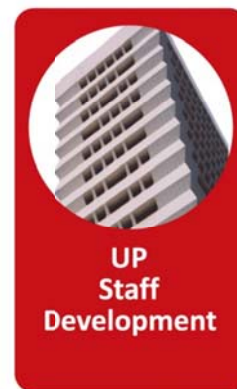


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2012 IN-HOUSE STAFF DEVELOPMENT SCHEDULE

Hosted by Continuing Education at University of Pretoria Trust



CONTINUING EDUCATION
UNIVERSITY OF PRETORIA

www.ceatup.com

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UNIVERSITY OF PRETORIA 2012 IN-HOUSE STAFF DEVELOPMENT SCHEDULE

Staff category	Name of programme	Duration	January	February	March	April	May	June	July	August	September	October	November
Academic	ClickUP Overview	08:00 to 12:00 or 12:30 to 16:00	23 (H&M - m&a), 30 (G&O - m&a)		5 (H&M - m&a), 26 (G&O - m&a)		14 (H&M - m), 21 (G&O - a)	4 (H&M - a), 11 (G&O - m)		20 (H&M - m&a), 27 (G&O - m&a)			
Academic	ClickUP Content	08:00 to 12:00 or 12:30 to 16:00	24 (H&M - m&a), 31 (G&O - m&a)		6 (H&M - m&a), 27 (G&O - m&a)		15 (H&M - m), 22 (G&O - a)	5 (H&M - a), 12 (G&O - m)		21 (H&M - M&A), 28 (G&O - m&a)			
Academic	ClickUP Assessment	08:00 to 12:00 or 12:30 to 16:00	25 (H&M - m&a)	1 (G&O - m&a)	28(H&M - m&a)		16 (H&M - m), 23 (G&O - a)	6 (H&M - a), 13 (G&O - m)		22(H&M - m&a), 29 (G&O - m&a)			
Academic	ClickUP Collaborate	08:00 to 12:00 or 12:30 to 16:00	26 (H&M - m&a)	2 (G&O - m&a)	29 (H&M - m&a)		17 (H&M - m), 24 (G&O - a)	7 (H&M - a), 14 (G&O - m)		23 (H&M - m&a), 30 (G&O - m&a)			
Academic	ClickUP Management	08:00 to 12:00 or 12:30 to 16:00	27 (H&M - m&a)	3 (G&O - m&a)	30 (H&M - m&a)		18 (H&M - m), 25 (G&O - a)	8 (H&M - a), 15 (G&O - m)		24 (H&M - m&a), 31 (G&O - m&a)			
Academic	Conference presentation skills	08:30 to 12:30 or 12:00 to 16:00			14				31				
Academic	Effective design principles for electronic slide shows	08:30 to 12:30 or 12:00 to 16:00					15			29			
Academic	Assessment for academics	08:00 to 16:00	31	to 2				5 to 7					13 to 15
Academic	E-learning for academics (called the FEL)	08:00 to 16:00				10 to 17 (Online), 18 and 19 contact (online 23	up to 11)						
Academic	Interpersonal communication techniques in the classroom	eight 2 hour sessions			16 and 23 and 30 and	13 and 20 and	4 and 11 and 18			2 and 16 and 23 and 30 and	6 and 13 and 20 and	12	
Academic	Mentoring skills for academics	09:00-12:00			14	11 (Follow-up, 9-11)				15	12 (Follow-up, 9-11)		
Academic	Research and publication skills (Article writing)	08:00 to 16:00					14 to 16			20 to 22			19 to 21

Staff category	Name of programme	Duration	January	February	March	April	May	June	July	August	September	October	November
Academic	Research capacity building (Qualitative research)	08:00 to 16:00			21 and 22		15 and 16						14 and 15
Academic	EndNote	3 hours			30	25	25		27	30	28		
Academic	Post graduate supervision (Dr E Hofstee)	08:00 to 16:00						19 to 21					6 to 8
	Post graduate supervision (Prof J Mouton)	08:00 to 16:00					30 and 31						
Academic	Atlas Ti (Qualitative data analysis)	08:00 to 16:00	19 to 20		1 to 2			21 to 22					
Academic	SPSS (Quantitative data analysis)	One to three hour sessions or full day (June)			1 and 8 and 15 and 22 and 29			4 to 8 (full days)		23 and 30 and	5 and 12 and 19		
Academic	Research support induction (including intellectual property rights)	08:00 to 16:00			8			29					
Academic & Dept administrators	ClickUP Grade centre	08:00 to 12:00		8	14		8	19		15	20	18	
Academic & Dept administrators	ClickUP Assist	08:00 to 12:00		7	13		9	20		16	19	17	
Departmental administators	Departmental administrators program	08:00 to 15:00			14 to 15						11 to 12		
Departmental administators	Turnitin and Plagiarism	08:30 to 12:30		21	12		10	18		14	18	16	
Employee representatives	Rec, Sel, Prom programme for employee representatives on selection committees (support staff)	08:00 to 16:00	Dates	will be	announced								

