

Registration

Human Resource programs – registration

To register for Workload Management go to the HR Development web page <http://www.swin.edu.au/corporate/hr/hrdev.htm> and complete the online booking form (using Explorer as your browser). For any booking queries, contact Judith Haskins on 9214 8751 or jhaskins@swin.edu.au.

Booking Slip

Name: _____
Contact No: _____
Position: _____
Session: _____
Campus: _____
Session: _____
Campus: _____
Session: _____
Campus: _____

Return to Professional Development Unit
H87 by 8 October or email Liz Thackray.

Please note:

If you are unable to attend your preferred session please contact Liz Thackray on 9214 5119 or by email ethackray@swin.edu.au

Contact

For bookings and further information
contact:

Mary Hoffmann

Manager, Professional Development Unit TAFE
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Email: mhoffmann@swin.edu.au

Liz Thackray

Admin Officer, Professional Development Unit TAFE
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Email: ethackray@swin.edu.au
Website: <http://www.tafe.swin.edu.au/profdev/>

Please arrange car pooling where possible.

Divisional Professional Development Day

Wednesday 15 October 2003

Croydon
Hawthorn
Pahran
Wantirna



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SWINBURNE UNIVERSITY
OF TECHNOLOGY
TAFE

Invitation to Attend

Wantirna

8.00 – 9.00	<i>Breakfast</i>	Staff Room
9.00 – 4.00	Workload Management – to register: http://www.swin.edu.au/corporate/hr/hrdev.htm <i>Human Resources</i>	
9.00 – 10.30	TAFE Policies and Procedures for admin and support staff followed by policies and regulations including student discipline policies. <i>Presenter: Wayne Jencke</i>	Room 101
10.30 – 11.00	Horticulture – Tour of Nursery area (meet at the roller door of the potting shed)	
12.30 – 1.30	<i>Light lunch provided</i>	Staff Room
1.30 – 4.30	Get to know your PC – how it works, terminology, hardware additions etc <i>Presenter: Ken Mattingley</i>	Room 121

Prahran

8.00 – 9.00	<i>Breakfast in level 5 staff room</i>	PK517
9.00 – 10.00	Marketing and Corporate Style <i>Presenter: Jenni Austin</i>	Room 412
10.00 – 11.00	NICA Tour, Green Street (off Chapel)	
12.30 – 1.30	<i>Light lunch provided</i>	PK517
2.30 – 4.30	Events Management <i>Presenters: Joel Martin & Raylyn Christou,</i>	Room 401

Hawthorn

8.00 – 9.00	<i>Breakfast</i>	TD120
9.00 – 11.00	Great Teaching Seminar	TD120
9.00 – 10.00	Living and Working Sustainably <i>Presenters: Geraldine Plas & Kipling Zubevich</i>	AGSE203
11.00 – 12.30	Mark McCrindle - Builders, Boomers, Gen X & Gen Y with specific emphasis on generational differences.	AGSE207
12.30 – 1.30	<i>Light lunch provided</i>	TD120
1.30 – 5.00	Great Teaching Seminar continued	TD120
1.30 – 2.30	'Watch your lingo' slang <i>Presenter: Nancy Moncrieff</i>	AGSE104
2.30 – 3.30	Library Tour followed by Online Resources <i>Presenter: Rosalind Wallis</i>	

Croydon

8.00 – 9.00	<i>Breakfast</i>	IDC Foyer
9.00 – 2.30	Great Teaching Seminar	First Stop Facility
12.30 – 1.30	<i>Light lunch provided</i>	IDC Foyer
1.30 – 2.00	Tertiary Press Tour	
2.30 – 4.00	Mark McCrindle - builders, boomers, Gen X & Gen Y with specific emphasis on generational differences.	Auditorium

I am very pleased to invite you to participate in the TAFE Division's second Professional Day for 2003.

The program is designed to provide a variety of activities for all staff. The needs of teachers, managers and support staff have been considered and I hope there is something of interest and relevance to you.

The program on 15 October is offering a variety of content at four campuses. You are therefore encouraged to attend for the whole day if you can arrange this with your manager.

Listen to Australia's foremost intergenerational expert Mark McCrindle, also speaking at two different campuses on the learning needs of young students. Whether staff are involved in teaching, curriculum development, administration or career planning, the key to effectiveness is understanding the students. Today's students are different in attitudes, priorities and expectations to those of a generation ago.

I hope you take the opportunity to participate in the Day's activities, both to support your professional development and for the valuable opportunity to network with your colleagues and friends.

Alistair Crozier
Deputy Vice-Chancellor
and Director TAFE

