UNIVERSITY OF PRETORIA IN-HOUSE STAFF DEVELOPMENT PROGRAMMES 2014											
Staff category	Name of programme	Status	Duration	Time	Cost (free of charge, see note- bottom of page)	Dates of courses presented on the Main Campus (Prinshof and Onderstepoort Campus down below)					
Line-management	Performance and development management (including PeopleSoft functionality) at Groenkloof/Prinshof	General	5 hours	08h00 to 12h00	R 500	2013/02/27 (Groenkloof)	2012/04/16 (Prinshof)	2013/08/27 (Groenkloof)	2013/10/09 (Prinshof)	Additional programmes presented at OP/Groenkloof/Prinshof (consult respective HR BPs)	
Line-management	Rec, Sel, Prom programme for line managers and HR Business Partners	Compulsory	1 day	08h00 to 16h00	R 2 550	05-Mar	01-Jul	09-Sep			
Line-management	Occupational Health and Safety Act for line managers	Compulsory	5 hour	08h00 to 12h00	R 455	19-Feb	14-Aug				
Line-management	UP Disciplinary Code and procedure for line managers and HR Business Partners	Compulsory	2 days	08h00 to 16h00	R 3 542	13 - 14 Mar	20-21 May	12-13 Aug			
Line-management	UP Disciplinary Code and procedure (Initiate discipline refresher)	General	5 hours	08h00 to 12h00	R 623	09-Apr	02-Jul	01-Oct			
Line-management	UP Disciplinary Code and procedure (Chairing the disciplinary enquiry refresher)	General	5 hours	08h00 to 13h00	R 623	10-Apr	03-Jul	02-Oct			
Line-management	Managing poor performance and incapasity	General	1 day	08h00 to 16h00	R 1 290	11-Apr	04-Jul	03-Oct			
Line-management	Performance coaching and mentoring skills for line managers	General	1 day	08h00 to 16h00	R 1 290	26-Feb	29-May	27-Aug			
Line-management	Effective Workplace Relations	General	1 day	08h00 to 16h00	R 1 250	09-Apr	13-Aug	12-Nov			
Line-management	Supervisory skills	General	3 days	08h00 to 16h00	R 2 667	18-20 Mar	24-26 Jun				
Line-management	UP Management Development Programme (deans, deputy deans, heads of academic departments and directors, deputy directors and heads of divisions of support departments)	General	2 days	08h00 to 16h00	R 3 542	3-4 July	22-23 Sep	27-28 Nov			
Academic	ClickUP Overview	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	H (M + A) 27 Jan	H (M) 9 June	H (M) 17 Nov	M = Morning / A = Afternoon	Note: 2 programmes	
Academic	ClickUP Content	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	H (M + A) 28 Jan	H (M) 10 June	H (M) 18 Nov		Note: 2 programmes	
Academic	ClickUP Assessment	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	H (M + A) 29 Jan	H (M) 11 June	H (M) 19 Nov		Note: 2 programmes	
Academic	ClickUP Collaboration	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	H (M) 30 Jan	H (M) 12 June	H (M) 20 Nov		Note: 2 programmes	
Academic	ClickUP Management	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	H (M) 31 Jan	H (M) 13 June	H (M) 21 Nov		Note: 2 programmes	
Academic	ClickUP Assist	General	4 hours	08h00 to 12h00	R 770	H (M) 12 Feb	H (M) 6 March	H (M) 24 July	H (M) 29 Oct		
Academic	Assessment for Academics	General	3 days	08h00 to 16h00	R 1 765	28-30 Jan	3-5 Jun	11-13 Nov			
Academic	E-learning for Academics	General	2 days	08h00 to 16h00	R 1 375	3-4 June	5-6 Nov				
Academic	Conference presentation skills	General	5 hours	08h00 to 13h00	R 458	11-Jun	03-Sep				
Academic	Turnitin	General	4 hours	08h00 to 12h00	R 317	06-Feb	10 March (post-graduate supervisors)	09-May	05-Aug	04-Nov	