Staff category	Name of programme	Duration	January	February	March	April	May	June	July	August	September	October	November
Employee representatives	UP Disciplinary code and procedure for employee representatives	08:00 to 16:00							17 and 18				
All staff	Performance and development management	08:00 to 16:00		29	28		31					25	27
All staff	Performance and development management - computer training	08:00 to 12:00		14	22		16					24	8
All staff	Performance and development management - computer training (refresher)	08:00 to 12:00		28		17	23			22			6
All staff	Well-being in the workplace	08:00 to 16:00		1				6			5		
All staff	Sepedi for beginners	09:00 to 13:00					3 and 17 and 31 and	14 and 28		2 and 16 and 30 and	6 and 20		
All staff	English for beginners	08:00 to 12:00						21-22				25-26	
All staff	Afrikaans for beginners	2 hours		28,	6,13,20,27	10,17,24	8, 15 and 22						
All staff	Basic project management	08:00 to 16:00					15 and 16			27 and 28			1 and 2
All staff	Conflict management	08:00 to 16:00		29				20		30			
All staff	Retirement planning - Finances (including estate planning)	08:00 to 12:00			15			19			25		
All staff	Emotional Intelligence	08:00 to 16:00		21					11			18	
All staff	Stress management	08:00 to 16:00				25			25			24	
All staff	Promoting an HIV and AIDS informed workplace	08:00 to 12:00					22	27		28	19		
All staff	Time management	08:00 to 16:00		29			29				26		
Line-management	Rec, Sel, Prom programme for managers and HR business partners in faculties	08:00 to 16:00	Dates	will be	announced								

Line-management	Rec, Sel, Prom programme for managers and HR business partners in support departments	08:00 to 16:00	Dates	will be	announced								
Line-management	Occupational health and safety act for line managers	08:00 to 16:00		23			24				27		
Staff category	Name of programme	Duration	January	February	March	April	May	June	July	August	September	October	November
Line-management	UP Disciplinary code and procedure (Initiating enquiries - refresher)	08:00 to 16:00						26		20			
Line-management	UP Disciplinary code and procedure (Chairing the disciplinary enquiry refresher)	08:00 to 16:00							12		6		
Line-management	Coaching skills for line managers	08:00 to 16:00				10		28		8			
Line-management	Cultural intelligence	08:00 to 16:00		23			30				13		
Line-management	Effective workplace relations	08:00 to 16:00					23		11		19		
Line-management	HIV/AIDS programme for line managers	08:00 to 12:00 or 12:30 to 16:00								21	4	16	
Line-management	Supervisory skills	08:00 to 16:00							25 to 27				7 to 9
New appointees	Orientation programme	08:00 to 16:00		22		24				22		31	
New appointees	Orientation campus walk	08:00 to 14:00				4		6					7
New appointees (Academic)	Education induction	08:00 to 16:00	16 to 20				11 follow-up		2 to 6			12 (follow-up)	
New appointees (Academic, Faculty of Health)	Medical education induction	08:00 to 16:00							9 to 12				

[illegible]

"H" = Hatfield Campus
"M" = Medical Campus
"O" = Onderstepoort Campus
"m" = Morning session
"a" = Afternoon session
"Colour" = one programme

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How to Register:
* Via the Performance and Development Management System
* A Registration form is also available via the the following link:
http://www.up.ac.za/intra/web/en/services/learning_and_development/training/

Notice:

The University's In-house training courses that are presented via Continuing Education at UP (CE at UP) are meant for University staff members and is free of charge. In terms of the Human Resource Development Policy (Rt 501/02, of 30 April 2002, paragraph 3.6), however, in case of non-arrival at registered courses, the delegate or the delegate's department will be liable to pay the full course fee.