



Australian Education Union - ACT Branch

2010 TRAINING PROGRAM

For the benefit of AEU members
As at 22 February 2010

DATE	TIME	COURSE	TRAINER	VENUE
		YOUR WORKPLACE:		
		Count these courses toward your Personal PD day...		
Fri 26 Feb, Bruce Mon 1 Mar, Southside Mon 15 Mar, Fyshwick	1.30 – 4pm <i>Afternoon tea provided</i>	How to Improve Your Working Life <i>NEW!</i> – for TAFE teachers The CIT Enterprise Agreement (EA) provides teachers with some new ways to help manage workload, address workplace issues (such as teaching hours, responsibilities), and gain a work-life balance. This session will be a practical guide to using the EA to improve the working life of TAFE teachers. CHOOSE ONE SESSION ONLY	AEU Officers	26/2 – C009 Bruce 1/3 – D101 Sthside 15/3 – B002 F'wick
Monday 15 March	4 – 6 pm <i>Afternoon tea provided</i>	Know your Rights and Entitlements – for all teachers Learn about your entitlements in relation to leave (personal, long service leave, leave without pay), work-life balance, casual/temporary/permanent employment, allowances, DET procedures (e.g. Grievance Procedures)	AEU Officers	MR 5-6, CTL
Thursday 25 March	4 – 6pm <i>Afternoon tea provided</i>	The AEU Community Campaign – for all members especially Sub-Branch Reps and P & C Reps <i>NEW!</i> Do you want the ACT government to invest more in our public education system? Come along and find out how you can be involved in the AEU's campaign to achieve this vital goal. Ensure at least 2 Sub-Branch Reps and 1 P & C Rep from your workplace attends this vital session.	AEU Officers, Council of P & C Rep.	MR 8, CTL
Thursday 6 May	4 – 6 pm <i>Afternoon tea provided</i>	How to be an Effective Union Rep in your Workplace - For all Sub-Branch Presidents, Deputy Presidents, Secretaries, Councillors, Alternate Councillors <i>NEW!</i> As Reps, you have an important role to play in building a safe, happy, productive workplace. Find out: <ul style="list-style-type: none"> - your workplace rights - how to get involved in union campaigns incl. the Community Campaign - how to contribute to effectively resolving workplace issues - what support and resources are available to you - how to share the sub-branch responsibilities - how to run a sub-branch meeting 	AEU Officers	MR 7, CTL
Thursday 13 May	9am – 4pm <i>Morning tea, Lunch and Afternoon tea provided</i>	Workload Forum – for all SCHOOL LEADERS <i>NEW!</i> Would you like to see the workload of school leaders reduced? The new enterprise agreement has a Joint Working Party that must look at this issue. Come along to this session and provide valuable input so that the AEU can push for the kind of change that you want to see happen.	AEU Officers	MR 10, CTL
Thursday 20 May	9am – 4pm <i>Morning tea, Lunch and Afternoon tea provided</i>	Workload Forum – for all SCHOOL TEACHERS <i>NEW!</i> Would you like to see the workload of school teachers reduced? The new enterprise agreement has a Joint Working Party that must look at this issue. Come along to this session and provided valuable input so that the AEU can push for the kind of change that you want to see happen.	AEU Officers	MR 11, CTL
Tuesday 1 June	8.30 registration 9am – 12pm <i>Morning tea provided</i>	OH & S Forum: Workload and Work Practices are OH & S Issues For OHS Reps & Deputy Reps and all interested AEU members. Enhance your understanding of the Work Safety Act 2008 and Work Safety Regulations 2009. Understand how OH & S issues fit the context of the AEU's Community Campaign. Find out what processes should be applied to ensure optimum health and safety at your workplace; who is responsible for safe work practices; where the buck stops and who pays the penalties.	AEU Officers, ACT Workcover, Office of Regulatory Services, Shared Services	MR 5-6, CTL

