**Leadership and Management**

*(including series)*

Practical Industrial Relations  
1 August *(waitlisted)*

Leadership and Workload Management  
2 August *(waitlisted)*

Financial Management  
8 August *(waitlisted)*

Writing Effective Management Reports  
9 August *(waitlisted)*

Recruitment and Selection  
15 August

Advanced Communication (Negotiation/Conflict Res)  
23, 24 August *(waitlisted)*

Workplace Ethics  
31 August *(waitlisted)*

Occupational Health & Safety for Supervisors & Managers  
8 August *(waitlisted)*

**Curriculum, Teaching and Learning**

Assessment  
Self and Peer Assessment  
2 August

Multiple Choice Questions and Tests  
21 August

**Teaching & Learning - Approaches, Contexts, Methods & Strategies**

Designing & Facilitating eLearning Discussion *(online workshop)*  
28, 29, 30, 31 August and 1, 4, 5, 6, 7, 8, 11, 12, 13, 14,

**Mentoring**

Preparation for Mentors at UQ  
14 August

**Researching Skills**

Library Research Skills  
EndNote Workshop: Beyond the Basics  
4 August *(waitlisted)*

Save Time Searching Databases!  
31 August

**Understanding Equity and Diversity**

Discrimination and Harassment Contact Officer Training  
Discrimination & Harassment Contact Officer Training  
22 August

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Finance, Administration and IT

University Administration
Business Objects Advanced
1 August
31 August

Business Objects Basic
8 August
22 August

Business Objects Financial Reporting
10 August
22 August

Business Objects Intermediate
17 August

Financial Procedures
DA Link Basic 2: CS, IV and ER
11 August

University Printery Facilities
11 August

Using & Understanding Management Reporting Framework
11 August

Fringe Benefit Tax (FBT) that affects UQ
15 August

iBuy Purchasing System Training
17 August

DA Link Basic 3: ET, DL, BD, Rep, JW, IRR and SJ

18 August
Masterpiece
25 August

Fringe Benefit Tax (FBT) on Entertainment
25 August

Information Technology
Introduction to ACCESS
1, 8, 15, 22, 29 August

3, 10, 17, 24, 31 August

4, 8, 15, 22, 29 August

14, 18, 21, 23, 25 August

Introduction to POWERPOINT
1 August
24 August

Introduction to Building Web Pages
2 August
17 August

Excel - Stage II
3, 10 August

Introduction to EXCEL
7, 9, 11 August

Introduction to SPSS
7, 9, 11, 14, 18 August

Introduction to SAS
21, 23, 25, 28, 30 August

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ACCESS - Stage II
28, 30 August and 1 September

Building Web Pages - Stage II
31 August

**SI-net Training**
SI-net Fundamentals
7 August
SI-net Admissions 1-5
9 August
SI-net Admissions 6-8
9 August
SI-net Enrolments/Tracking Student Progress
14 August
SI-net Change Program/Plan/Program Disc/Term Withdraw
21 August

**Skills Development**

**Better Work Life Series**
Living with Change
10 August

**Customer Service**
How to Deal with Difficult People
phone & face
22 August *(waitlisted)*

**Marketing, Communication and Web**
Use of Online Management and Publishing System
4 August
18 August
Media Awareness Training
10 August

**Office and Secretarial Support**
Promoting Community Access Though Campus or University Events
4 August
Minute Writing and Role of the Committee Secretary
22 August

**Support for Trainers**
Train the Trainer
28, 29, 30 August *(waitlisted)*

**Occupational Health & Safety & Environmental Management**

**Environmental Management**
Overview of UQ's Environmental Management System
14 August

**Biological Safety**
BIOSAFETY - Transport of Biological Material
8 August

Regulation of Biological Material in Australia inc PC2
10 August

**Fire Safety Training**
Fire Safety and Evacuation Training
18 August

**Obligations to Managers**
Occupational Health & Safety for Supervisors & Managers
8 August (*waitlisted*)

**First Aid**
Senior First Aid Recertification
2 August (Gatton) requires at least 10 paid enrollees one week prior to course commencement to go proceed

Resuscitation/Recertification
8 August (Gatton) requires at least 10 paid enrollees one week prior to course commencement to go proceed

**Workplace Safety**
Chemicals Management
4 August

OHS Basic & Chemical Risk Assessment & Management
4 August
8 August
24 August
30 August

Radiation Safety with Unsealed Sources - Introduction
17 August

**Workplace Health & Safety Officer & Representatives Training**
Workplace Health & Safety Officer's Recertification
17, 18 August

**Research Teaching (Post Graduate Supervising & Coordination)**

**Becoming an Effective Advisor Program**
Remotely Interested: supervision off-campus students
7 August

**Postgraduate Supervision**
Supervising Research Students non-English Speaking Backgrounds
4 August

**Senior Management Development**

**Heads and Academic Supervisors**
Vice Chancellor's Workshop for Heads of Schools
9 August

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