

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Dec 2019		January 2020					Feb 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
		1 New Year's Day	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28 General Staff Orientation 2020 Venue: SOPH 1A Time: 9h00 - 13h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	29 General Staff Orientation 2020 Venue: SOPH 1A Time: 9h00 - 13h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	30 General Staff Orientation 2020 Venue: SOPH 1A Time: 9h00 - 13h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	31			

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jan 2020		February 2020					Mar 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat 1	Sun 2		
3	4 ICT Skills Training Basics - Computers Time: 9h30 - 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	5 AATDU: Intro - Academic Administration Time: 9h30 - 12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>  Basic Video Editing Time: 09h00 - 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a>  Introduction - Concept Mapping Basics Time: 14h00 til 16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	6 AATDU: Digitised Marks Assessment (DMA) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>  e-tools and Assessment Time: 9h30 - 12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab	7	8	9		
10	11 ICT Skills Training Time: 9h30am – 13h00 Ms Word Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	12 AATDU: Student Tracking Systems (STS) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	13 Multimedia Teaching -Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	14 AATDU: Digitised Marks Assessment (DMA) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>  Multimedia Teaching -Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	15	16		

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jan 2020		February 2020					Mar 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
17	18	19	20	21	22	23	
	<p>ICT Skills Training Time: 9h30am – 13h00 Ms PowerPoint Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: PG Thesis Management (Part 1) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Screen recording, compression and conversion Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p> <p>Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: PG Thesis Management (Part 2) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>ePortfolio Design for teaching-and-learning Time: 9h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab</p>	<p>AATDU: Student Tracking Systems (STS) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>			
24	25	26	27	28	29		
	<p>Anti-Bullying Your Voice Counts (YVC) Awareness Session Venue: HR Training room Time: 12h30 - 13h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>ICT Skills Training Time: 9h30am – 13h00 Google Apps Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>Introduction - Concept Mapping Basics Time: 14h00 – 16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>Etools and Assessment Time: 9h30-12h00 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab</p>				

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Feb 2020		March 2020				Apr 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8 Int'l. Women's Day
<p>T &amp; L: Academic Induction Time: 9h00 - 16h00 Email: <a href="mailto:avlcoetzee@uwc.ac.za">avlcoetzee@uwc.ac.za</a></p>	<p>ICT Skills Training Time: 9h30am – 13h00 MAS module Coordina-r Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>T &amp; L: Academic Induction Time: 9h00 - 16h00 Email: <a href="mailto:avlcoetzee@uwc.ac.za">avlcoetzee@uwc.ac.za</a></p>	<p>AATDU: Student Tracking Systems (STS) Time: 9h30-11h00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Basic Video Editing Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p> <p>T &amp; L: Academic Induction Time: 9h00 - 16h00 Email: <a href="mailto:avlcoetzee@uwc.ac.za">avlcoetzee@uwc.ac.za</a></p> <p>RD: Research Ethics Commitment Training for Faculty Administra-rs (BMREC and HSSREC) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>RD: Emerging and Mid-career scholar series – Funding Application and Proposal Writing Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p> <p>Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>		<p>DPGS - Database/SAGE/Automated referencing Venue: Social Sciences Building, S2 Time: 9h00 - 14h00 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>	

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Feb 2020		March 2020					Apr 2020 ▶
Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	
	<p>ICT Skills Training Time: 9h30am – 13h00 MAS Marks Administra-r Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Applications and Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>AATDU: Digitised Marks Assessment (DMA) Time: 09h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>AATDU: Digitised Marks Assessment (DMA) Time: 09h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>			
		<p>Online Lesson Design Time: 9h30-12h30 <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab</p>			<p>Multimedia Teaching Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>		
		<p>Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>Multimedia Teaching Tools for the Digital Age Time: 09h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>				
		<p>RD: Research Ethics Commitment Training for Faculty Administra-rs (AREC) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>					

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◀ Feb 2020		March 2020			Apr 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
16	17 <b>St. Patrick's Day</b>	18	19	20	21 <b>Human Rights Day</b>	22
	<p>ICT Skills Training Time: 9h30am – 13h00 MAS Lecturer Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>Leadership for the Future Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>AATDU: PG Thesis Management (Part 1) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Screen recording, compression and conversion Time: 9h30-11h30 <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p> <p>Interactive Document Sharing 9h30-11h00 <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab</p> <p>Introduction - Concept Mapping Basics 14h00-16h00 <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p> <p>Leadership for the Future Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>AATDU: PG Thesis Management (Part 2) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Leadership for the Future Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>AATDU: Student Tracking Systems (STS) Time: 9h30-11h00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>		

