

Zoom Workshops

A selection of Learning and Development workshops are now available to attend via Zoom videoconferencing.

Keep an eye out for these *Zoom Friendly* sessions in our monthly calendar.

For more information on each course or to book a place, please click a title or email hrtraining@otago.ac.nz

ZOOM
FRIENDLY

Managing Information Essentials

Wed 10 Jun, 9:30am-10:30am
Fri 9 Oct, 9:30am-10:30am

Information and Records Management at Otago for Operations Group Staff

*Fourth Tuesday of each month
February-November*
11:00am-12:00pm

Just a Minute: a guide for minutes and meetings

Tue 23 Jun, 10:30am-12:00pm
Thu 5 Nov, 10:30am-12:00pm

Management Fundamentals

Role and Responsibility

Tue 3 Mar, 9:00am-11:00am
Thu 16 Jul, 9:00am-11:00am

Managing Within the University Environment

Thu 12 Mar, 9:00am-11:00am
Tue 21 Jul, 9:00am-11:00am

Coaching Skills for Managers

Wed 18 Mar, 9:00am-11:00am
Thu 30 Jul, 9:00am-11:00am

Delegation

Tue 24 Mar, 9:00am-11:00am
Thu 6 Aug, 9:00am-11:00am

Problem Solving - A3 Technique

Tue 31 Mar, 9:00am-11:00am
Wed 12 Aug, 9:00am-11:00am

Performance Management Frameworks

Thu 16 Apr, 9:00am-11:00am
Tue 18 Aug, 9:00am-11:00am

Having Those Discussions

Tue 12 May, 9:00am-11:00am
Tue 1 Sep, 9:00am-11:00am

Planning Frameworks

Wed 20 May, 9:00am-11:00am
Thu 10 Sep, 9:00am-11:00am

Workplace Fundamentals

Making the Most of My Learning

Thu 30 Apr, 10:00am-11:00am

Communication

Thu 7 May, 10:00am-11:00am

Personal Skills

Thu 14 May, 10:00am-11:00am

Customer Service

Thu 21 May, 10:00am-11:00am

Writing Skills

Tue 26 May, 10:00am-11:00am

Customer Diversity

Thu 4 Jun, 10:00am-11:00am

Professionalism

Tue 9 Jun, 10:00am-11:00am

Giving and Receiving Feedback

Thu 18 Jun, 10:00am-11:00am

Team Work

Thu 25 Jun, 10:00am-11:00am

Health and Wellness

Thu 2 Jul, 10:00am-11:00am

Learning and Development