

Sharpening the Saw

"Sharpening the Saw means preserving and enhancing the greatest asset you have-you. It means having a balanced programme for self-renewal."

— Stephen Covey, *The 7 Habits of Highly Successful People*

2021 Programme

This programme is designed to provide ongoing opportunities to share knowledge and to build on the Essential Management Programme you attended. Each workshop will be based around an important topic in your professional life and we encourage you to suggest relevant topics as you encounter the need for more information or resources.

Click a title for more information or to book a place.

Sustainability

Wed 31 Mar, 2pm-3pm

Presented by Ray O'Brien, Head of the Sustainability Office.

Building Blocks of Effective Teams

Tue 27 Apr, 2pm-3pm

This session combines information and resources with a panel discussion with experienced managers about how they work to create effective teams.

Finance Overview

Thu 27 May, 2pm-3pm

This session is designed to provide an overview of the finance system at Otago and a space to clarify or ask questions. Presented by Sharon van Turnhout, Chief Financial Officer.

Health & Safety Responsibilities of Managers

Thu 17 Jun, 2pm-3pm

Do you understand the responsibilities you have as a manager under the health and safety legislation? This is a useful refresher to ensure that you are up to date with any legislative changes.

Project Management Frameworks

Wed 21 Jul, 2pm-3pm

Andy Jenkins, Head of the Project Management Office, will outline the role of the office.

Risk Management Framework

Thu 26 Aug, 2pm-3pm

The Office of Risk, Assurance and Compliance will share the Risk Management Framework. This is an extremely useful workshop for all managers.

Selecting and Interviewing for the Best Person

Thu 16 Sep, 2pm-3pm

People make or break teams. Selecting the right people is one of the most important decisions you make as a manager. Come along to this session to learn some tips to use and pitfalls to avoid.

Being an Effective Chair

Thu 7 Oct, 2pm-3pm

The chair plays a pivotal role in the effectiveness and efficiency of meetings. Learn some strategies to make your meetings more productive.