Organisations need to build capability to change behaviour and deliver business results. Individuals need to keep their skills and knowledge current to stay relevant and employable.

Te Herenga Waka—Victoria University of Wellington is exploring a number of pathways for organisations and professionals to continue their education and enhance capability and performance. These include the short courses offered in this brochure, and also include the professional programmes (postgraduate programmes designed and delivered for professionals), MOOCs (free online learning) and Certificates of Proficiency (the ability to enrol in just one university course and receive credit for it). In the future, the University will be working closely with workplaces and professional groups to offer micro-credentials (short credentialled courses to meet industry needs).

Feel free to contact me to discuss how the University can support you and your organisation.

Tania McGowan
Associate Director, Centre for Lifelong Learning
Victoria University of Wellington

WE HAVE COURSES TO BUILD YOUR CAPABILITY

 ➤ **Lead**
Programmes and courses for aspiring, emerging, growing, and experienced leaders.

 ➤ **Manage**
Managing people, yourself, stakeholders, and projects.

 ➤ **Communicate**
Written, oral, interpersonal, and cross-cultural communication and engagement.

 ➤ **Analyse**
Working with data, information, financial, and economic figures.

 ➤ **Think**
Mindsets, ideas, and tools for thinking about things in new ways.

 ➤ **Know**
Expand your mind with new areas of knowledge.

Enrol and view full course outlines and information on teaching staff on our website.

www.wgtn.ac.nz/profdev
IN-HOUSE COURSES AND CUSTOMISED PROGRAMMES

Are you looking for a course or programme for your organisation or industry group?

We can provide:

- short courses from our public programme delivered in-house for a group of employees
- customised executive education courses based on university degree content
- workshops and courses for an existing organisational programme or team event
- customised multi-day programmes (e.g., leadership) for an organisation, or a specific organisation industry group
- programmes for international groups coming to Wellington can include both classroom and site visit experiences and ongoing group networking.

Customised programmes

We develop integrated programmes that meet your organisation’s capability priorities. Programmes generally consist of four to 10 days of face-to-face contact and can range from an intensive programme of one week, to sessions over several months.

The programme can include content-based teaching, workshops, guest speakers, action learning components, self-reflection, project-based learning, senior leadership team or management involvement, e-learning or remote teaching, and other components.

Programmes can include contributions from various subject-matter experts, senior practitioners, consultants, facilitators, and leaders in the field. They are led by a programme director who has oversight for the programme.

YOUR CUSTOMISED PROGRAMME

Contact Tania or Moclé to discuss your customised course on 04 463 6556 or email profdev@vuw.ac.nz

Find out more about customised programmes on our website. www.wgtn.ac.nz/pedshortcourses/customised

The programme

- Focus on what professionals need in a format that works for them
- Delivery by subject matter and learning facilitation experts
- Content based on latest research and best practice
- Focus on relevant scenarios, problems, and solutions
- Ensure strategic and cultural alignment to your needs
- Create opportunities for networking, collaboration, peer learning, and self-reflection
- Stimulating, challenging, and relevant learning material
- Use learning and development best practice
- Why do you want and need a programme?
- What is in the programme?
- What will you get out of the programme?
- How do we create the programme experience?
- The results
  - Enhanced individual, group, and organisational performance
  - Career development
  - Improved people and customer engagement
  - Foundations for culture change
  - Enhanced future for all
LEADERSHIP PROGRAMMES

These multi-day programmes provide you with an opportunity to increase your leadership skills and knowledge as well as opportunities for networking, peer learning, collaboration, and self-reflection.

EMERGING LEADERS PROGRAMME
This programme is an in-depth immersion into the critical knowledge and expertise necessary to accelerate your contribution and your career. The programme gives you an opportunity to reflect on your strengths, style, and leadership approach, and teaches you how to better mobilise these capabilities to achieve your professional goals.

Target audience: New and aspiring leaders and staff identified as high potentials or for accelerated development.

→ Tue 25, Wed 26 & Thu 27 February, 9 am–4.30 pm
→ Tue 23, Wed 24 & Thu 25 June, 9 am–4.30 pm
→ Tue 24, Wed 25 & Thu 26 November, 9 am–4.30 pm

Presenter: Lawrence Green  Fee: $2,595 plus GST

ASPIRE: WOMEN’S LEADERSHIP DEVELOPMENT PROGRAMME
Diversity at the top leadership table correlates positively with better organisational performance—so why are more women not in senior leadership roles? This unique programme, delivered over four months, will increase your confidence, impact, and effectiveness as a leader.

Duration: Eight half-days over five months

Target audience: Women in team-leader and mid-management positions who aspire to more senior leadership roles.

→ Starts Mon 10 February, 9.15 am–1 pm
→ Starts Mon 22 June, 9.15 am–1 pm
→ Starts Mon 7 September, 9.15 am–1 pm

Presenters: Karen Waitt, Paula Feathers and Trish Lui  Fee: $3,495 plus GST

LEADERSHIP COURSES

BECOMING A DYNAMIC LEADER
Do you want to build your leadership confidence, combat ‘imposter syndrome’, and bring greater authenticity to interactions with public, media, work colleagues and clients? Learn how to build greater presence, confidence and connection as a leader.