Category	Programme	Type	Duration	Time	Cost	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8
Academic	Mentoring Skills for Academics	General	5 hour	08h00 to 12h00	R 1 083	15-May	18-Sep						
Academic	Publication skills (Article writing)	General	3 days	08h00 to 16h00	R 4 333	22-24 Apr	17-19 Jun	3-5 Sept		An article must be drafted prior to attending the programme			
Academic	EndNote (Referencing programme)	General	3 hours	08h00 to 11h00	R 455	02-Apr	08-Jul	16-Oct					
Academic	Post graduate supervision	General	3 days	08h00 to 16h00	R 4 750	25-27 Jun	5-7 Nov						
Academic	Designing Research Studies	General	2 days	08h00 to 16h00	R 1 292	13-14 Feb	18-19 Sep						
Academic	Atlas Ti (Qualitative Data analysis)	General	2 days	08h00 to 14h00	R 1 750	7-8 May	3-4 Jul	25-26 Sep					
Academic	Basic Quantitative Data analysis and SPSS	General	4 x 5 hours	08h00 to 13h00	R 2 667	17-20 March	17-20 Jun	11-14 Nov					
Academic	Quantitative Data analysis and SPSS	General	12 x 3 hours	09h00 to 12h00	R 3 667	8,11,15,22,25 Apr and 6,9,13,16,20,23 and 27 May		25,29 Jul and 1,5,8,12,15,19, 22,26,29 Aug and 2 Sept	3,7,10,14,17,21,24,28,31 Oct and 4,7 and 11 Nov				
Academic	Research support induction (including intellectual property rights)	General	2 days	08h00 to 16h00	R 1 400	31 March and 1 April	6-7 Oct						
Academic	An Overview of Statistical Techniques (Qualitative and Quantitative)	General	5 hours	08h00-13h00	R 1 292	28-May	06-Aug	30-Sep					
Academic	Introduction to AMOS	General	2 days	08h00-16h00	R 3 800	8-9 Jul	10-11 Sep						
Academic	Mobile Learning	General	3 Hours	09h00-12h00	R 900	19-Feb	27-Feb	07-Mar	18-Mar	15-May	15-Oct		
Academic (New appointees)	Education Induction	Compulsory	3 days	08h00 to 16h00	R 2 800	2-4 Apr	8-10 Oct						
Academic (New appointees at Health Sciences)	Medical Education Induction	Compulsory	4 x 5 hours	12h00 to 17h00	R 1 235	7-11 Jul							
Academic and Departmental administrators	Quest UP	General	4 hours	08h00 to 12h00	R 770	18-Feb	23-Jun	24-Nov					
Employee representatives	UP Disciplinary Code and procedure for employee representatives	Compulsory	2 days	08h00 to 16h00	R 2 700	26-27 March	25-26 Sept						
All staff	Performance and development management (including PeopleSoft functionality)	General	4 hours	08h00 to 12h00	R 500	28-Feb	26-Mar	17-Apr	13-May	28-Aug	11-Sep	10-Oct	06-Nov
All staff	Conflict Management	General	1 day	08h00 to 16h00	R 1 250	14-May	20-Aug	14-Oct					
All staff	Creative Retirement	General	1.5 day	08h00- 16h00 and 8h00-13h00	R 1 250	22-23 May							
All staff	Emotional Intelligence	General	1 day	08h00 to 16h00	R 1 250	11-Mar	05-Jun	04-Sep	28-Oct				
All staff	Stress Management	General	1 day	08h00 to 16h00	R 1 250	05-Mar	29-May	15-Oct					
All staff	Client Care	Compulsory	2 days	08h00 to 16h00	R 1 992	25-26 Feb	24-25 Mar	3-4 Apr	20-21 May	16-17 Jul	18-19 Aug		
All staff	Well-being in the workplace	General	1 day	08h00 to 16h00	R 2 700	12-Mar	07-May	30-Jul	22-Oct				
All staff	An HIV/AIDS informed workplace: Awareness	General	5 hours	08h00 to 13h00	R 855	12-Mar	18-Jun	01-Aug					
All staff	Time Management	General	5 hours	08h00 to 13h00	R 1 000	10-Feb	17-Mar	19-Aug					
All staff	Diversity Management	General	8 hours	08h00 to 15h00	R 1 000	06-Feb	15-Apr	11-Jun	06-Aug	17-Sep	06-Nov		
New appointees	Orientation programme	Compulsory	1 day	08h00 to 16h00	R 600	12-Feb	06-May	13-Aug	28-Oct				
New appointees	Campus Walk	Compulsory	4 hours	08h00 to 12h00	R 600	13-Feb	07-May	14-Aug	29-Oct				
Occupational Health and Safety representatives	Occupational Health and Safety programme for OHS representatives	Compulsory	1 day	08h00 to 16h00	R 792	27-Mar	30-Jul	22-Oct					
Occupational Health and Safety representatives	Basic Fire prevention for OHS representatives	Compulsory	1 day	08h00 to 16h00	R 792	09-Apr	25-Jun	11-Sep					
Occupational Health and Safety representatives	First Aid Level 1 and 2 for Safety representatives	Compulsory	4 days	08h00 to 16h00	R 2 800	22-25 Apr	12-15 Aug						
Occupational Health and Safety representatives	First Aid Advanced programme for OHS representatives	Compulsory	3 days	08h00 to 16h00	R 1 900	5-7 Mar	21-23 Oct						

