

Emerging Leaders Workshops	Cost	Duration	Internal / External	Mode
<b>Leading a Team</b>				
<p><b>Emerging Leaders</b> The course will examine the role and responsibilities of first line managers/team leaders; assist you to more effectively organise yourself and others; help you to develop effective communication skills; and explore the factors necessary for the provision of effective performance feedback and problem solving. Also includes basic introduction to UWA industrial context. <a href="http://www.hr.uwa.edu.au/development/workshops/management/introduction-to-management">http://www.hr.uwa.edu.au/development/workshops/management/introduction-to-management</a></p>	\$300 per program; \$50 per individual session	6 x 4 hour sessions	UWA	F-T-F
<p><b>Continuous Improvement (CI)</b> A CI toolkit with optional facilitated sessions will shortly be available as part of the Service Culture initiative. <a href="#">Contact the OD team for further information</a></p>	Free	2-3 sessions of 2 hrs each	External	Toolkit and optional F-T-F
<p><b>Leader and Team Induction Workshop</b> This workshop accelerates the on-boarding process of a new leader/manager to increase the likelihood of team and leader success and achieve productivity earlier than would otherwise occur. Through a facilitated process, the team and leader will learn key information about each other, helping to lay the foundation for open communications, work planning and problem solving between the new leader and his/her direct reports. <a href="http://www.hr.uwa.edu.au/development/workshops/management/leader-and-team-induction">http://www.hr.uwa.edu.au/development/workshops/management/leader-and-team-induction</a></p>	Free	3-5 hours	UWA	F-T-F
<p><b>PDA for Reviewers</b> All staff of the University participate in performance development and appraisals. An important strategy to achieve both staff and the University's goals is for staff to undertake regular reviews. <a href="http://www.hr.uwa.edu.au/new_pages/appraisal/_nocache">http://www.hr.uwa.edu.au/new_pages/appraisal/_nocache</a></p>	Free	Online - 30 mins FTF - 3 hours	UWA	FTF; Process trg on-line
<p><b>Building Effective Teams</b> This program is designed to add a range of techniques to the manager's toolkit which they can use to build a more effective and high performing team. Presenter Catherine Gavigan has a strong reputation at UWA for her programs addressing leadership (Emerging Leaders, formerly Introduction to Management).  An additional teambuilding program 'Culture and Teambuilding' is being designed by OD team and will be available shortly. <a href="#">Contact OD team for up-to-date information</a></p>	\$95.00	3 hrs	External	F-T-F
<p><b>eLAMP (emerging leaders and managers program) - Register your interest now for 2017</b> This program is designed for new and senior tertiary education managers to develop their skills, knowledge and capacities to lead and manage effectively in the rapidly changing tertiary education environment. A junior and senior cohort are available and there is one intake every year. It is a 12 month program that can lead to accreditation and conversion to one University unit or a Diploma. <a href="http://www.lhmartininstitute.edu.au/professional-development-programs/leadership-programs/85-emerging-leaders-and-managers-program">http://www.lhmartininstitute.edu.au/professional-development-programs/leadership-programs/85-emerging-leaders-and-managers-program</a></p>	Approx \$1800	12 months	External	Online and F-T-F
<b>Leading Yourself</b>				
<p><b>Emotional Intelligence</b> This half day workshop will focus on the application of emotional intelligence in the workplace. Participants will be given the opportunity to take part in the EQ-I2.0®, through a self-report and a 360 degree feedback report. <a href="#">Contact OD team for up-to-date information</a></p>	TBA	Half day	UWA	F-T-F
<p><b>Managing Mental Illness in the Workplace</b> This half day course provides an overview of strategies and suggestions on how to best deal with mental health issues that may arise in the workplace. Participants will learn about their obligations and be provided with practical strategies to respond to mental health issues at work. Information will also be provided on the supports available within UWA. <a href="http://www.safety.uwa.edu.au/induction-and-training/courses/managing-mental-illness-in-the-workplace">http://www.safety.uwa.edu.au/induction-and-training/courses/managing-mental-illness-in-the-workplace</a></p>	Free	3.5 hours	UWA	F-T-F

Leaders of People Workshops	Cost	Duration	Internal / External	Mode
<b>Leading a Team</b>				
