Focus on your career

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Feedback
If you have any suggestions on career-related articles or topics you would like covered, or have other feedback regarding the newsletter, please provide these to the Centre for Career Development at: careerdev@anu.edu.au

W: hr.anu.edu.au/career
T: 6125 6600
E: careerdev@anu.edu.au

Next issue:
Summer  |  December 2012

UPCOMING PROGRAMS

ANU Welcome & Orientation for New Staff – 18 Sep & 6 Nov
This program is available to all new ANU staff. It provides a formal welcome to the University by the Vice-Chancellor and presentations from guest speakers, conveying key messages and information to help staff settle into their new roles.

Mentoring at ANU – 5 Sep & 8 Nov
Mentoring is an important and recognised way to develop your career and whether formal or informal, academic or professional, staff mentoring occurs at various levels and for different reasons all around the University.

Supervisor Development Program – 13-15 Nov
The Supervisor Development Program aims to develop the management and leadership capability of ANU staff to allow them to effectively fulfill their supervisory and management responsibilities. It provides an introduction to the foundations of supervision and management in a university context.

HR Practitioner’s Network - 29 Nov
The HR Practitioners Network provides HR practitioners and managers with the opportunity to meet to discuss and learn about relevant and topical HR issues.

Find more info or register for our programs at:
hr.anu.edu.au/career/calendar
Centre wins major leadership development tender

The Centre for Career Development (CCD) has been successful in winning the tender to design and develop a new suite of leadership development programs for Bands 1-3 of the Australian Public Service senior executive service.

The project, being delivered in collaboration with the Crawford School for Public Policy, strengthens the University's ties with the APS and provides an opportunity to make a significant contribution to the capability of current and future public sector senior leaders.

Graduate Essentials Pilot

Tertiary administration is an integral part of the machinations in our University, yet identifying it as a valid and long-term career path is not a common occurrence. Therefore, the Centre for Career Development has been developing a program that will help identify individuals at the onset of their career in tertiary administration and help provide them with the skills and tools to help establish a stable, planned career at ANU.

With this in mind, the ANU Graduate Essentials Tertiary Administration Program (GETAP) seeks to support local areas that currently employ graduates within various administrative and service roles.

The Program focuses on addressing key professional development areas for staff looking at a future in roles such as school managers, executive officers, project officers, and specialist human resources, finance and research management functions across the University.

A 2012 program will be commencing in September and will see a small cohort of existing ANU staff engage in career and professional development across a range of areas, including; mentoring and networking, project management, change management and communication skills.

The Centre is enourmously proud of this achievement which has been made possible by the University's investment in leadership development at ANU over the past few years.

This investment has enabled the incubation and refinement of a distinct and robust approach to this work which has in turn captured external attention.

Enquiries about the project can be directed to Carole Brown, Manager CCD at carole.brown@anu.edu.au or on x 55965.

The program seeks to build a cohort of outstanding professional staff at the onset of their ANU careers and will culminate in December, where participants will get an opportunity to connect with various leadership program alumni at the Centre for Career Development Leadership Symposium.

We wish all the participants of this program the best of luck and look forward to sharing more on the outcome of the program in our next issue.

For more information about GETAP, please visit Career Development at: hr.anu.edu.au/career/graduate-essentials
Who moved my cheese?

A new change management training program is now included in the Manager Essentials suite, and in the pilot Graduate Essentials program (GETAP).

Change Essentials (by Redtree Leadership) is based on the best selling business book - “Who moved my cheese?” and includes memorable Spencer Johnson quotes like “What would you do if you weren’t afraid?”, “Change happens when the pain of holding on becomes greater than the fear of letting go”, and “if you do not change, you can become extinct!”

This program is perfect for individuals and teams undergoing change – it helps you introduce change, build change competency, and develop competencies to overcome change resistance quickly.

Please contact the Centre for Career Development on 6125 6600 or at careerdev@anu.edu.au to discuss your team’s needs (please note, fees apply for this bookable program).

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Inaugural ANU leadership symposium

3 December 2012

This symposium will bring together staff and students wanting to further leadership practice at the ANU.

The symposium will consider:

> The range of leadership development currently provided – approaches and pedagogies
> In what ways this work can be better integrated and connected
> How leadership development and practice can become a distinguishing feature of the ANU – can we/should we pursue a “grand design”

The Symposium will include current and future leaders from across the ANU and will feature a cross-disciplinary panel of experts on leadership in higher education.