Staff category	Name of programme	Status	Time	Time of day	Price									
Departmental administrators	Minute taking program	General	2 x 5 hours	08h00 to 12h00	R 850	4-5 Feb	25-26 March	28-29 May	6-7 Aug	2-3 Sept	7-8 Oct			
Departmental administrators	Protocol	General	2 days	08h00 to 16h00	R 3 000	6-7 May	1-2 Oct							
Departmental administrators	ClickUP Grade Centre	General	4 hours	08h00 to 12h00	R 770	13-Feb	11-Mar	28-Mar	06-May	23-May	31-Jul	21-Aug	16-Sep	30-Oct

Staff category	Name of programme	Status	Time	Dates of courses presented on Onderstepoort Campus (LAB 2)										
Academic	ClickUP Overview	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	4 sessions	13 Jan Morning & Afternoon session	2 June Morning only	10 Nov Morning only					
Academic	ClickUP Content	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	4 sessions	14 Jan Morning & Afternoon session	3 June Morning only	11 Nov Morning only					
Academic	ClickUP Assessment	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	4 sessions	15 Jan Morning & Afternoon session	4 June Morning only	12 Nov Morning only					
Academic	ClickUP Collaboration	General	4 hours	08h00 to 12h00 (M)	R 770	3 sessions	16 Jan Morning only	5 June Morning only	13 Nov Morning only					
Academic	ClickUP Management	General	4 hours	08h00 to 12h00 (M)	R 770	3 sessions	17 Jan Morning only	6 June Morning only	14 Nov Morning only					
Dept administrators	ClickUP Grade Centre	General	4 hours	08h00 to 12h00	R 770	1 session	05-Feb							
Academic	QuestUP	General	4 hours	08h00 to 12h00 or 12:00 to 16:00	R 770	3 session	21 Feb afternoon only	25 June afternoon only	26 Nov Morning only					

Staff category	Name of programme	Status	Time	Dates of courses presented on Prinshof Campus (Medical library LAB 3)										
Academic	ClickUP Overview	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	4 sessions	13 Jan Morning or Afternoon session	2 June Morning only	10 Nov Morning only					
Academic	ClickUP Content	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	4 sessions	14 Jan Morning or Afternoon session	3 June Morning only	11 Nov Morning only					
Academic	ClickUP Assessment	General	4 hours	08h00 to 12h00 (M) or 12h30 to 16h30 (A)	R 770	4 sessions	15 Jan Morning or Afternoon session	4 June Morning only	12 Nov Morning only					
Academic	ClickUP Collaboration	General	4 hours	08h00 to 12h00 (M)	R 770	3 sessions	16 Jan Morning only	5 June Morning only	13 Nov Morning only					
Academic	ClickUP Management	General	4 hours	08h00 to 12h00 (M)	R 770	3 sessions	17 Jan Morning only	6 June Morning only	14 Nov Morning only					
Departmental administrators	clickUP Assist	General	4 hours	08h00 to 12h00	R770	1 session	04-Feb							
Academic	QuestUP	General	4 hours	08h00-12h00 or 12h00-16h00	R 770	3 sessions	20 Feb morning	24 June afternoon	25 Nov Morning only					

Note: 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 <u>free of charge</u>. 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 will be liable to pay the full course fee.

Key   M = Morning / A = Afternoon

How to register   Course registration is available on PeopleSoft, the Employee WorkCentre where the leave functions/salary advice are found on Self-service- Employee Performance and Development Management.

Feedback   We value your feedback. Contact Dr Louw Botha at: Louw.botha@up.ac.za