

# FOUNDATION PROGRAM

## Who is it for?

All USQ Employees who are currently in or aspire to be in a supervisors/managers role.

## What's it all about?

This Foundation Program encompasses the following workshops which are open to all staff and will have frequent offerings over an eight month period:

### Management and Leadership Essentials

Equipping you with a *survival kit* of skills to effectively and creatively manage and lead your team. This comprehensive and dynamic workshop focuses on core leadership skills including:

- Building effective business relationships
- Techniques to better manage self and others
- Creating positive feedback environments
- Managing change and stress
- Time management and goal setting

Dates: Held over 3 days 13-16 Aug, 18-20 Sep, 16-18 Oct, 13-15 Nov, 4-6 Dec, 29-31 Jan

### Coaching for Performance Improvement

Learn how to *unlock the potential* that lies within your team. Performance coaching is one of the most critical initiatives that managers and leaders can use to drive performance within their organisation. This one-day workshop will introduce participants to one of the world's most established and successful coaching models to develop skills in the art of performance coaching which will assist you in developing dynamic teams and individuals.

Dates: 28 Aug, 25 Sep, 22 Oct, 20 Nov

### Effective Business Writing and Workplace Communication Skills

Gain knowledge on the fundamentals of business writing (including grammar and syntax), how to use email as an effective business communication tool, how to communicate clearly and concisely in order to promote a professional image, and how to understand the challenges and benefits of using different methods of communication.

Dates: 29 Aug, 24 Oct, 21 Nov

### Encouraging Employee Engagement

Learn how to instil a sense of enthusiasm and ingenuity into your workspace so that it's a fun and productive environment, with staff engaged in their roles and genuinely striving for individual and organisational success. The value of having engaged employees is immeasurable. This one-day workshop will provide you with the skill set for assisting in developing positive, engaged organisational cultures, and provide practical, empowering strategies for effective role modelling of positive behaviours. The workshop further acknowledges the importance of "the whole person in the whole job" philosophy, and looks at ways in which to utilise individual talents and preferences within their specific role.

Dates: 30 Aug, 26 Sep, 23 Oct, 22 Nov

### Relationships At Work: Workplace Conferencing – a restorative approach to conflict transformation

The fundamental premise of the restorative approach to conflict resolution is that people are happier, more cooperative and productive, and more likely to make positive changes when managers take a collaborative approach to solve problems. This two-day workshop will provide you with:

- A better understanding of and skills to create, maintain and repair workplace relationships
- Techniques to better manage self and others
- Creating positive feedback environments
- Managing change and stress
- Time management and goal setting

Dates: 02 Oct



To register visit  
<http://usqstudydesk.usq.edu.au>

For further information call the OD team on ext. 2993