

Executive Education Program 2009

Collaborative Programs



2009

Moving into Management

A program for new and aspiring managers who are keen to develop their understanding of the tertiary education system in this changing political, economic and social environment.

In collaboration with



Moving into Management

5 days residential

Program overview

When people move into a management role there are a number of new challenges to be faced – a shift in expectations, changes in working relationships, not to mention new responsibilities. This program provides an opportunity for new managers to take the time to reflect on different leadership styles and their effects, team dynamics, broader leadership challenges and the policy environment in which they work, and will give them the tools and understandings they need to succeed in their new roles.

Throughout the program guest speakers with a wide range of experience at various levels in tertiary education will give participants insights into the challenges and opportunities associated with their current roles and career paths via facilitated discussion sessions.

This program has been developed to reflect the diversity of the overall tertiary community including different learning styles, interests and experience. The course will allow you to explore topics in depth through formal/theoretical input, exploration and discussion, practical activities, and personal review and planning.

Note: This program was previously run by Universities Australia as the "Leadership Program for HEW Levels 5–7".

Delivery mode

A five day residential program.

Location and dates

19–23 October 2009
MGSM, North Ryde, NSW

Investment

\$4,090 (\$4,499 inc GST). This fee includes all: materials, meals and accommodation.

Designed for

The five day residential program is designed for new and aspiring managers who are keen to develop their understanding of the tertiary education system in this changing political, economic and social environment.

The course is appropriate for staff at HEW Levels 5–7 and equivalent teaching and academic positions, such as tutors, research assistants and associate lecturers.

Program content and objectives

This highly interactive program will start each morning with a looking back and forward session, to provide opportunity for participants to review issues, challenges, and themes highlights as they arise. These sessions will also provide an overview of the day's activities.

Key themes that will be explored throughout the program include:

- Issues for the sector and my institution
- Learning about leadership
- Managing change and changing management
- Team challenge
- Understanding yourself and working with others: DiSC
- Exploring functions
- Career development

The program will draw on guest speakers who have had a wide range of experience in tertiary education at various levels who will share their insights and facilitate discussion sessions.

Participants will also explore issues through case studies, focused small group discussions, peer exchanges and networking sessions. The program will balance these group sessions with opportunities for personal reflection.



Learning outcomes

On completion of this program participants will have:

- Increased their understanding of the tertiary education system and how tertiary institutions operate within this context.
- Worked in small groups to explore leadership issues and challenges facing institutions and consider their implications at personal, work unit and organisational levels.
- Enhanced their professional skills, established networks and exchanged ideas and experiences through informal and structured activities.
- Integrated the learning from the course into personal plans for action.

For more information please visit our website:

www.mihelm.unimelb.edu.au



Course leader

John Swinton

Associate Director (Organisation Development), Office of Human Resource Management, Griffith University.

John's portfolio includes staff support and development, leadership and management development, and supporting major organisational change agendas.

Other positions John has held at Griffith over the last ten years are HR Consultant (Administration Group), Manager, Leadership Development Programs in the Griffith Institute for Higher Education, Change Manager, New Age Business Services (People Soft implementation), and Manager Staff Development.

Overall, he has had considerable experience in staff development and career counselling roles in higher education, and has worked at Griffith University as well as undertaking an overseas secondment/exchange with University College, Cardiff, UK. He has also worked for private and welfare organisations.

John is currently the Association for Tertiary Education Management (ATEM) Chairperson for the SE Queensland and Northern Rivers NSW region.



Application form

Executive Education Programs

LH Martin Institute

for Higher Education Leadership
and Management

Program name: Moving into Management

Session date(s): _____

Personal details

Title	Preferred name	Surname		
Position title				
Organisation				
Postal address				
City	State	Postcode		
Telephone (bh) ()	Fax (bh) ()			
Email				
Assistant's name	Assistant's email			
Special dietary requirements				
Main area of responsibility:	<input type="checkbox"/> Academic	<input type="checkbox"/> Research	<input type="checkbox"/> Administration	<input type="checkbox"/> Executive
	<input type="checkbox"/> Other (specify) _____			
Level:	<input type="checkbox"/> Entry	<input type="checkbox"/> Middle	<input type="checkbox"/> Senior	
Organisation type:	<input type="checkbox"/> University	<input type="checkbox"/> TAFE	<input type="checkbox"/> Private	<input type="checkbox"/> Research
	<input type="checkbox"/> Other (specify) _____			
Site address (If different from postal address)			Postcode	

TERMS AND CONDITIONS

The LH Martin Institute reserves the right to cancel a program and will endeavour to provide participants with as much notice as possible. Upon cancellation, any fees already paid by the participant will be refunded. Details are correct at the time of printing. Costs, dates, venues and presenters are subject to change without prior notice.

