSU	Discretionary	
Lotus Notes	Working @ CSU	Discretionary		OHS – Manual Tasks	Working @ CSU	Discretionary	
ICDL	Working @ CSU	Discretionary		OHS – Office Ergonomics	Working @ CSU	Discretionary	
				OHS – Risk Management	Working @ CSU	Discretionary	
				OHS – Accident Investigation	Working @ CSU	Discretionary	
Online Copyright Compliance Training	Learning & Teaching	Discretionary	Copyright	OHS – Fire and Emergency Procedures	Working @ CSU	Discretionary	
				EOOnline – Module 1 – What You Need to Know	Working @ CSU	Discretionary	
Finance Induction	Working @ CSU	Discretionary	Finance Division	EOOnline – Module 2 – Managers & Supervisors	Working @ CSU	Discretionary	

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On Demand Programs / Tailored Information (2012)

Program Name or Area	Provider	Contact	Program Name or Area	Provider	Contact
Certificate IV in Business Administration	CSU Training	Jenny King	IT Induction	IT Division	IT Service Desk
Certificate IV in Frontline Management			Dreamweaver		
Certificate IV in Training and Assessment			Microsoft Outlook		
Diploma of Management			Share Administration		
Facilitation Skills			Web Page Curator Training		
			Video Conferencing		
			AV for Academic staff		
			Interact for General Staff		
Developing a Service Culture and Understanding Culture	DVC-Admin	Hedy Bryant	Library Induction	Library Services	Liaison Librarians
			Integrating Library Resources in Interact		
<u>Division of Human Resources – Tailored Information</u>			Copyright Training		
Career Development & Mentoring	HR Division	Amanda Bagley	Introduction to Databases		
Performance Management & Development		Amanda Bagley	Advanced Database Use		
Work Design & Job Analysis		Christine Klimpsch	Introduction to EndNote		
Recruitment & Selection		Christine Klimpsch	Advanced Endnote Use		
Coaching		Pete Millett	Introduction to Search@CSU Library		
Change Management		Pete Millett	Embedding Information Literacy in the Curriculum		
Leadership		Pete Millett	ERA, Impact factors, citations and research journals		
Team Building		Pete Millett	<i>(For the most up to date list of Library courses please click here)</i>		

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Conferences, Forums, Meetings, Events, Information Sessions (2012)

Forums, Conferences, Awards, Graduations	Campus		FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV		Mode
Admin Focus	Wagga											20-21		Conference
CSU Ed	Wagga											5-7		Conference
Heads of School (HOS) Information Session for Academic Promotions	All			TBA										Tele Conference
Senior Women's Forum	All		15	8										Mixed
Staff Information Session – Special Studies Program (SSP)	All			TBA										Tele Conference
Staff Information Session – Academic Promotions	All			TBA										Tele Conference
Vice Chancellor's Awards for Excellence	Wagga								15					Event
	Bathurst								01					Event

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Course Nomination Instructions

For Accredited or External Provider Training

1. Please follow the enrolment process provided by the specific training provider

For Non-Accredited Training

1. Please note down the important course information including the “*Course Name*”, “*Date*” and “*Campus*”.
2. Then gain verbal or email permission from your supervisor to attend the relevant workshop.
3. If the particular course allows enrolment through web kiosk, then please log into [Web Kiosk](#) and enrol.

Web Kiosk Enrolment Instructions

- 1) Please click on the “*My HR*” menu tab on the upper right of the screen, and click on the “*Personal Development*” link.
- 2) Then click on the “*Training Requests*” link, and then click on the “*View Available Courses*” link.
- 3) Next click on the relevant “*Course Category*” link that matches your course location (example: “*LT – Learning & Teaching*” Bathurst).
- 4) Using the “*Date*” as your reference point, please click on the relevant “*Course*” title link for the course that you want to enrol in.
- 5) Please check that the course details match the course that you want to enrol in, and click on the “*Nominate*” link for that course.
- 6) Then complete the relevant information (note: some sections are optional).
- 7) Finally click on the “*Submit*” button. (Congratulations, you are now enrolled in this workshop!).

For Online Courses

1. Please gain verbal or email permission from your supervisor to attend the relevant workshop.
2. Then go ahead and complete the course online.

For On Demand Programs

1. Please check with your supervisor so it can be identified whether there might be other people in your business area with a similar training need/interest.
2. Then contact the relevant Provider to consult about more information for program possibilities.

External Provider Offerings (2012)

Provider	Calendar/s	Provider	Calendar/s
Australian Institute of Management (AIM)	NSW/ACT , National , Online , Events	E-learning Network of Australasia (EINet)	Conferences
Association for Tertiary Education Management (ATEM)	National , Conferences	Illawarra Institute	Courses
Australasian Campuses Towards Sustainability (ACTS)	Conferences	International Education Association of Australia (IEAA)	Professional Development , Events
Australasian Council on Open, Distance and E-Learning (ACODE)	Workshops & Resources	Isana International Education Association (ISANA)	Conference
Australasian Society for Computers in Learning in Tertiary Education	Conference	LH Martin Institute	NSW/ACT/Vic , Conferences & Events
Australia's Academic & Research Network (AARNet)	Events	Open And Distance Learning Association of Australia (ODLAA)	Conferences
Australian Association for Research in Education (AARE)	Activities	Research Australia	Events , Awards
Australian College of Educators	Events	Riverina Community College (RCC)	Courses
Australian Council for Educational Leaders (ACEL)	Conferences	Riverina Institute (RIT)	Courses
Australian Council for Educational Research (ACER)	Workshops & Seminars , Conferences	Tertiary Education Facilities Management Association (TEFMA)	Courses , Events
Australian Human Resources Institute (AHRI)	Education & Training , Events	The Association of Commonwealth Universities (ACU)	Conferences
Australian Institute of Training & Development (AITD)	Professional Development & Events	Universities Australia	Conference
Australian Interactive Media Association (AIMIA)	Events	Western Institute (WIT)	Courses
Australian Teacher Education Association (ATEA)	Conference		
Australian Universities Community Engagement Alliance (AUCEA)	Workshops ,		
Australian Vocational and Training Research Association (AVETRA)	Conference		
Career Development Association of Australia (CDAA)	Events ,		
Council of Australian University Librarians (CAUL)	Programs , Events		

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