<p><b>Building Effective Teams</b></p> <p>This program is designed to add a range of techniques to the manager's toolkit which they can use to build a more effective and high performing team. Presenter Catherine Gavigan has a strong reputation at UWA for her programs addressing leadership (Emerging Leaders, formerly Introduction to Management). An additional teambuilding program 'Culture and Teambuilding' is being designed by OD team and will be available shortly.</p> <p><a href="#">Contact OD team for further information</a></p>	\$95.00	3hr	External	F-T-F
<p><b>Leading Transitions Program</b></p> <p>This intensive change leadership program is suitable for 'frame-breaking' change situation requiring creative solutions and strong teamwork. It is used to address key University initiatives.</p> <p><a href="#">Contact OD team for further information</a></p>	TBA	7 full days, 1 half day	External	FTF
<p><b>Leader and Team Induction Workshop</b></p> <p>This workshop accelerates the on-boarding process of a new leader/manager to increase the likelihood of team and leader success and achieve productivity earlier than would otherwise occur. Through a facilitated process, the team and leader will learn key information about each other, helping to lay the foundation for open communications, work planning and problem solving between the new leader and his/her direct reports.</p> <p><a href="http://www.hr.uwa.edu.au/development/workshops/management/leader-and-team-induction">http://www.hr.uwa.edu.au/development/workshops/management/leader-and-team-induction</a></p>	Free	3-5 hours	UWA	F-T-F
<p><b>Delivering the Message</b></p> <p>Delivering the Message is a practical, focused session which will provide leaders with the skills to communicate effectively in times of change and ambiguity. In addition to honing your messaging skills, it will allow you to explore and strengthen your own communication style under stress. It will provide you with 'just in time' skills to better connect, engage, and support our people – even when you do not have all the answers.</p> <p><a href="http://www.hr.uwa.edu.au/development/programs/leading-change-fundamentals/delivering-the-message">http://www.hr.uwa.edu.au/development/programs/leading-change-fundamentals/delivering-the-message</a></p>	Free	2 hours	UWA	FTF
<p><b>Organisational Change Toolkit for Leaders and Managers</b></p> <p>A tiered change management toolkit has been developed to address key aspects of change. OD can assist you to select the right tools and use them effectively.</p> <p><a href="http://www.hr.uwa.edu.au/managers/organisational-change-toolkit-for-new-leaders">http://www.hr.uwa.edu.au/managers/organisational-change-toolkit-for-new-leaders</a></p>	Free		UWA	Toolkit
<p><b>Building a High Performance Culture</b></p> <p>Workshops are held with staff at various levels in the division and themes are then developed for the area to focus on. This process creates a desired future state culture that everybody contributes to, and specific actions to embed that culture. <b>THIS CAN ONLY BE INITIATED AT THE EXECUTIVE/DIRECTOR LEVEL</b></p> <p><a href="#">Contact OD team for further information</a></p>	TBA	3-4 sessions @ 1.5 hrs	UWA	FTF /Tools Mona
<p><b>PDA for Reviewers</b></p> <p>All staff of the University participate in performance development and appraisals. An important strategy to achieve both staff and the University's goals is for staff to undertake regular reviews.</p> <p><a href="http://www.hr.uwa.edu.au/new_pages/appraisal/_nocache">http://www.hr.uwa.edu.au/new_pages/appraisal/_nocache</a></p>	Free	Online - 30 mins FTF - 3 hours	UWA	FTF; Process trg on-line
<p><b>Crucial Conversations about Performance and Managing Difficult Workplace Behaviour</b></p> <p>Understand how to have those crucial conversations about performance in an effective way. Facilitators are available both internally and externally. Internally facilitated workshops focus on crucial conversations about performance; the external facilitated workshop by AHEIA focuses on managing difficult workplace behaviour.</p> <p><a href="http://www.aheia.edu.au/training/managing-very-difficult-workplace-behaviour-masterclass">http://www.aheia.edu.au/training/managing-very-difficult-workplace-behaviour-masterclass</a></p>	AHEIA \$595 pp; OD To be advised	1 day (9am - 5pm)	External	FTF
<p><b>Capability Matrix</b> - A Capability Matrix can be used to guide development, career paths, recruitment and selection and other HR functions. OD can assist your area to develop your own capability framework. This 1 hour session is an introduction to the Capability Framework approach and toolkit. This is the first step on a journey towards creating a development matrix based on the identified functional capabilities of your particular area.</p> <p><b>DRAFT WEBSITE ON HR PAGE BEING DEVELOPED</b></p>	Free	1 hour	UWA	Toolkit

Leaders of People Workshops	Cost	Duration	Internal / External	Mode
