Nominations are now being sought for the 2016 Leading Curtin: Senior Professional Staff Development Program.

The 2016 program commences in August and concludes in February 2017 and provides development opportunities for HEW level 9 and above and academic staff (Level B) undertaking administrative / supervisory roles, and currently in, or acting in leadership or management positions.

The program addresses 5 key themes: managing in the context of change, critical thinking and decision-making, managing self and others, leadership and communication skills including handling difficult situations/conversations. The format of the program includes the identification of needs and expectations by participants, gaining of knowledge, strategies and tools through attendance at modules and undertake a 360 degree feedback activity to identify and action development areas for continued growth.

These themes align with Curtin’s focus on strengthening our culture. In particular, strengthening leadership and engagement, and supports on our strategic objectives to:

- evolve as an agile, responsive and versatile organisation, committed to leadership, innovation and excellence, and
- excel through dynamic staff with shared values and a common purpose

The program has been designed to address capabilities and behaviours relating to core areas within the Curtin Leadership Framework around managing self, leading others and leading innovation and change. The program will have direct linkages to the individuals’ workplace and their WPPR and development plan.

The program features 2 x 2-day modules, 360 degree feedback and a small group action learning project focusing on specific challenges faced by staff in senior professional leadership roles. Participants will also undertake a range of activities aimed at enhancing self-awareness and understanding of one’s behaviour and how this impacts on others.

Program Objectives

This program is designed to:

- Assist participants develop values-based leadership capability to enhance present performance
- Prepare participants for the challenges and demands of the future
- Equip participants with practical skills, tools and frameworks to better lead within their area of influence
- Build and develop networks, enhance cross-unit collaboration and working relationships

Telephone +61 8 9266 3980
or visit odu.curtin.edu.au
The benefits of staff attending this program

- Opportunity to work with like-minded colleagues to strengthen the culture by building capabilities for managing change, participative decision-making, and building and maintaining working relationships
- Develop an understanding of how to navigate a political environment and examine emerging trends in higher education
- Enhance an individual's values-based leadership and management capabilities and readiness for career progression
- Networking opportunity allowing staff to share experiences, to develop and enhance communication between areas and individuals from both the group and previous participants

What does the program involve

- Attendance at the orientation session (overview of 360 degree activity, Action Learning Project topics)
- Attendance at both 2-day modules (4 days in total)
- Completion of 360 degree feedback including 1.5hr debrief and follow-up meeting with their Line Manager
- Participation in a small group Action Learning Project
- Completion of, and attendance at, workshops for Myers Briggs Type Indicator (MBTI) and/or Emotional Intelligence (EQi) leadership tools. The aim of these workshops is to enhance self-awareness, understand how they work, communicate and their impact on others.

Participants are expected to be actively and openly involved and prepared to increase self-awareness as values-based leaders through reflective practice.

Line Manager Expectations

Line Manager will be actively involved in the program through supporting, coaching, mentoring and meeting with their participant on a regular basis. The purpose of meetings is to discuss lessons learned and progress relating to the areas of opportunity, growth and development emerging from their 360 degree feedback, and to provide assistance and support in the development and implementation of their individual development plan (IDP).

Facilitator

Larry Marlow from Marlow Hampshire will facilitate the 2 x 2 day modules. Larry has extensive experience within the Higher Education sector and his interactive approach includes:

- Pragmatic conceptual frameworks and selected readings to complement discussion
- Strong action orientation at individual and organisational, higher education and sector levels

Time investment and Workshop Dates

- Completion of pre-program audit by 29 July
- Orientation: Thu 4 Aug (1:00pm - 4:00pm)
- Module 1: Thu 25 and Fri 26 Aug (9:00am - 4:30pm)
- Emotional Intelligence (EQi): Tues 25 Sept (9:30 am-12:30pm)
- Module 2: Wed 12 and Thu 13 Oct (9:00am - 4:30pm)
- Workshop (Myers Briggs Type Indicator): Thu 26 Oct (9:30am - 12:30pm) (TBC)
- 1.5hr on-eon-one 360 degree feedback debrief from: 27 Oct—11 Nov
- Action Learning Project group updates: Thu 17 Nov (TBC)
- Action Learning Project Final Presentations: Thu 10 Feb 2017 (TBC)

Nomination process

Participation in this program is via nomination supported by your Line Manager.