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Feb 2020		March 2020					Apr 2020 ▶
Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	
	ICT Skills Training Time: 9h30am – 13h00 Turnitin <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Digitised Marks Assessment (DMA) Time: 09h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	AATDU: Digitised Marks Assessment (DMA) Time: 09h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	AATDU: Student Tracking System (STS) Time: 09h30-11h00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	DPGS – Research Methodology and Design Venue: Social Sciences Building, S2 <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>		
	RD: Research Ethics Committee Training for Researchers (AREC) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	e-tools and Assessment Time: 9h30-12h30 Email: <a href="mailto:learning@uwc.ac.za">learning@uwc.ac.za</a> Cassinga Lab		RD: Publication Writing Retreat Venue: TBC Time: 8h00 - 17h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	RD: Publication Writing Retreat Venue: TBC Time: 8h00 - 17h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>		
30	31						
STORYCIRCLE TRAIN-THE TRAINER Email: <a href="mailto:adaniels@uwc.ac.za">adaniels@uwc.ac.za</a>							

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Mar 2020		April 2020			May 2020 ▶	
Mon	Tue	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5
		UWC Graduation Ceremony	UWC Graduation Ceremony	UWC Graduation Ceremony		
		AATDU: Intro - Academic Administration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>		Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	DPGS – Instrument design/Survey Methods Venue: Social Sciences Building, S2 <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>	
		CHEC CLE: The Higher Education context Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	CHEC CLE: The Higher Education context Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	AATDU: Student Tracking System (STS) Time: 9h30-11h00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>		
		Basic Video Editing Time: 09:30 - 11:30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab	Online Communication Tools Time: 09h30 – 11h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab			
		Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab				



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◀ Mar 2020		April 2020				May 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
6 UWC Graduation Ceremony	7 World Health Day UWC Graduation Ceremony	8 UWC Graduation Ceremony	9 UWC Graduation Ceremony	10 Good Friday	11 Easter Saturday	12 Easter	
	ICT Skills Training Time: 9h30am – 13h00 Ms Excel Basic Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Applications & Selections Time: 9:30-12:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	AATDU: Student Registration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>				
	RD: Research Professional Training – Funding Opportunities Portal Venue: TBC Time: 10h00 - 11h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	Multimedia Teaching -Tools for the Digital Age Time: 9h00 – 16h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab				
		RD: Emerging and Mid career scholar series – Writing an article from your PhD Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	ePortfolio Design for teaching-and-learning Time: 9h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab				

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◀ Mar 2020		April 2020					May 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
13 Family Day	14	15	16	17	18	19	
	<p>CHEC CLE: Achieving Strategy through Operational Excellence Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>CHEC CLE: Achieving Strategy through Operational Excellence Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>CHEC CLE: Achieving Strategy through Operational Excellence Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>Personal Assistant Masterclass Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>DPGS – Data Collection Tool design Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		
	<p>ICT Skills Training Time: 9h30 – 13h00 Ms Excel Intermediate Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>Screen recording, compression and conversion Time: 9h30 – 11h30 <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p>	<p>eTools and Assessment Time: 09h30-12h30 Email: <a href="mailto:learning@uwc.ac.za">learning@uwc.ac.za</a> Cassinga Lab</p>				
		<p>RD: Grant Writing Workshop 2020/2021 EU Finding Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>Personal Assistant Masterclass Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>				
		<p>Personal Assistant Masterclass Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>					

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◀ Mar 2020		April 2020				May 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
20	21	22 Earth Day	23	24	25	26	
	<p>ICT Skills Training Time: 9h30am – 13h00 PDF Editing Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Writing Workshop – Writing for the popular press Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: Applications &amp; Selections Time: 09h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>CHEC QTHE: Co-creating Curricula Across Difference Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Student Tracking System (STS) Time: 09h30-11h00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>eAssessment Time: 9h30-11h30 Email: <a href="mailto:learning@uwc.ac.za">learning@uwc.ac.za</a> Cassinga lab</p>				
27 Freedom Day	28	29	30				
	<p>ICT Skills Training Time: 9:30am – 1pm Turnitin Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: PG Thesis Management (Part 1) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: PG Thesis Management (Part 2) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>				

