From the Manager

WELCOME to the 2014 Spring newsletter from the Professional Development Unit.

With the end of 2014 quickly approaching the PDU has been busy once again refining the coming year’s course calendar and developing a variety of courses to facilitate staff development in 2015.

It’s a good time of year to think about 2015, and what your team will need in the way of professional development opportunities. The PDU can assist you with your training and development needs by scoping and organising workshops tailored to the requirements of your area.

We hope to work collaboratively with you to ensure our service assists you in achieving your goals. If you have specific training requirements, please contact us to find out how we can best help you with your professional development.

Naomi Madsen
Manager, PDU

Professional Development Unit Contacts

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Ms Naomi Madsen  12564
Manager
Naomi manages the Unit by identifying training and development priorities, ensuring they align with University strategic priorities, conceptualising, developing and delivering programs for staff and organisation units and representing the Unit at meetings with senior staff.
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Dr Marina Delpin  13873
Project Manager, Researcher Mentoring
Marina manages and co-ordinates the Researcher Mentoring Scheme, supporting early-career researchers and research staff new to Flinders.
Marina.Delpin@flinders.edu.au

Ms Cassie Digby  15141
CDIP Publications Officer
Cassie is responsible for the coordination of the Cultural Diversity and Inclusive Practice (CDIP) toolkit: a resource designed to create awareness and encourage a culturally inclusive environment at Flinders University.
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Ms Nina Lindner  17711
Administrative Assistant
Nina undertakes administration duties and responds to general enquiries in the PDU, manages course bookings and deals with finance and funding schemes within the Unit.
Nina.Lindner@flinders.edu.au

Spring 2014

The Professional Development Unit together with the Research Services Office are pleased to announce the opening of the 2015 Flinders University Researcher Mentoring Scheme.

Please visit the PDU website for information on the 2015 program.

The Professional Development Unit is pleased to announce a new opportunity for professional staff with the launch of the new Professional Staff Development Fund.

More details available here
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Our Professional Development morning enabled us to deliver an insight into Knowledge Exchange, best-practice, principles and benefits. There was an introduction from leaders in the field, including Dr Christina Hagger, Knowledge Exchange Manager from the Primary Health Care Research Information Service. Additionally, mentees heard from a panel of Flinders’ researchers who are making a difference by actively and successfully practicing effective Knowledge Exchange.

The interactive Q&A nature of this panel discussion, facilitated by Dr Marina Delpin, meant that all participants from the different Faculties were highly engaged.

Two Real Hours
How to be more effective and make small amounts of high quality time more productive than many hours of “fantasy” time.
24 November, 10am—12pm
Register here

Mind Maps
In this hands-on course, learn how to use Mind Maps to organise your ideas about reports, projects and presentations or record brainstorming sessions.
24 November, 1:30pm—4:30pm
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Researcher Mentoring Scheme:
Mentees’ Professional Development Morning
Thursday 14th August saw the gathering of Flinders’ early carer researcher mentees. The morning focussed on networking, touching base on mentoring progress and developing skills and furthering abilities in the realm of Knowledge Exchange – the engagement of researchers with research users.

Knowledge Exchange is a popular term currently being bandied around Universities, Research Institutes, between Research Managers and within the research-funding sector.

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Presenter Profile:
Hugh Kearns

The Professional Development Unit is excited to offer upcoming workshops presented by Hugh Kearns, leading practitioner and researcher in cognitive behavioural coaching and co-founder of Thinkwell.

Hugh has worked with universities across Australia and internationally including conducting workshops for academics, Research Higher Degree students and professionals at Flinders. His areas of expertise include self-management, positive psychology, work-life balance, learning and creativity.

With over 20 years experience in training and development, Hugh’s extensive knowledge and creative techniques will provide participants with the fundamentals of achieving productivity in their work and everyday life.

More information about Hugh Kearns and Thinkwell can be found here.

Upcoming workshops presented by Hugh Kearns:

The Imposter Syndrome: Why Successful People Often feel Like Frauds
Why high performers often doubt their abilities and find it hard to enjoy success; links to perfectionism, procrastination, avoidance and over-commitment.
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UPCOMING COURSES

Recruitment & Selection
FROM this workshop, participants will learn the policies and procedures for appointing staff at Flinders. This course will provide greater understanding about recruitment and selection procedures, equal opportunity and legal requirements. The Chairperson and at least one member of each appointment committee is required to attend.
4 November, 10am – 12pm or 3 December, 10am – 12pm
Register here

Turbocharge Your Professional Writing
CLEAR, practical evidence-based strategies on producing high output, high quality writing. Learn how to get started, deal with distractions, set achievable writing goals, and clarify your thinking. Suitable for any professional staff where writing is an integral part of their job.
5 November, 9:30am – 12:30pm
Register here

UPCOMING COURSES

Giving and Receiving Performance Feedback
THIS course can assist staff as they prepare for performance and review discussions. It will provide practical tips and information on the principles underpinning the effective giving and receiving of feedback; preparing for feedback sessions, both positive and constructive feedback; and techniques such as reframing and facilitative questioning to assist in making feedback a learning experience. Professional staff members who will be participating in performance review and development in accordance with the Professional Staff PRD Framework, either as a supervisor or staff member would benefit from attending.
10 November, 1:30pm – 4:30pm
Register here

UPCOMING COURSES

Finance for Non Financial Managers
THIS course is aimed at staff who have limited accounting background, or little experience with finance processes, and who want to have a greater understanding of how the University finance procedures are managed including key accountabilities, policies and internal controls. Participants will gain a better understanding of balance sheets, annual reports, cash vs accrual accounting, income and expenditure, budgeting and forecasting. Primarily for managers and supervisors who have responsibilities for management of finances, but all staff welcome.
25 November, 1:30pm – 4:30pm
Register here

Did you know?

The Professional Development Unit specialises in customised training needs for Individual employees, schools and divisions within Flinders University. The PDU can work with you to identify suitable training sessions to meet the requirements of you and your staff.

www.flinders.edu.au/profdev/custom.cfm

Please feel free to discuss training options by phoning 17711 or email to:

Professional.Development@flinders.edu.au