Professional and Organisational Development Services

SETTING THE ANNUAL TRAINING CALENDAR PROCEDURE

Contents

1 Introduction / Background.......................................................................................................................2
2 Scope / Purpose.........................................................................................................................................2
3 Definitions..................................................................................................................................................2
4 Flowchart (Optional)................................................................................................................................2
5 Instructions...............................................................................................................................................2
6 Roles & Responsibilities..........................................................................................................................4
7 Related Documents and References....................................................................................................4
8 Version Control Table..............................................................................................................................5

PER-POD-PRO- 064 242209.doc 2010 May

Hardcopies of this document are considered uncontrolled please refer to UOW website or intranet for latest version
1 Introduction / Background

Each year Professional and Organisational Development Services sets a calendar of training programs for the coming year. This calendar is normally prepared during December – January and advertised to the campus community in late January – early February.

2 Scope / Purpose

This procedure outlines the steps involved in determining training needs for the upcoming calendar year and setting the training calendar.

3 Definitions

Alesco – HR system used to record all training attendance information
WebKiosk – Web self-service interface used by staff to nominate for training programs
PDA – Professional Development Administrators
ODC – Organisational Development Consultants

4 Flowchart (Optional)

n/a

5 Instructions

<table>
<thead>
<tr>
<th>Person</th>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| PDA             | 1.   | **Produce reports** of all staff held on Alesco waiting lists. This can be done using DataBrowser report found in G:\Administration\Reports\Databrowser\ COURSE ADMIN  
|                 |      | Sort report by course and show date of nomination. Only those nominations no more than 2 years old need to be considered. |
| PDA ODC Manager | 2.   | **Collate and analyse information** which will show types of training needed in the coming year. Sources of this information will include:  
|                 |      | ▪ Training needs analyses  
|                 |      | ▪ Waiting lists  
|                 |      | ▪ Requests from other training providers (e.g. EED, OHS)  
|                 |      | ▪ Requests for training to support introduction of new policies or procedures |
| PDA ODC Manager | 3.   | **Select training courses** which will be scheduled, based on criteria including:  
|                 |      | ▪ Mandatory training (e.g. Staff Selection Techniques)  
|                 |      | ▪ Training for new policies and procedures (e.g. Leadership Survey)  
|                 |      | ▪ Courses with high numbers of staff on the waiting list  
|                 |      | ▪ Major leadership programs (e.g. Heads Leadership, FLM)  
|                 |      | ▪ Availability of internal PODS facilitators  
|                 |      | ▪ Training requested by other providers (e.g. EED, OHS)  

Hardcopies of this document are considered uncontrolled please refer to UOW website or intranet for latest version.
| PDA | 4. | **Set tentative dates** for all identified training courses. Summarise information from meeting into planning document **Working Planning Document**.<br>When setting dates, take into account:<br>• Public holidays and school holidays<br>• Busy times during the academic calendar (e.g. orientation and first week of session)<br>• Availability of facilitators (e.g. periods of leave)<br>• Special events (e.g. VC’s Awards)<br>• Mondays and Fridays only booked as a last option |

| PDA | 5. | **Book venues** for all sessions. The appropriate venue will depend on the type of course and the expected number of participants, for example:<br>• **UniCentre** (function centres and other seminar rooms) is booked for most PODS courses where numbers will exceed 10 people. PODS is charged a booking fee for these rooms.<br>Email UniCentre to make the booking request which will be confirmed with an email booking confirmation sent to pods_admin email account.<br>• **ITS training room** is booked for most OH&S courses or computer based courses (e.g. Kronos, How to Touch Type)<br>Email ITS training unit to make the booking request.<br>• **Admin Meeting Rooms (Building 36)** are occasionally used for PODS courses of small groups under 10 people. Book through Julie Kay in the Admin Kitchen Level 3.<br>• **Web Venue Booking** – an online booking system to find rooms across campus. It is only used upon request from PODS Manager. |

| PDA | 6. | **Diarise courses for internal facilitators** (OH&S, Finance, PODS) in exchange.<br>When adding the training into internal facilitators’ calendars Also add to PODS exchange training Calendar and book equipment required (e.g. the PODS or Personnel & Finance laptop/projector). |

| PDA | 7. | **Book external facilitators** by phone or email to confirm date.<br>If facilitator is not available on requested date, book for another suitable date and adjust working plan document, venue booking and exchange calendar entries.<br>Once a date has been confirmed. Fill-in and send a Facilitators Agreement Form (PER-POD-FRM-006) to the facilitator. |

| PDA | 8. | **Complete this step only when all arrangements for a course have been confirmed:**<br>**Update Alesco** with new course date and details according to Alesco Used Manual (PER-POD-SSS-MAN-013)<br>• When course dates are added to Alesco, they will appear on WebKiosk and will be open for nominations from staff. |
9. **Update Training and Development Database** with a new record for each scheduled course according to procedures:
   - PER-POD-PRO-060 Adding a New Course Date to Access
   - PER-POD-PRO-061 Adding a New Program to Access

10. **Update Staff Development Calendar on PODS Intranet** with new course date and details through Content Management System.

11. **Advertise** availability of new annual calendar to campus community.

12. **Refer to procedure** PER-POD-PRO-065 Managing Administration of Training Courses for steps involved in administering each individual training session throughout the year.

### 6 Roles & Responsibilities

Responsibility for this procedure is shared between the Manager, Organisational Development Consultants, and Professional Development Administrators.

### 7 Related Documents and References

- Alesco suite of procedures
- PER-POD-FRM-006 External Facilitator’s Agreement
- PER-POD-PRO-013 Organising Existing External Consultants
- PER-POD-PRO-053 Organising New External Consultants
- PER-POD-PRO-060 Adding a New Course Date to PODS Course Database
- PER-POD-PRO-061 Adding a New Program to PODS Course Database
- PER-POD-PRO-065 Managing Administration of Training Courses
## 8 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>070914</td>
<td>Karen Lovasz – Organisational Development Officer</td>
<td>New Procedure</td>
</tr>
<tr>
<td>2.0</td>
<td>080513</td>
<td>Vanessa Pagett - Professional Development Administrator</td>
<td>Update and Review of procedure as well as updated the Related Docs and References to Hyperlinks</td>
</tr>
<tr>
<td>3.0</td>
<td>100512</td>
<td>Vanessa Pagett - Professional Development Administrator</td>
<td>Update and Review of procedure, included PER-POD-PRO-013.</td>
</tr>
</tbody>
</table>