



Nomination Guidelines

Universities Australia Staff Development & Training Program - 2008

1. Applicants are to complete Part B of the [nomination form](#) available from the Universities Australia website. Please attach a brief description of current responsibilities, along with a short statement of what is hoped to be achieved by participating in the course. This should be submitted to the Dean or Head of Division at least 7 days in advance of the University nomination deadline

For those programs designed for Deans and Heads of Division, applicants should submit the nomination form with relevant attachment to be received by the University nomination deadline to Human Resources (address details below).

2. The Dean or Head of Division should submit to Human Resources, by the University nomination deadline, nomination applications and a statement supporting each candidate, including a rank order and information on where the invoice for the course fee should be sent.
3. The usual Universities Australia policy is to reserve 3 places per program per university. Applicants and Deans will be notified of the nominations authorised by the Deputy Vice-Chancellor (Academic) and Provost as soon as possible after the nomination deadline.

Nomination Forms should be forwarded by the University deadline to:

Natalie Neilson
Staff Development, Human Resources
Private Bag 102
HOBART

For further information or enquiries contact Natalie Neilson by phoning 6226 7503, fax 6226 7536 or email Natalie.Neilson@utas.edu.au

**Universities Australia
Staff Development & Training Program - 2008**

Activity	Target Group	Venue Information	UTAS Deadline
<p>28 - 29 April Workshop – Approaches to Effective Leadership, Emotional Intelligence at work 2 day non-residential.</p> <p>\$1270 (\$1155 + \$115.50 GST) If paid on or before 7 March 2008</p>	<p>The workshop is designed for university staff at middle manager level who lead teams and other work groups and who are interested in Emotional Intelligence, ways to increase their own awareness and applications to organisational life. It is designed for people who want to empower themselves through fully using their emotional intelligence to better achieve their personal and interpersonal goals. It is an opportunity to validate the intuitive or emotional side of personality and its power to enhance performance and interactions.</p>	<p>Radisson Hotel and Suites, Sydney</p>	<p>22 February 2008</p>
<p>19 – 23 May Leadership Program for Middle Managers (2 day workshop and 3 day course) 5 day residential</p> <p>5 days (course and workshop) \$3889.60 (\$3536 + \$353.60 GST) 3 days (course only) \$2047.10 (\$1861 + \$186.10 GST) If paid on or before 21 March 2008</p>	<p>The course is designed for general staff at HEW Level 8 and above with responsibility for leading a team or unit, or whose role involves influencing the work of other staff or teams.</p>	<p>Deakin Management Centre, Deakin University, Waurn Ponds, Victoria</p>	<p>7 March 2008</p>
<p>16 – 20 June Women in Leadership (2 day workshop and 3 day course) 5 day residential.</p> <p>5 days (course & workshop) \$3832.40 (\$3484 + \$348.40 GST) 3 days (course only) \$2047.10 (\$1861 + \$186.10) If paid on or before 18 April 2008</p>	<p>The course is designed for women at upper-middle levels in universities in general staff positions. The course caters for women who are in, or aspire to be in, leadership positions such as managers of sections or work units, or chairs of university committees.</p>	<p>Deakin Management Centre, Deakin University, Waurn Ponds, Victoria</p>	<p>19 March 2008</p>

<p>17 – 18 July Library Conference 2 day non-residential.</p> <p>\$1053.80 (\$958 + \$95.80 GST) plus optional 1 day site visit –P.O.A. If paid on or before 12 May 2008</p>	<p>The conference is designed for library staff at Deputy/Associate Librarian and middle manager level, likely to move into more senior roles in the future.</p>	<p>Novotel Brighton Beach, Sydney</p>	<p>28 April 2008</p>
<p>28 – 31 July Leading in times of change 4 day residential.</p> <p>\$3905 (\$3550 + \$355 GST) If paid on or before 30 May 2008</p>	<p>This 4 day residential program is directed to the personal development of leaders using the Enneagram instrument with a view to increasing personal effectiveness and improving relationships with colleagues in times of change. The course will provide the opportunity to explore communication and other work strategies in a safe and friendly environment. It is directed to both general and academic staff at middle to senior levels.</p>	<p>Deakin Management Centre, Deakin University, Waurn Ponds, Victoria</p>	<p>16 May 2008</p>
<p>14 - 15 August International Education Conference 2 day non-residential.</p> <p>\$1041.70 (\$947 + \$94.70 GST) If paid on or before 23 June 2008</p>	<p>Directed to the needs of staff in the international offices and faculties of universities at HEW Levels 7 and 8.</p>	<p>Conrad Treasury Hotel, Brisbane</p>	<p>6 June 2008</p>
<p>25 – 26 August Approaches to Effective Leadership: resolving conflict using Emotional Intelligence 2 day non-residential.</p> <p>\$1270.50 (\$1155 + \$115.50 GST) If paid on or before 4 July 2008</p>	<p>The workshop is designed for university staff at middle manager level who lead teams and other work/project groups and who are interested in Emotional Intelligence, and its application to the workplace, particularly in the resolution of conflict. It is designed for people who want to empower themselves through fully using their Emotional Intelligence and is an opportunity to validate the intuitive or emotional side of personality and its power to work successfully with complex, challenging situations.</p>	<p>Conrad Treasury Hotel, Brisbane</p>	<p>20 June 2008</p>
<p>7 - 10 September Senior Leadership 4 day residential.</p> <p>\$6053.30 (\$5503 + \$550.30 GST) If paid on or before 11 July 2008</p>	<p>This course is designed for senior university leaders including Deputy Vice-Chancellors, Pro Vice-Chancellors, Executive Deans and Senior Administrators.</p>	<p>Mount Eliza Centre for Executive Education, Victoria</p>	<p>27 June 2008</p>

<p>29 - 30 September Leadership, Management and Organisational Development Conference 2 day non-residential.</p> <p>\$871.20 (\$792 + \$79.20 GST) If paid on or before 1 August 2008</p>	<p>The conference is designed for university staff involved in leadership and management development, organisation development, and staff learning and development.</p>	<p>The Sebel Playford Hotel, Adelaide</p>	<p>18 July 2008</p>
<p>13 – 17 October Leadership Program for HEW Levels 5-7 5 day residential.</p> <p>\$3638.80 (\$3308 + \$330.80 GST) If paid on or before 22 August 2008</p>	<p>The course is designed for people who would benefit from an orientation to the higher education system in a changing political, economic and social context. It would be particularly relevant to people in an administrative role or to staff who are potential or aspiring managers.</p> <p>The course is appropriate for staff at HEW Levels 5-7 and equivalent academic positions, such as tutors, research assistants and associate lecturers.</p>	<p>Deakin Management Centre, Deakin University, Waurn Ponds, Victoria</p>	<p>8 August 2008</p>
<p>30 – 31 October Workshop: working with new generations 2 day non-residential.</p> <p>\$1270.50 (\$1155 + \$115.50 GST) If paid on or before 12 September 2008</p>	<p>The workshop is directed to those who lead or are part of teams comprising staff of different generations. The aim is to increase the effectiveness of working with new generations of staff by understanding the expectations and experiences of co-workers.</p>	<p>Four Points by Sheraton Hotel, Sydney</p>	<p>29 August 2008</p>