

2024 Information Session Calendar

The College of Medicine and Public Health in collaboration with other Colleges and portfolios across the University is pleased to bring you the below comprehensive list of information sessions for 2024.

Topic	Date / Time	Presenter	Overview
HR Essentials	Thursday 7 March 2024 1pm - 2.30pm	EPSW P&C (Sarah & Taylor)	This session provides an overview on HR essentials for supervisors, including managing leave, Service One and Workday processes, as well as common FAQs regarding recruitment, probation, and flexibility.
Psychosocial Hazards	Thursday 14 March 1pm-1.30pm	Helen Webb (Associate Director WHS).	This session will provide an overview of psychosocial hazards, including steps we can take to minimise these risks and provide a safe work environment.
Superannuation	Wednesday 3 April 12-12:45pm	Shaun Kris – UniSuper	This session will cover general information about superannuation. It is worthwhile to attend if you want to understand more about current market conditions and how to get the most from your Super.
Conversations about Performance	Friday 17 May 9.30am - 12.30pm Or Wednesday 25 September 9.30am - 12.30pm	Pia Grimm (Senior Learning & Development Consultant).	This session will provide supervisors and managers with tools to assist in building confidence when having conversations about performance with their team if and when required to do so. Topics will include Understanding Performance, having authentic conversations, coaching for performance and receiving performance feedback.
How leaders can increase psychological safety	Wednesday 19 June 1pm – 2pm	TBA	This session explores how leaders can promote psychological safety to increase trust, collaboration and innovation within their teams.

Casual Academic engagement process	Tuesday 9 July 12noon – 1pm	Camila Aguilera Arango (P&C Process Improvement Specialist) & Employment Services	This session will provide an overview of the process required to engage a casual employee and manage timesheets.
HR Processes Q&A	Monday 12 August 12noon – 1pm	Brett Clarke / Jacqui Rosa (P&C Advisors CNHS)	This session will cover a range of HR FAQs regarding key processes, and will also provide an opportunity to ask the CNHS People & Culture team general HR queries and processes.
Finance essentials & contracts (including non-research contracts)	Wednesday 9 October 1pm - 2:30pm	Shelley Pirakis (Snr Finance BP), Chee Loke (Legal Officer) & Ali El-Youssef (Risk & Insurance BP)	This session will provide an overview on Finance and Contract essentials, and cover information supervisors require on independent contractors, consultancy accounts, university credit cards and payment of contractors.
Parental leave and supporting staff returning to work	Wednesday 16 October 1pm – 2pm	TBA	This session will provide an overview of our parental leave processes and how you can support staff before, during and after parental leave to provide a supportive return to work.
Flinsafe Incidents and Hazard Reporting	Tuesday 10 September 12noon – 1pm	Matt Linder (Senior WHS Adviser & Flinsafe Business Administrator)	This session will provide information on Flinsafe Incident and Hazard Reporting, Workplace Inspections and Corrective Actions.
Supporting staff injury management	Thursday 7 November 2024 12noon – 1pm	Karen Hayden (Return to Work Coordinator & Senior WHS Advisor)	This Supervisor session will provide information for supervisors to support injury management and return to work assistance for injuries both at work and outside work and will be run by Return to Work SA (RTWSA) and Karen Hayden.

Note: Registrations of interest / invites will be sent prior to each session taking place.