DATE	TIME	COURSE	TRAINER	VENUE
Wednesday 11 August	4 – 6 pm Afternoon tea provided	Dealing with Violence in the Workplace For all AEU members, particularly OH & S Reps and Deputy Reps. How can OH & S legislation ensure safety at work. Does OHS law over-ride the Privacy Act and the Discrimination Act? What policies, procedures and laws can be applied to help create a safe workplace and a safe learning environment? <u>This is a repeat of a course run in 2009, but this year will include a discussion of the AEU's Community Campaign.</u>	AEU Officers, Maurice Blackburn solicitors	MR 10, CTL
		YOUR PROFESSION and CAREER: Count these courses toward your Personal PD day...		
Wednesday 5 and 12 May	4 – 6 pm Afternoon tea provided	Writing an Application for Transfer or Promotion Workshop 1 demystifies School Leadership capabilities with advice about how to write your application. To prepare for Workshop 2 participants are required to address at least one capability in readiness for Workshop 2 where participants share and rework applications under the guidance of the presenter. <u>Participants must attend both sessions</u>	Steve Provins	MR 5-6, CTL
Tuesday 9 and 16 March <u>OR</u> Wednesday 19 May and 2 June	4 – 6 pm Afternoon tea provided	Preparing for a Job Interview Naturally follows <i>Writing an Application</i> course. Workshop 1 addresses issues of preparation and strategies for conducting a successful interview. Participants are required to prepare a response to at least 2 generic questions for a mock interview in Workshop 2. This kind of preparation and experience is invaluable in getting ready for the real thing. This course incorporates the School Leader Capabilities. <u>Participants must attend both sessions</u>	Steve Provins	MR 5-6, CTL
Friday 19 March	1.30 – 4pm Afternoon tea provided	Ethical and Professional Practice for CIT Teachers <i>NEW!</i> Are the professional responsibilities of CIT teachers different to those of other public sector staff? Come along to this session and explore the implications of this question on your daily teaching life.	AEU Officers	MR 10, CTL
Tuesday 4 and 18 May	4 – 6 pm Afternoon tea provided	Communication and Negotiation Skills – For all Women Members <i>NEW!</i> Particularly useful for Sub-Branch Women's Contact Officers, all women members welcome. A practical and supportive course which will assist in building your communication and negotiation skills for use in a range of circumstances.	Cheryl O'Connor	MR 5-6, CTL
Monday 10 and 24 May	4 – 6 pm Afternoon tea provided	Career Planning Explore career planning options for long term professional growth, reward and a work-life balance.	Cheryl O'Connor	MR 5-6, CTL
Monday 3 May	4:00 – 6 pm Afternoon tea provided	The New Early Childhood Agenda – for all interested members <i>NEW!</i> Explores the Federal Government's agenda to introduce 15 hours per week for preschool students, early childhood qualifications for teachers and assistants, how to manage the change that these initiatives bring... <u>Participants must attend both sessions</u>	AEU Officers	MR 2, CTL
Wednesday 28 July	9am – 4pm Morning tea, Lunch and Afternoon tea provided	<i>ADVANCE NOTICE! Book your relief now!</i> NEW EDUCATORS' CONFERENCE: Help yourself, help your students As a new educator, you're on a steep learning curve. Gain practical tips and advice that will assist you to thrive (not just survive) in the teaching profession <u>and</u> ways to support your students to achieve the best outcomes possible. Plus, great networking opportunities! Use one of your New Educator Support Days to attend this PD opportunity	AEU Officers and guest presenters (TBA)	MR 2, CTL
Thursday 21 October	9am – 4pm Morning tea, Lunch and Afternoon tea provided	<i>ADVANCE NOTICE!</i> AEU WOMEN'S CONFERENCE – Key note address followed by a choice of workshops – focusing on workload, work-life balance, part-time & flexible work options, discrimination, supporting women into promotions positions, communication/negotiation skills, financial advice, de-stressing & relaxation techniques/yoga etc...	AEU Officers and guest presenters (TBA)	Hall, CTL