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◀ Apr 2020		May 2020					Jun 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
				1 Worker's Day	2	3	
					DPGS – Theoretical Discourse Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>		
4	5	6	7	8	9	10 Mother's Day	
	CHEC CLE: Developing Resilience Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	AATDU: Digitised Marks Assessment (DMA) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	Interactive Document Sharing Time: 9:30-11:00 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab	AATDU: Applications & Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	DPGS – Qualitative data analysis Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>		
	ICT Skills Training Time: 9h30am – 13h00 Google Apps Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	CHEC CLE: Developing Resilience Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	AATDU: Digitised Marks Assessment (DMA) Time: 09:30-11:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>				
		Basic Video Editing Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab	Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>				
		Introduction - Concept Mapping Basics Time: 14h00 -16h00 <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab					
		RD: Emerging and mid Career scholar series – How - put -gether a good article Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>					

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◀ Apr 2020		May 2020					Jun 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
11	12	13	14	15	16	17	
	<p>ICT Skills Training 9h30am – 13h00 PDF Editing Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Student Tracking System (STS) Time:9h30-11h00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>Multimedia Teaching Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Digitised Marks Assessment (DMA) Time:9:30-11:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>			
	<p>RD: Communities of Practice – Research from an HR Policy Perspective Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>CHEC QTHE: Co-creating Curricula Across Difference Time: 9:00 – 16:00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>Online Lesson Design Time:9h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab</p>	<p>Multimedia Teaching Tools for the Digital Age Time:9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>			
			<p>AATDU: Digitised Marks Assessment (DMA) Time:9:30-11:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>				

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Apr 2020		May 2020					Jun 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
18	19	20	21	22	23	24	
<p><b>CHEC QTHE: Learning Analytics</b> Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>CHEC CLE: Leadership Part 1: Personal Leadership</b> Time: 9h00 – 16h00 Venue: EERU, UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p><b>CHEC QTHE: Learning Analytics</b> Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p><b>ICT Skills Training Vodcast</b> Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p><b>AATDU: PG Thesis Management (Part 1)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p><b>CHEC CLE: Leadership Part 1: Personal Leadership</b> Time: 9h00 – 16h00 Venue: EERU, UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>Screen recording, compression and conversion Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p> <p><b>Cloud-based Concept Mapping Basics</b> Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p><b>AATDU: PG Thesis Management (Part 2)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p><b>CHEC CLE: Leadership Part 1: Personal Leadership</b> Time: 9h00 – 16h00 Venue: EERU, UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p><b>Student Feedback</b> Time: 9h30-10h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab</p>				
25	26	27	28	29	30	31	
	<p><b>ICT Skills Training Turnitin</b> Time: 9h30 - 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p><b>RD: Grant Writing Wokshop – NIH Funding</b> Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p><b>AATDU: Applications &amp; Selections</b> Time: 09h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p><b>CHEC QTHE: Co-creating Curricula Across Difference</b> Time: 9:00 – 16:00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p><b>Introduction - Concept Mapping Basics</b> Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p><b>ePortfolio Design for teaching-and-learning</b> Time: 9h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab</p>	<p><b>AATDU: Student Tracking System (STS)</b> Time: 09:30-11:00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>			

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ May 2020		June 2020					Jul 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1 Beginning of Winter	2	3	4	5	6	7	
	<p>ICT Skills Training MAS Module Coordinator Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Emerging and mid career scholars series – From a Publishers Perspective Venue: TBC Time: 9h00 - 12h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: Digitised Marks Assessment (DMA) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>CHEC CLE: Leadership Part 2: Building the Team Time: 9h00 – 16h00 Venue: EERU. UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>Basic Video Editing Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p>	<p>CHEC CLE: Leadership Part 2: Building the Team Time: 9h00 – 16h00 Venue: EERU. UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>RD: Research Ethics Committee Training for Faculty Administrators (BMREC and HSSREC) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p> <p>A wake up call - Wellness Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>AATDU: Digitised Marks Assessment (DMA) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>AATDU: Student Tracking System (STS) Time: 9h30-11h00 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>DPGS – Research Methodology and Design Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ May 2020		June 2020				Jul 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
8	9	10	11	12	13	14	
	<p>ICT Skills Training MAS Marks Administration Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Research Ethics Committee Training for Faculty Administrators (BMREC and HSSREC) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: Applications &amp; Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>CHEC QTHE: Co-creating Curricula Across Difference Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>Multimedia Teaching Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p> <p>eTools and Assessment 09h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Student Registration Time: 09:30-12:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Multimedia Teaching Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>DPGS – Proposal Writing Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		



## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ May 2020		June 2020					Jul 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
15	16 Youth's Day	17	18	19	20	21 Father's Day	
		<p>AATDU: PG Thesis Management (Part 1) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>CHEC CLE: Labour Law for Leaders Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>Screen recording, compression and conversion Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p> <p>Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: PG Thesis Management (Part 2) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>CHEC CLE: Labour Law for Leaders Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>ePortfolio Design for teaching-and-learning Time: 09h30-12h30 Email: <a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a> Cassinga lab</p>		<p>DPGS – Literature Review Databases/SAGE Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		
22	23	24	25	26	27	28	
	<p>ICT Skills Training MAS Lecturer Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>		<p>eLearning Colloquium Time: 9h30-12h30 Email: <a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Communities of Practices – Deputy Deans Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>		<p>DPGS – Instrument Design/Survey Methods Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ May 2020		June 2020			Jul 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30					
<b>S-RYCIRCLE TRAIN-THE TRAINER</b> Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a>	<b>ICT Skills Training Turnitin</b> Time: 9h30am – 13h30 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab					
<b>DPGS – WINTER SCHOOL</b> Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>	<b>DPGS – WINTER SCHOOL</b> Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>					
<b>Tentative: Preparing for the 4<sup>th</sup> Industrial Revolution</b> Venue: HR Training room Time: 9h00-15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	<b>RD: Communities of Practice - TBD</b> Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>					
	<b>Tentative: Preparing for the 4<sup>th</sup> Industrial Revolution</b> Venue: HR Training room Time: 9h00-15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>					

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jun 2020		July 2020				Aug 2020 ▶
Mon	Tue	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5
		<p>Basic Video Editing Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p> <p>Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p> <p>DPGS – WINTER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>	<p>DPGS – WINTER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p> <p>Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>DPGS – WINTER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>	<p>DPGS – Data Collection -ol design Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>	

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jun 2020		July 2020				Aug 2020 ▶
Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12
	<p>ICT Skills Training PDF Editing Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Intro - Academic Administration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>AATDU: Student Tracking System (STS) Time: 9h00-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>Multimedia Teaching Tools for the Digital Age Time: 9h00-13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>DPGS – Qualitative Analysis Venue: Social Sciences Building, S 2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>	
		<p>eTools and Assessment Time: 9h30-12h30 <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab</p>	<p>Multimedia Teaching Tools for the Digital Age Time: 9h00-13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>			
		<p>Cloud-based Concept Mapping Basics Time: 14h00-16h00 <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>				
		<p>RD: Emerging and Mid career scholars series – Funding Application and Proposal Writing Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>				
		<p>Creating and Embracing Culture Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>				

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jun 2020		July 2020					Aug 2020 ▶
Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19	
	<p>ICT Skills Training Ms Word Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Applications &amp; Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>RD: Research Ethics Committee Training for Researchers (AREC) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: Student Registration Time: 09:30-12:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>			
	<p>RD: Research Ethics Committee Training for Researchers (BMREC and HSSREC) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>Screen recording, compression and conversion Time: 9h30-11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p>	<p>Tentative: Emotional Intelligence Venue: HR Training room Time: 9h00-15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>				
	<p>Tentative: Emotional Intelligence Venue: HR Training room Time: 9h00-15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>ePortfolio Design for teaching-and-learning 9h30-12:h0 <a href="mailto:learning@uwc.ac.za">learning@uwc.ac.za</a> Cassinga lab</p>					

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jun 2020		July 2020				Aug 2020 ▶
Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26
	<p><b>CHEC QTHE: Teaching for Transitions</b> Time: 9h00 – 16:h0 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>AATDU: Digitised Marks Assessment (DMA)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>		<p><b>AATDU: Digitised Marks Assessment (DMA)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p><b>DPGS – Theoretical Discourse</b> Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>	
	<p><b>ICT Skills Training Ms PowerPoint</b> Time: 9h30-13h00 <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p><b>Online Communication</b> Time: 9h30-11h30 <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab</p>				
	<p><b>RD: Research Professional Training – Funding Opportunities Portal</b> Venue: TBC Time: 10h00 - 11h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p><b>Introduction - Concept Mapping Basics</b> Time: 14h00-16h00 <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>				
	<p><b>Tentative: Preparing for the 4<sup>th</sup> Industrial Revolution</b> Venue: HR Training room Time: 9h00-15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>					

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jun 2020		July 2020					Aug 2020 ▶	
Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat	Sun		
	<p><b>CHEC QTHE: Teaching for Transitions</b> Time: 9h00-16h00 Venue: TBA Email: <a href="mailto:hr@development@uwc.ac.za">hr@development@uwc.ac.za</a></p> <p><b>ICT Skills Training Ms Publisher</b> Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p><b>AATDU: PG Thesis Management (Part 1)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p><b>Cloud-based Concept Mapping Basics</b> Time: 14h00-16h00 Email: <a href="mailto:adaniels@uwc.ac.za">adaniels@uwc.ac.za</a> Cassinga Lab</p> <p><b>RD: Emerging and Mid career Scholars series – Funding Application and Proposal Writing</b> Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p><b>AATDU: PG Thesis Management (Part 2)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>					