<p><b>Continuous Improvement (CI)</b> A CI toolkit with optional facilitated sessions will shortly be available as part of the Service Culture initiative.</p> <p><a href="#">Contact OD team for further information</a></p>	Free	2-3 sessions of 2 hrs each	External	FTF; Process trg on-line
<p><b>Developing Service Culture</b> An online module provides an overview of Service Culture. A toolkit is available to design and implement elements of Service Culture. A program assisting areas to focus on continuous improvement in their environment, called 'A Fresh Look at Client Service' is available on request. An introductory workshop for staff new to service culture at UWA will be available on a regular basis. Areas will determine their priorities for service culture development.</p> <p><a href="#">Contact OD team for further information</a></p>	Free	Online - 20-30 mins FTF - 3 x 3 hour sessions	UWA	Online and FTF
<p><b>Catalyst program for High Potential Mid-career Researchers - Register Expressions of Interest for 2017</b> A program to lift high potential staff from being great researchers to leading teams of researcher to achieve great outcomes. This program takes you to the next stage of leading successful research teams and engaging with industry to achieve excellence. Psychometric instruments provide insight to complement foci of Leading Self, Leading Teams and Leading External. This program is sponsored by DVC (Research) and includes action learning projects addressing key University challenges; high profile mentors and coaches; and great networking opportunities.</p> <p><a href="#">Contact OD team for further information</a></p>	TBA	2 @ 1 day; 2@0.5 days	UWA	F-T-F
Leading Yourself				
<p><b>Emotional Intelligence</b> This half day workshop will focus on the application of emotional intelligence in the workplace. Participants will be given the opportunity to take part in the EQ-I2.0®, through a self-report and a 360 degree feedback report.</p> <p><a href="#">Contact OD team for further information</a></p>	TBA	Half day	UWA	FTF
<p><b>Feedback Tools 360, LSI, MBTI</b> Feedback tools such as 360 and LSI enable staff to reflect on their leadership styles and the impact on colleagues. The results will assist with planning and mapping personal and leadership development. MBTI is designed to indicate psychological preferences in how people perceive the world and make decisions. MBTI gives insight about communication styles and building better relationships. Preferred suppliers for 360 degree feedback, LSI and MBTI are listed at: <a href="http://www.human-synergistics.com.au/Solutions/DevelopingIndividuals/LifeStylesInventoryIndividual.aspx">http://www.human-synergistics.com.au/Solutions/DevelopingIndividuals/LifeStylesInventoryIndividual.aspx</a> <a href="http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/">http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/</a></p>	See providers' fee schedule	360 & LSI - 1.5 hr debrief; MBTI 3 hrs	UWA & External	FTF
<p><b>Managing Mental Illness in the Workplace</b> This half day course provides an overview of strategies and suggestions on how to best deal with mental health issues that may arise in the workplace. Participants will learn about their obligations and be provided with practical strategies to respond to mental health issues at work. Information will also be provided on the supports available within UWA.</p> <p><a href="http://www.safety.uwa.edu.au/induction-and-training/courses/managing-mental-illness-in-the-workplace">http://www.safety.uwa.edu.au/induction-and-training/courses/managing-mental-illness-in-the-workplace</a></p>	Free	3.5 hours	UWA	FTF

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<b>Leading a Team</b>					
<b>Building a High Performance Culture</b> Workshops are held with staff at various levels in the division and themes are then developed for the area to focus on. This process creates a desired future state culture that everybody contributes to, and specific actions to embed that culture. <a href="https://www.mindtools.com/pages/article/newSTR_90.htm">https://www.mindtools.com/pages/article/newSTR_90.htm</a>		TBA	3-4 sessions @ 1.5 hrs	UWA	FTF /Tools
<b>Crucial Conversations about Performance and Managing Difficult Workplace Behaviour</b> Understand how to have those crucial conversations about performance in an effective way. Facilitators are available both internally and externally. Internally facilitated workshops focus on crucial conversations about performance, the external facilitated workshop by AHEIA focuses on managing difficult workplace behaviour. <a href="http://www.aheia.edu.au/training/managing-very-difficult-workplace-behaviour-masterclass">http://www.aheia.edu.au/training/managing-very-difficult-workplace-behaviour-masterclass</a>		Free	1 day (9am - 5pm)	UWA & External	FTF