Line Managers are required to complete the nomination form and forward to Janice Burmaz: J.M.Burmaz@curtin.edu.au or send via internal mail.

A list of nominations from each Faculty/Portfolio will be collated and forwarded to the relevant DVC, PVC or VPs for Executive Support.

Closing date

All nominations must be received by COB Wed 20 July. Successful participants will be notified by Fri 22 July.

For more information:

Janice Burmaz
Organisational Development Unit
Tel: +61 8 9266 3980
Email: J.M.Burmaz@curtin.edu.au
Web: odu.curtin.edu.au

Please contact Janice Burmaz for any queries you have with regards to the nomination process and/or eligibility.

Please note: Due to limited places, a selection process may be required to determine successful applicants.
# Program Nomination

## Nominee details

<table>
<thead>
<tr>
<th>Name</th>
<th>Staff ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/Dept/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty/Portfolio</th>
<th>Aca/Prof</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Line Manager details

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Nomination details to be completed by Line Manager.

<table>
<thead>
<tr>
<th>How many staff report to the nominee?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does the nominee have an ability to accept and embrace change?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Has this nomination stemmed from WPPR discussions with the nominee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This nomination is part of the nominee’s (1) professional development, (2) career development and/or (3) forms part of the area’s succession planning – indicate all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional development</td>
</tr>
</tbody>
</table>

## Additional comments to support your nomination


## Endorsement of nomination

- [ ] I will ensure that sufficient opportunity and support will be provided for each nominee to attend the Orientation session, each 2-day module and actively engage in all associated learning activities within the program.
- [ ] I agree to be actively involved in the program through supporting, coaching/mentoring and meeting with my nominee on a regular basis.
- [ ] I will meet with my nominee to discuss capability ratings and program expectations identified in their pre-program audit.

**Line manager’s signature**

Please return the completed Nomination Form to Janice Burmaz, ODU, Bldg 604 Tech Park, or via email [J.M.Burmaz@curtin.edu.au](mailto:J.M.Burmaz@curtin.edu.au) by **Wednesday 20 July 2016**
### Participant: Pre-program audit & expectations

As part of the nominations process, participants will be asked to complete the pre-program audit which will form the basis of your development throughout and beyond this program. Once completed, participants will be asked to discuss with their line manager and then forward to Janice Burmaz, ODU.

This information will be collated and provided to the facilitator, Mr Larry Marlow, to inform him of the capability levels and expectations of the cohort.

Please rate yourself on each of the following areas, by circling the corresponding rating based on the following scale:

- **Very little** = Little knowledge and/or skills in this area and/or not confident; or haven’t had a chance to do this yet
- **Some** = Some knowledge and/or skill in this area, still need more development in knowledge/skill, or confidence, or both
- **Good** = Good knowledge and/or skills and generally feel confident to apply this in work situations
- **Role model** = Good knowledge and/or skills and feel confident to apply these; could be a role model to others

### Capability | Rating
--- | ---
Change management | Very little | Some | Good | Role model
Decision-making | Very little | Some | Good | Role model
Managing self and others | Very little | Some | Good | Role model
Communication including handling difficult situations/conversations | Very little | Some | Good | Role model
Values-based leadership | Very little | Some | Good | Role model
Critical thinking | Very little | Some | Good | Role model

Additional comments regarding capabilities/ratings:

1. How do you see your participation in this program contributing to you personally, your current role and for your or your desired role as a frontline supervisor?
2. What outcomes and/or goals do you wish to achieve as a result of participating in this program?
3. At the end of the program, how will you know that your outcomes/goals have been achieved?
4. Following discussion with your line manager, please identify your line manager’s expectations

Please return the completed Pre-Program Audit to Janice Burmaz, ODU, Bldg 604 Tech Park, or via email [J.M.Burmaz@curtin.edu.au](mailto:J.M.Burmaz@curtin.edu.au) by **Friday 29 July 2016**