YOUR OTHER LIFE:				
Count these courses toward your Personal PD day...				
Wednesday 10 March OR Thursday 12 August	4.15 – 5.30pm <i>Afternoon</i> <i>tea provided</i>	<i>Making the Most of Your Money</i> You work hard for your salary. Find out how to build your earnings through savings and interest, setting up a budget, effectively managing debt, understanding Superannuation, Q & A. CHOOSE ONE SESSION ONLY	Julie French, Industry Fund Financial Planning	MR 7
Thursday 18 March OR Tuesday 11 May OR Wed 4 August OR Thursday 28 October	4.15 – 5.30pm <i>Afternoon</i> <i>tea provided</i>	<i>Retirement Planning Seminar – for CSS and PSS members</i> If you are over 50 and actively planning your retirement, there are some special planning issues you need to consider. Q & A. Partners welcome. See FLYER CHOOSE ONE SESSION ONLY	Jenn Murray, State Super Financial Services	18/3 – MR 8 11/5 – MR 11 4/8 – MR 8 28/10 – MR 11
Wed 5 May, Fyshwick Fri 14 May, Southside Fri 21 May, Reid Fri 28 May, Bruce	12.00-1.30pm 1.30-3.00pm 1.30-3.00pm 1.30-3.00pm <i>Afternoon tea provided</i>	<i>Retirement Planning Seminar – for CSS and PSS members At TAFE campuses</i> If you are over 50 and actively planning your retirement, there are some special planning issues you need to consider. Q & A. Partners welcome. CHOOSE ONE SESSION ONLY	Jenn Murray, State Super Financial Services	5/5 – A009 F'wick 14/5 – B013 Sth 21/5 – B117 Reid 28/5 – A205 Bruce
Monday 17 May OR Wednesday 3 November	4.15 – 5.30pm <i>Afternoon</i> <i>tea provided</i>	<i>Growing Your Money by Investing</i> Find out ways to grow even small savings - options such as managed funds, shares, property etc. Includes tax considerations and investment pitfalls, plus Q & A. CHOOSE ONE SESSION ONLY	Julie French, Industry Fund Financial Planning	MR 7
Wednesday 9 June	4.15 – 5.30pm <i>Afternoon</i> <i>tea provided</i>	<i>Financial Seminar for Women</i> Did you know? - Women retire with significantly less super than men? - Part-time work and child rearing can affect your retirement plans? - On average, women live longer than men? - 85% of purchase decisions are made by women? Examine financial issues that particularly affect women, what you can do to minimise their impact and how to achieve financial security.	Julie French, Industry Fund Financial Planning	MR 5-6
NOTE: Financial seminars provide advice of a general nature only and do not take into account individual circumstances. These informative sessions do not pressure participants to make any particular financial choice.				

REGISTER NOW!

How do I register for AEU training?

Contact Sue Billington at the AEU Office. Phone: 6272 7900 or email: sbillington@aeuact.asn.au.

Note: Office hours are 8.30am – 4.30pm, except during school holidays when hours are 9am – 4pm.

Registrations close at 9am one working day prior to the training session unless the course is already full.

What happens once I'm registered?

Members will be sent an email confirming their registration, dependant on sufficient participants, approximately a week prior to the training. For training courses that consist of more than one session it is a requirement of the course to attend all sessions.

What if I'm unable to attend a training session after I'm registered?

It is essential that apologies are given as soon as possible as this may affect the catering or the viability of the training itself. Please contact Sue by Phone: 6272 7900 or email: sbillington@aeuact.asn.au **as soon as possible.**

Not an AEU member?

Benefit from free training and many other services provided by the AEU.

Join the AEU at: www.aeuact.asn.au/membership/join-us.html

Inquiries about the AEU Training Program, contact:

Cathy Smith, Assistant to the Secretary [Professional]

Phone 6272-7900 fax 6273-1828 email csmith@aeuact.asn.au