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jul 2020		August 2020					Sep 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat 1	Sun 2	
					DPGS – Research Methodology and Design Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>		
3	4	5	6	7	8	9 Nat'l. Women's Day	
RD: Communities of Practice for Deputy Deans Research Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	CHEC CLE: Basic Financial Management Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	AATDU: Applications & Selections Time: 09:30-12:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	CHEC CLE: Basic Financial Management Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	DPGS – Proposal Writing Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>		
	CHEC QTHE: Teaching for Transitions Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	CHEC CLE: Basic Financial Management Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	Anger and Conflict Management Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	AATDU: Student Registration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>			
	ICT Skills Training Ms Excel Basic Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	Basic Video Editing Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab					
		Online Lesson Design Time: 9:30-12:30 <a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a> Cassinga Lab					
		RD: Converis Training (Publication Management System) Venue: TBC Time: 14h00 - 16h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>					



# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jul 2020		August 2020					Sep 2020 ▶
Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	
	<p><b>CHEC QTHE: Teaching for Transitions</b> Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p><b>ICT Skills Training Ms Excel Intermediate</b> Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p><b>AATDU: Digitised Marks Assessment (DMA)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p><b>ePortfolio Design for teaching-and-learning</b> Time: 9h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab</p> <p><b>Introduction - Concept Mapping Basics</b> Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p> <p><b>RD: Emerging and mid career scholars series – Writing an article from PhD</b> Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p> <p><b>Critical Thinking and Creative Problem Solving</b> Venue: HR Training Room Time: 9:00 - 15:30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>Multimedia Teaching Tools for the Digital Age</b> Time: 9h00-13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p> <p><b>Critical Thinking and Creative Problem Solving</b> Venue: HR Training Room Time: 9:00 - 15:30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p><b>AATDU: Digitised Marks Assessment (DMA)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p><b>AATDU: Student Tracking System (STS)</b> Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p><b>Multimedia Teaching Tools for the Digital Age</b> Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p><b>DPGS – Literature Review/Database/SAGE</b> Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jul 2020		August 2020					Sep 2020 ▶
Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	
	<p>CHEC QTHE: Teaching for Transitions Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:hrdevelopment@uwc.ac.za">hrdevelopment@uwc.ac.za</a></p> <p>RD: Communities of Practice 2019 NRF Customised Intervention Grant Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: PG Thesis Management (Part 1) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Screen recording, compression and conversion Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p> <p>Interactive Document Sharing Time: 9h30-11h00 Email: <a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a> Cassinga Lab</p> <p>Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: PG Thesis Management (Part 2) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>		<p>DPGS – Theoretical Discourse Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Jul 2020		August 2020					Sep 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
24	<p>CHEC CLE: Leadership Part 3: Performance Leadership Time: 9h00 – 16h00 Venue: EERU, UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>ICT Skills Training Vodcast Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Grant Writing Workshop – Writing for Popular Press Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: Applications &amp; Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>CHEC CLE: Leadership Part 3: Performance Leadership Time: 9h00 – 16h00 Venue: EERU, UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p> <p>eAssessment Time: 9h30-11h30 Email: <a href="mailto:learning@uwc.ac.za">learning@uwc.ac.za</a> Cassinga lab</p>	<p>CHEC CLE: Leadership Part 3: Performance Leadership Time: 9h00 – 16h00 Venue: EERU, UWC Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>AATDU: Student Registration Time: 09h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>RD: Publication Writing Retreat Venue: TBC Time: 8h00 - 17h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>RD: Publication Writing Retreat Venue: TBC Time: 8h00 - 17h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	30	
31							

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Aug 2020	September 2020					Oct 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 Beginning of Spring	2	3	4	5	6
	ICT Skills Training Google Apps Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Intro - Academic Administration Time: 09h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	AATDU: Student Tracking System (STS) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	DPGS – Data Collection Tools and design Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>	
	RD: Emerging and Mid career scholars series – How - put -gether an Article Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	Basic Video Editing Time: 9h30-11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab	e-tools and Assessment 09:30-12:30 <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab			
	Mindfulness Training Venue: HR Training Room Time: 09:00 - 15:30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	Mindfulness Training Venue: HR Training Room Time: 09:00 - 15:30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>			
		Mindfulness Training Venue: HR Training Room Time: 09:00 - 15:30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>				