Fees
All prices include: tuition, materials, meals and accommodation (for residential programs). Personal and travel expenses are not included. Fees are due prior to the commencement of the program. Programs are frequently oversubscribed and places can only be guaranteed on receipt of an enrolment form and acceptance of terms and conditions.

Variations in enrolment

The LH Martin Institute incurs substantial administrative costs prior to the commencement of a program; the following policy applies to variations in enrolment (deferrals and withdrawals):

	14 days or less	15 to 28 days	29 days or more
Deferral	25% of program fee	A\$300 administration charge (incl. GST)	A\$300 administration charge (incl. GST)
Withdrawal	100% of program fee	50% of program fee	A\$300 administration charge (incl. GST)

Alternatively, a substitute may attend a program in place of another person however the proposed substitute will be subject to the same selection process as the original participant. Substitutions may incur a late processing fee. **Please note:** all variations to enrolment must be made in writing to the LH Martin Institute via email, fax or letter.

Privacy Notification

Information collected on this form will be dealt with in accordance to the Privacy and Personal Information Act 1988. The Martin Institute may provide your institution and/or employer with your name and the course you attended. If you do not wish for this information to be given to your institution or employer email martin-institute@unimelb.edu.au. To view the complete privacy policy please visit: <http://www.mihelm.unimelb.edu.au/about/Privacy.html>.

Acceptance of terms and conditions (to be signed by the person authorising payment)

I understand and agree to the above terms and conditions. Upon acceptance of this application, I/my organisation will become liable for the program fee and will be bound by the terms and conditions.

Signature	Date
Full name	Position

Payment authorisation (Please indicate method of payment):

Credit Card

Card type: Visa MasterCard

Card number ____/____/____/____ Expiry date __/__/__

Cardholder's name _____ Total amount AUD\$ _____

Cardholder's signature _____ Date _____

Cheque enclosed (Please make payable to The University of Melbourne):

Please forward an invoice to (name and postal address): _____

TAX INVOICE

This registration form will be a tax invoice for GST purposes when fully completed and payment is made.
All prices include GST. ABN: 84 002 705 224

Please return completed registration form via:

Email:
asteer@unimelb.edu.au

Fax:
+61 3 9347 8922

Post:
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Education
The University of Melbourne
Victoria 3010

For more information:

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About the LH Martin Institute

2009

The LH Martin Institute was established to meet an urgent need in Australia and the region for high quality leadership and management education through the provision of a suite of tailored executive and award programs focusing on institutional management and leadership.

The Institute is interdisciplinary and has as its key objectives:

- to train the next generation of leaders of Australia's higher education and VET institutions in the strategic management of their institutions;
- to provide a forum in which public policy makers, public and private sector institutions and national and international experts can explore, assess and anticipate the changing national and international environment in which higher education and VET operates; and
- to support its educational programs with scholarship and research.

The LH Martin Institute is achieving these objectives through the provision of award programs at postgraduate level; continuing professional education and refresher programs for aspiring and established senior executives, conferences and seminars on major policy and management issues; consultancy services, research and policy analysis.

For the latest details on the growing range of Executive Education Programs offered by the LH Martin Institute please visit our website: www.mihelm.unimelb.edu.au or call +61 3 8344 3157.

The **Executive Education Program** provides relevant and practical professional development solutions specifically designed for the next generation of leaders in tertiary education.

In developing these programs the LH Martin Institute has collaborated with a range of local and international organisations to understand the professional development requirements specific to the tertiary sector.

The range of executive education programs currently offered by the LH Martin Institute includes:

- The Senior Leadership Series
- The Executive Seminar Series
- Specialist Short Courses
- Collaborative Programs

LH Martin Institute for Higher Education Leadership and Management



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