<b>Leader and Team Induction Workshop</b> This workshop accelerates the on-boarding process of a new leader/manager to increase the likelihood of team and leader success and achieve productivity earlier than would otherwise occur. Through a facilitated process, the team and leader will learn key information about each other, helping to lay the foundation for open communications, work planning and problem solving between the new leader and his/her direct reports. <a href="http://www.hr.uwa.edu.au/development/workshops/management/leader-and-team-induction">http://www.hr.uwa.edu.au/development/workshops/management/leader-and-team-induction</a>		Free	3-5 hours	UWA	F-T-F
<b>Delivering the Message</b> Delivering the Message is a practical, focused session which will provide leaders with the skills to communicate effectively in times of change and ambiguity. In addition to honing your messaging skills, it will allow you to explore and strengthen your own communication style under stress . It will provide you with 'just in time' skills to better connect, engage, and support our people – even when you do not have all the answers. <a href="http://www.hr.uwa.edu.au/development/programs/leading-change-fundamentals/delivering-the-message">http://www.hr.uwa.edu.au/development/programs/leading-change-fundamentals/delivering-the-message</a>		Free	2 hours	UWA	FTF
<b>Leading Transitions Program</b> This intensive change leadership program is suitable for 'frame-breaking' change situation requiring creative solutions and strong teamwork.It is used to address key University initiatives. <a href="#">Contact OD team for further information</a>		TBA	7 full days, 1 half day	External	FTF
<b>Organisational Change Toolkit for Leaders and Managers</b> A tiered change management toolkit has been developed to address key aspects of change. OD can assist you to select the right tools and use them effectively. <a href="http://www.hr.uwa.edu.au/managers/organisational-change-toolkit-for-new-leaders">http://www.hr.uwa.edu.au/managers/organisational-change-toolkit-for-new-leaders</a>		Free		UWA	Toolkit
<b>Developing Service Culture</b> An online module provides an overview of Service Culture. A toolkit is available to design and implement elements of Service Culture. A program assisting areas to focus on continuous improvement in their environment, called ' A Fresh Look at Client Service ' is available on request. An introductory workshop for staff new to service culture at UWA will be available on a regular basis. Areas will determine their priorities for service culture development. <a href="#">Contact OD team for further information</a>		Free	Online - 20-30 mins FTF - 3 x 3 hour sessions	UWA	FTF
<b>Capability matrices</b> - A Capability Matrix can be used to guide development, career paths, recruitment and selection and other HR functions. OD can assist your area to develop your own capability framework. This 1 hour session is an introduction to the Capability Framework approach and toolkit. This is the first step on a journey towards creating a development matrix based on the identified functional capabilities of your particular area. <b>DRAFT WEBSITE ON HR PAGE BEING DEVELOPED</b>		TBA	1 hour	UWA	Toolkit
<b>Leading Yourself</b>					
<b>Feedback Tools 360, LSI, MBTI</b> These tools support leaders in becoming more effective in their roles and creating a more productive and engaged team. <a href="http://www.human-synergistics.com.au/Solutions/DevelopingIndividuals/LifeStylesInventoryIndividual.aspx">http://www.human-synergistics.com.au/Solutions/DevelopingIndividuals/LifeStylesInventoryIndividual.aspx</a> <a href="http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/">http://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/</a>		TBA	360 & LSI - 1.5 hr debrief; MBTI 3 hrs	UWA & External	F-T-F

Workshops for All Staff	Cost	Duration	Internal / External	Mode
<p><b>Leading Change Fundamentals for All Staff</b> Leading Change Fundamentals for All Staff is a practical and interactive program which will equip all staff, whether in a formal leadership role or not, to successfully lead change. <a href="http://www.hr.uwa.edu.au/development/programs/leading-change-fundamentals">http://www.hr.uwa.edu.au/development/programs/leading-change-fundamentals</a></p>	Free	3 x 3 hour sessions	UWA	F-T-F
<p><b>Resiliency at work</b> This workshop will look at ways to increase your resilience in the face of workplace stress. This will include strategies to manage stress, improve your relationships and increase your confidence in managing difficult situations. It covers communication skills to help you build a support network, resolve conflict, bargain effectively and manage anger. <a href="http://www.hr.uwa.edu.au/development/workshops/health/resiliency-at-work">http://www.hr.uwa.edu.au/development/workshops/health/resiliency-at-work</a></p>	Free	3 hours	UWA	F-T-F