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Aug 2020		September 2020				Oct 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
7	8	9	10	11	12	13
T & L: Academic Induction Time: 9h00 - 16h00 Email: <a href="mailto:avlcoetzee@uwc.ac.za">avlcoetzee@uwc.ac.za</a>	ICT Skills Training Computer Basics Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Applications & Selections Time: 9h30 – 12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	Multimedia Teaching Tools for the Digital Age Time: 9h00-13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	AATDU: Student Registration Time: 9h30- 12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	DPGS – Instrument Design Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>	
	T & L: Academic Induction Time: 9h00 - 16h00 Email: <a href="mailto:avlcoetzee@uwc.ac.za">avlcoetzee@uwc.ac.za</a>	Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	ePortfolio Design for teaching-and-learning Time: 9h30-12h30 <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab	Multimedia Teaching Tools for the Digital Age Time: 09h00-13h00 <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab		
		T & L: Academic Induction Time: 9h00 - 16h00 Email: <a href="mailto:avlcoetzee@uwc.ac.za">avlcoetzee@uwc.ac.za</a>				

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Aug 2020		September 2020					▶ Oct 2020
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
14	15	16	17	18	19	20	
	<p><b>Self and Relationship Management</b> Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>Self and Relationship Management</b> Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>AATDU: PG Thesis Management (Part 2)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p><b>CHEC QTHE: Recognition of Prior Learning</b> Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>DPGS – Qualitative Data analysis</b> Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>		
	<p><b>CHEC CLE: Introduction - Managing Conflict and Negotiating Effectively</b> Time: 9h00-16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>AATDU: PG Thesis Management (Part 1)</b> Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p><b>Online Communication</b> Time: 9h30-11h30 Email: <a href="mailto:learning@uwc.ac.za">learning@uwc.ac.za</a> Cassinga Lab</p>				
	<p><b>CHEC QTHE: Recognition of Prior Learning</b> Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>CHEC CLE: Introduction - Managing Conflict and Negotiating Effectively</b> Time: 9h00-16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>					
	<p><b>ICT Skills Training Ms Word</b> Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p><b>Screen recording, compression and conversion</b> Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p>					
21 Int'l. Day of Peace	22 Spring Equinox	23	24 Heritage Day	25	26	27	
<p><b>RD: The NRF Rating Workshop Series – From the NRF Perspective</b> Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p><b>CHEC QTHE: Recognition of Prior Learning</b> Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p><b>Introduction - Concept Mapping Basics</b> Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>					
	<p><b>ICT Skills Training Ms PowerPoint</b> Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>						

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Aug 2020		September 2020			Oct 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30				
STORY CIRCLE TRAIN-THE TRAINER Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a>	ICT Skills Training Ms Publisher Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Digitised Marks Assessment (DMA) Time: 09:30-11:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>				
DPGS – SUMMER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>	DPGS – SUMMER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>	CHEC QTHE: Understanding Decoloniality Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>				
RD: Coveris Workshop (Publication management system) Venue: TBC Time: 9h30 - 11h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>		Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab				
		DPGS – SUMMER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a>				

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Sep 2020		Oc-ber 2020				Nov 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
			1	2	3	4	
			<p>CHEC CLE: Effective Communication Time: 9h00-16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>	<p>DPGS – SUMMER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>			
			<p>DPGS – SUMMER SCHOOL Venue: Social Sciences Building, S2 Email: <a href="mailto:pjsmith@uwc.ac.za">pjsmith@uwc.ac.za</a></p>				
				<p>RD: Grant Writing Workshop – Funding 2021/2022 (NRF, MRC ad WRC Funding) Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>			
			<p>AATDU: Digitised Marks Assessment (DMA) Time: 09:30-11:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>				
				<p>Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a></p>			



## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Sep 2020		Oc-ber 2020				Nov 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
5	6	7	8	9	10	11	
	ICT Skills Training Turnitin Time: 9h30-13h30 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Applications & Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	CHEC CLE: Effective Communication Time: 9h00 – 16h00 Venue: School of Public Health Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	AATDU: Student Registration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>			
	RD: NRF Rating Workshop Series – Feedback from Successful Applicants Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	CHEC QTHE: Understanding Decoloniality Time: 9h00-16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	Interactive Document Sharing Time: 9h30-11h00 Email: <a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a> Cassinga Lab				
		Basic Video Editing Time: 9h30-11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab	RD: Emerging and Mid career Scholars – From a Publication Perspective Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>				

