

OCE Short Courses – February to April 2021



DATE/TIME (NT)	TOPIC	OVERVIEW
Wednesday 24 February 10am to 12pm	WORKSHOP: Drive Your Development	This session will provide you with guidance on how to plan and prepare to have meaningful conversations with your manager and/or mentors, so you can take the driver's seat in your ongoing professional development.
Friday 26 February 10am to 11.30am	WEBINAR: Drive Your Development	This session will provide you with guidance on how to plan and prepare to have meaningful conversations with your manager and/or mentors, so you can take the driver's seat in your ongoing professional development.
Wednesday 17 March 10am to 12pm	WORKSHOP: Giving and Receiving Feedback	This course teaches you how to give and receive feedback in ways that benefit your professional growth and aims to reduce any unnecessary anxiety or defensiveness on the part of both giver and receiver.
Friday 19 March 10am to 11.30am	WEBINAR: Giving and Receiving Feedback	This course teaches you how to give and receive feedback in ways that benefit your professional growth and aims to reduce any unnecessary anxiety or defensiveness on the part of both giver and receiver.
Wednesday 14 April 10am to 11.30am	WEBINAR: Microsoft PowerPoint: Beginner to Intermediate Level	Our beginner to intermediate level PowerPoint workshop has been developed to increase awareness of the functions within Microsoft PowerPoint 2016.
Friday 16 April 12pm to 2pm	WORKSHOP: Mastering the Art of Slide Decks – Part 1	This two-part advanced-level PowerPoint Design program has been designed to work with the recent functions available to improve engagement and visual appeal of your slides.
Friday 23 April 12pm to 2pm	WORKSHOP: Microsoft PowerPoint: Advanced Level – Part 2	This two-part advanced-level PowerPoint Design program has been designed to work with the recent functions available to improve engagement and visual appeal of your slides.

To register for these short courses, visit www.cdu.edu.au/opc/my-development/enrolment-form