<p><b>Stress Management</b> This workshop involves a look at the causes of stress, the effects of on-going stress and stress management techniques which are particularly useful to reduce stress. Emphasis is placed on learning healthier ways to manage and cope with stress. Learn to recognise the barriers to implementing relaxation strategies and enlist your strengths to approach stress with a renewed vigour. <a href="http://www.hr.uwa.edu.au/development/workshops/health/stress">http://www.hr.uwa.edu.au/development/workshops/health/stress</a></p>	Free	4 hours	UWA	FTF
<p><b>Introduction to Mindfulness</b> An Introduction to Mindfulness course is designed to provide an introduction to both the theory and practice of mindfulness, assisting you develop the skills to embed mindfulness into your day-to-day activities. Sessions involve mindfulness meditation exercises, gentle stretching exercises, group discussions, and reflection on personal mindfulness practice. <a href="http://www.safety.uwa.edu.au/health-wellbeing/well-being/mental-health/mindfulness#intro">http://www.safety.uwa.edu.au/health-wellbeing/well-being/mental-health/mindfulness#intro</a> <a href="http://www.safety.uwa.edu.au/_data/assets/pdf_file/0011/2848466/2016-Mindfulness-flyer.pdf">http://www.safety.uwa.edu.au/_data/assets/pdf_file/0011/2848466/2016-Mindfulness-flyer.pdf</a></p>	Free	5 weeks (1.5 hour session per wk)	UWA	F-T-F
<p><b>PDA for Reviewees</b> All staff of the University participate in performance development and appraisals. An important strategy to achieve both staff and the University's goals is for staff to undertake regular reviews. <a href="http://www.hr.uwa.edu.au/new_pages/appraisal/_nocache">http://www.hr.uwa.edu.au/new_pages/appraisal/_nocache</a> <a href="http://www.hr.uwa.edu.au/appraisal/">http://www.hr.uwa.edu.au/appraisal/</a></p>	Free	Online - 30 mins FTF - 3 hours	UWA	FTF; Process trg on-line
<p><b>Standard Mental Health First Aid (2-day)</b> Course participants learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation. <a href="http://www.safety.uwa.edu.au/induction-and-training/courses/standard-mental-health-first-aid-2-day">http://www.safety.uwa.edu.au/induction-and-training/courses/standard-mental-health-first-aid-2-day</a></p>	Free	12 hours over 2 days (9am - 4pm)	UWA	F-T-F
<p><b>Blended Mental Health First Aid for the White-Collar Workplace (Online component before half day face to face)</b> Course participants learn about the signs and symptoms of the common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective, and how to provide first aid in a crisis situation. <a href="http://www.safety.uwa.edu.au/induction-and-training/courses/blended-mental-health-first-aid-for-the-white-collar-workplace">http://www.safety.uwa.edu.au/induction-and-training/courses/blended-mental-health-first-aid-for-the-white-collar-workplace</a></p>	Free	Online Module (6 hours) then 3.5 hour workshop	UWA	F-T-F
<p><b>Managing time &amp; priorities</b> Participants will learn the difference between importance and urgency and will be given tools, techniques and strategies that can be used back in the workplace to maximise the time they spend completing the tasks that matter most, whilst minimising time spent on tasks that don't. <a href="http://www.aimwa.com/Programs_Seminars_Events/Management_and_Leadership/Personal_Development_and_Professional_Skills/2016/120_Time_Management">http://www.aimwa.com/Programs_Seminars_Events/Management_and_Leadership/Personal_Development_and_Professional_Skills/2016/120_Time_Management</a></p>	\$1,215.00	2 days (9am - 4.30pm)	External	FTF
<p><b>Running Productive Meetings</b> If there is one way to tell a good Chairperson from a bad one, it is the following: a good Chairperson is one who controls a meeting so that its particular purpose is achieved as efficiently, fairly and pleasantly as possible. <a href="http://www.aimwa.com/Programs_Seminars_Events/Management_and_Leadership/Finance_Administration_and_Safety_WHS/2016/123_Running_Productive_Meetings">http://www.aimwa.com/Programs_Seminars_Events/Management_and_Leadership/Finance_Administration_and_Safety_WHS/2016/123_Running_Productive_Meetings</a></p>	\$710.00	1 day (9 - 4.30pm)	External	TBA
<p><b>Mentoring</b> Mentoring is an important and increasingly recognised staff development tool. There are a range of benefits for the mentor, the mentee and the University that result from mentoring partnerships and these are well documented. <a href="http://www.hr.uwa.edu.au/development/programs/mentoring">http://www.hr.uwa.edu.au/development/programs/mentoring</a></p>	Free	1 - 2 hrs	UWA	On-line