Contact: Kate Hulm, Senior Consultant, Centre for Career Development on x59220.
Social media and collaborative learning

Social media. Isn’t that just for messaging friends and family, and posting updates, photos and interesting links? Well, yes but it can also be a great way to communicate in the work environment.

Social media provides organisations with tools where staff can join and become part of a growing online community. Although there are countless social media channels available, it is important to choose ones that best suit an organisation’s communication needs. Selecting the right combination that complement each other and that suit a variety of demographic groups is important to encourage employee engagement and community building.

Professional online platforms such as Yammer, LinkedIn, Slideshare and many others offer organisations the opportunity to collaborate internally and externally and share best practices, ideas and resources as part of a global learning environment.

Social media can establish a learning culture by supporting ongoing blended learning in small digestible amounts of information that can be easily absorbed especially for those that are time constrained and with additional workloads.

It’s important when using these types of tools, that we are not just consumers of content but get more involved by facilitating discussions, engage in conversations and actively contribute content, so that information is exchanged in multiple directions offering continual shared learning.

Most of us don’t stop learning once we leave classroom style training, and social media can provide a great way for subject matter experts (SMEs) to continue sharing their expertise and educate a broad audience.

Thinking about learning in an online environment can greatly increase the ways individuals within organisations engage with one another through the formation of dynamic and engaged alumni to establishing and developing alliances with people they have never met or worked with before.

Collaborating and communicating with like-minded people locally and around the world can be quite exciting and keeps us in touch with new ideas to inspire and keep our methods fresh and innovative.

If you are looking for ways to better connect, engage and learn at ANU, programs available include the ANU online mentoring system accessible at hr.anu.edu.au/mentoring and ANU Pulse online learning at hr.anu.edu.au/career/online-learning

ANU Facebook, Twitter, YouTube and iTunes accounts are managed by the media team in the Communications and External Liaison Office (CELO). ANU also have a Yammer network where staff can join, create groups and invite team members to participate at: https://www.yammer.com/anu.edu.au

Jason Clarke

As highlighted in our last issue Jason Clarke was a guest speaker here at ANU on 5 July and gave a successful talk on how to make a difference, by being yourself for a living.

For those that were unable to attend his talk or would like to listen to it again, Jason’s talk is now available on YouTube.

ANU YouTube Channel - Jason Clarke: https://www.youtube.com/watch?v=fCDGcU-JpS4

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Are you struggling with stress or negative thoughts? Practising mindfulness could help you live a less stressful life, and be more focussed on what really matters to you. Current research* is showing evidence of the multiple beneficial effects of mindfulness on stress-related medical conditions, as well as a general increase in well-being and engagement.

Why not give this simple little exercise a go right now?

1. Find a place where you can be undisturbed for about 10 minutes.
2. Pick a comfortable place to sit, supported and upright.
3. Close your eyes (or soften your gaze at one point), and let your mind and body relax, while remaining aware of the position of your body and its surroundings.
4. Now focus your attention on one part of your body at a time – noticing any sensations and feelings that arise as you do a full ‘body scan’.
5. Now turn your attention to your breath, noticing how it enters and leaves your body. Just keep breathing normally.
6. You may notice, while you’re doing this, that your mind is busy commenting, or that thoughts intrude and distract you. This is OK. Just notice the thought, and then return your attention to your breath. It can be like watching leaves floating down a stream, or observing clouds drifting across the sky.
7. Keep noticing your thoughts, without engaging with them (and without judging yourself) for about 20 breaths (or 2 minutes). Each time you notice a thought intruding, just return your attention to your breath.
8. Now become aware of your whole body again, and your surroundings. When you’re ready, slowly open your eyes.

How do you feel? Just observe with an open and curious approach and enjoy the experience, without trying to analyse it. There is no right and no wrong way of doing this, no good or bad thoughts or reactions.

If you can, do this simple practice once or twice daily - for ten minutes at a time. With regular practice, you will increase your awareness of your own thoughts and feelings, and become more adept at focussing on the practice itself.

This exercise can be beneficial in itself, or you can choose to take it further, by reading one of the many books that are available, by doing a Mindfulness course, or by joining the ANU mindfulness community of practice (both run by the Centre).

We will be running a series of articles on Mindfulness in our upcoming newsletters, including more opportunities to practice.

* For more information on Mindfulness-related research and resources available, see our Research page, hr.anu.edu.au/career/research or contact the Centre.