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Sep 2020		Oc-ber 2020				Nov 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
12	13	14	15	16	17	18	
	ICT Skills Training PDF Editing Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Digitised Marks Assessment (DMA) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	Multimedia Teaching Tools for the Digital Age Time: 9h00-13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	AATDU: Student Tracking System (STS) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>			
	Career Management Series for Professional Staff Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	CHEC QTHE: Understanding Decoloniality Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	Online Lesson Design Time: 9h30-12h30 Email: <a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a> Cassinga lab	Multimedia Teaching Tools for the Digital Age Time: 9h00-13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab			
		Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	AATDU: Digitised Marks Assessment (DMA) Time: 9h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>				
		RD: Coveris Workshop (Publication management system) Venue: TBC Time: 14h00 - 16h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>					

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Sep 2020		Oc-ber 2020				Nov 2020 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
19	20	21	22	23	24	25	
	ICT Skills Training Vodcast Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: PG Thesis Management (Part 1) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	AATDU: PG Thesis Management (Part 2) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	AATDU: Student Tracking System (STS) Time: 09h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>			
	Career Management Series for Professional Staff Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	CHEC QTHE: Understanding Decoloniality Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>	eAssessment Time: 09h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab				
		Screen recording, compression and conversion Time: 09h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab					
		Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	Career Management Series for Professional Staff Venue: HR Training Room Time: 9h00 - 15h30 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>				
26	27	28	29	30	31		
RD: Grant Writing Workshop – 2021/2022 EU Funding Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	ICT Skills Training Google Apps Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	AATDU: Applications & Selections Time: 09h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	ePortfolio Design for teaching-and-learning Time: 09h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab	AATDU: Student Registration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>			
		CHEC QTHE: Understanding Decoloniality Time: 9h00 – 16h00 Venue: TBA Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>					

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Oct 2020		November 2020					▶ Dec 2020
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
						1	
2 Assessment Commences	3 ICT Skills Training MAS module Coordinat-r Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab	4 AATDU: Student Tracking System (STS) Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	5 RD: NRF Black Academic Advancement Programme Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	6 RD: NRF Thuthuka Workshop Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	7	8	
	RD: NRF Rating Workshop series – How - put -gether a strong application Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	Basic Video Editing Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	Monthly HR Induction Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>				
		RD: Conervis Training (Publication Management System) Venue: TBC Time: 9h30 - 11h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>					

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Oct 2020		November 2020					▶ Dec 2020
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
9	10	11	12	13	14	15	
	<p>ICT Skills Training MAS Marks Administrator Time: 9h30-13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Research Professional Training – Finding Opportunities Portal Venue: TBC Time: 10h00 - 11h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: Applications &amp; Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Cloud-based Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>Multimedia Teaching Tools for the Digital Age 09:00 - 13:00 <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Grant Writing Workshop – NIH Funding Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: Student Registration Time: 09:30-12:30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Multimedia Teaching Tools for the Digital Age 09:00 - 13:00 <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>			
16	17	18	19	20	21	22	
	<p>ICT Skills Training MAS Lecturer Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p> <p>RD: Conervis Training Workshop (Publication Management System) Time: 9h30 - 11h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>AATDU: PG Thesis Management (Part 1) Time: 09h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>Screen recording, compression and conversion Time: 09h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: PG Thesis Management (Part 2) Time: 09h30-11h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p> <p>ePortfolio Design for teaching-and-learning Time: 09h30-12h30 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga lab</p>				

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Oct 2020		November 2020				Dec 2020 ▶	
Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	
	<p>ICT Skills Training Turnitin Time: 9h30am – 13h00 Email: <a href="mailto:fahmed@uwc.ac.za">fahmed@uwc.ac.za</a> Cassinga Lab</p>	<p>Assessment Concludes</p> <p>AATDU: Applications &amp; Selections Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>	<p>eTools and Assessment Time: 9h30-12h30 Email: <a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a> Cassinga Lab</p>	<p>AATDU: Student Registration Time: 09h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a></p>			
	<p>RD: Thuthuka Workshop – Feedback from Successful Application Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>Introduction - Concept Mapping Basics Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab</p>	<p>RD: NRF Black Academic Advancement Programme – Deputy Deans and Successful Applicants Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>	<p>RD: Humanities and Social Sciences Research Ethics Committee Meeting Venue: TBC Time: 9h30 - 12h30 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a></p>			
30							
<p>STORYCIRCLE TRAIN-THE TRAINER <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a></p>							

## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Nov 2020		December 2020				Jan 2021 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	1 Beginning of Summer	2	3	4	5	6	
		<b>AATDU: Student Registration</b> Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	<b>Online Lesson Design</b> Time: 9h30-12h30 Email: <a href="mailto:learning@uwc.ac.za">learning@uwc.ac.za</a> Cassinga lab	<b>AATDU: Student Registration</b> Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>			
		<b>Basic Video Editing</b> Time: 9h30 – 11h30 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> Cassinga Lab	<b>RD: Conervis Training (Publication Management System)</b> Venue: TBC Time: 9h30 - 11h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	<b>Monthly HR Induction</b> Venue: HR Boardroom Time: 9h00-11h00 Email: <a href="mailto:staffdevelopment@uwc.ac.za">staffdevelopment@uwc.ac.za</a>			
		<b>Cloud-based Concept Mapping Basics</b> Time: 14h00-16h00 Email: <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab					

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Nov 2020		December 2020					Jan 2021 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
7	8 AATDU: Student Registration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>	9	10 AATDU: Student Registration Time: 9h30-12h30 Email: <a href="mailto:ask@uwc.ac.za">ask@uwc.ac.za</a>  Multimedia Teaching Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab  Interactive Document Sharing Time: 9h30-11h00 Email: <a href="mailto:elearning@uwc.ac.za">elearning@uwc.ac.za</a> Cassinga Lab  RD: Converis Training (Publication Management System) Venue: TBC Time: 9h30 - 11h00 Email: <a href="mailto:research-office@uwc.ac.za">research-office@uwc.ac.za</a>	11 Multimedia Teaching Tools for the Digital Age Time: 9h00 – 13h00 Email: <a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a> <a href="mailto:addaniels@uwc.ac.za">addaniels@uwc.ac.za</a> Cassinga Lab	12	13	
14	15	16 Day of Reconciliation	17	18	19	20	
21 Summer Solstice	22	23	24 Christmas Eve	25 Christmas	26 Day of Goodwill	27	





## HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

◀ Nov 2020		December 2020			Jan 2021 ▶	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31 New Year's Eve			

# HUMAN RESOURCES – STAFF & ORGANISATIONAL DEVELOPMENT ANNUAL TRAINING CALENDAR 2020

KEY:
CIECT/E-LEARNING TRAINING
MANAGEMENT/LEADERSHIP TRAINING
ALL STAFF TRAINING
CHEC: CLE COURSES MIDDLE LEADERS TRAINING
RESEARCH DEVELOPMENT(RD) TRAINING
DIVISION OF POST GRADUATE STUDIES TRAINING (DPGS) – Please note, staff will only be allowed - attend Saturday workshops should space be available.
CHEC: ACADEMIC TRAINING– Please note CHEC QTHE: Learning Analytics Block course - be confirmed for May 2019. Other dates available in the second semester.
ADMIN STAFF TRAINING
ACADEMIC ADMINISTRATION TRAINING AND DEVELOPMENT UNIT (AATDU)
TEACHING & LEARNING: ACADEMIC INDUCTION & -WARDS PROFESSIONALISATION OF TEACHING & LEARNING (T & L)

Queries relating - all other courses including CHEC courses, contact [staffdevelopment@uwc.ac.za](mailto:staffdevelopment@uwc.ac.za)

Queries relating - E-learning/CIECT courses, contact [ellearning@uwc.ac.za](mailto:ellearning@uwc.ac.za)

Queries relating - Academic Administration (AATDU) courses, contact [ask@uwc.ac.za](mailto:ask@uwc.ac.za)

Queries relating - Research Development courses, contact [research-office@uwc.ac.za](mailto:research-office@uwc.ac.za)

Queries relating - Department of Postgrad Studies (DPGS) courses, contact [pgstudies@uwc.ac.za](mailto:pgstudies@uwc.ac.za) and [pjsmith@uwc.ac.za](mailto:pjsmith@uwc.ac.za).  
Kindly note all courses for staff members is dependent on space available.

Queries relating - Teaching & Learning (T & L) courses, contact [avlcoetzee@uwc.ac.za](mailto:avlcoetzee@uwc.ac.za)

**Cancellation:** Your Faculty/Department will cover the cost incurred, should you fail to attend on the day or cancel your place any later than three working days before the course.  
A minimum of five participants will be required for ALL training programmes - continue.

**Refreshments for Staff & Organisational Development:** A morning and afternoon refreshment will be provided.

The HR Training Room, is situated on the Ground floor of the Main Hall. Once you have passed the entrance of the Main Hall – Turn right at the signage for “Thinhana Labs”. Proceed through the doors, and you will find an elevator on your right hand side. Take the elevator to the ground floor, and follow the signage to the HR Training Room.