→ Thu 2 & Fri 3 April, 10 am–4.30 pm
→ Thu 17 & Fri 18 September, 10 am–4.30 pm

Presenter: Angie Farrow  Fee: $1,395 plus GST

DISCOVER YOUR LEADERSHIP STYLE
This is a one-day intensive course that helps leaders to discover, define, and apply their own leadership style. You will discover how to use this knowledge to strengthen authenticity, contribution, and impact.

→ Thu 30 April, 9 am–4.30 pm
→ Tue 1 September, 9 am–4.30 pm

Presenter: Lawrence Green  Fee: $895 plus GST

NEUROSCIENCE FOR LEADERSHIP AND MANAGEMENT
This course examines the latest neuroscience research and how it relates to the modern workplace. It uses experimental exercises and the My Brain Solutions Leadership Assessment (MBSLA) brain-based diagnostic tool.

→ Wed 27 & Thu 28 May, 9 am–4.30 pm
→ Thu 15 & Fri 16 October, 9 am–4.30 pm

Presenters: Paul McDonald and Jenny McDonald  Fee: $1,895 plus GST

STRATEGIC CHANGE LEADERSHIP
The manner in which change is led is crucial for the success of organisational change. This two-day course focuses on the capabilities and skills to lead change so you have the best possible chance of delivering results that matter.

→ Wed 20 & Thu 21 May, 9 am–4.30 pm
→ Wed 21 & Thu 22 October, 9 am–4.30 pm

Presenter: Lawrence Green  Fee: $1,795 plus GST

THE INFLUENTIAL LEADER
This course focuses on the subtle art of influence without authority; specifically, the clever application of tools and strategies that will allow you to become highly influential regardless of the level of formal authority you possess.

→ Wed 22 & Thu 23 April, 9 am–4.30 pm
→ Wed 26 & Thu 27 August, 9 am–4.30 pm
→ Wed 2 & Thu 3 December, 9 am–4.30 pm

Presenter: Lawrence Green  Fee: $1,795 plus GST

THE LEADERSHIP MINDSET
The workshop focuses on the key mental skills for bringing a winning mindset to the challenges of leadership success. It begins from the assumption that all leaders already possess such skills and potential. The focus is on understanding how to recognise and deploy those skills to support leadership success.

→ Tue 19 May, 9 am–4.30 pm
→ Tue 22 September, 9 am–4.30 pm

Presenter: Lawrence Green  Fee: $895 plus GST
PROJECT GOVERNANCE AS A LEADERSHIP TOOL
Project governance is a key leadership capability, yet few leaders come to the position with experience or having had any development in this. The one-day practical workshop provides you with an emphatic overview of the common behavioural patterns associated with project failure and provides real-world solutions.

- Fri 8 May, 9 am–4:30 pm  
- Wed 16 September, 9 am–4:30 pm  
**Presenter:** Steve Griffin  
**Fee:** $895 plus GST

LEADERSHIP FUNDAMENTALS
This is a one-day intensive course that introduces new and aspiring leaders to the essential foundations for effective leadership.

- Tue 31 March, 9 am–4:30 pm  
- Tue 16 June, 9 am–4:30 pm  
- Tue 20 October, 9 am–4:30 pm  
**Presenter:** Lawrence Green  
**Fee:** $795 plus GST

STRATEGY AND MANAGEMENT

SYSTEMS THINKING
This practical two-day course will focus on systems thinking approaches to strategic decision-making. The emphasis will be on learning and applying tools that help you understand complexity, design better operating policies, and guide effective change from a holistic systems-thinking perspective.

- Thu 20 & Fri 21 February, 9 am–4:30 pm  
- Tue 29 & Wed 30 September, 9 am–4:30 pm  
- Wed 18 & Thu 19 November, 9 am–4:30 pm  
**Presenter:** Arun Elias  
**Fee:** $1,395 plus GST

STRATEGY BUILDER
This one-day course, based on the book *Strategy Builder: How to Create and Communicate More Effective Strategies* by Stephen Cummings and Duncan Angwin, addresses common problems with creating strategy and outlines solutions that will result in more strategic engagement in your organisation.

- Thu 19 March, 9 am–4:30 pm  
- Fri 26 June, 9 am–4:30 pm  
- Wed 21 October, 9 am–4:30 pm  
**Presenter:** Rebecca Bednarek  
**Fee:** $895 plus GST

STRATEGIC THINKING, PLANNING, AND MANAGEMENT
This course examines approaches to thinking strategically by defining the organisation's long-term desired outcomes and developing and maintaining strategies and strategic plans.

- Thu 5 March, 9 am–4:30 pm  
- Thu 7 May, 9 am–4:30 pm  
- Wed 5 August, 9 am–4:30 pm  
- Thu 3 December, 9 am–4:30 pm  
**Presenter:** Jim Rolfe  
**Fee:** $795 plus GST

ENHANCING ORGANISATIONAL TRUST
This one-day interactive workshop enables participants to enhance and grow organisational trustworthiness. It discusses the psychological building blocks of trust relationships, and identifies the interventions that can be used within an organisation to build trust both internally and externally. It presents participants with a decision-making framework to identify and help select the right interventions for the agency.

- Fri 27 March, 9 am–4:30 pm  
- Fri 14 August, 9 am–4:30 pm  
**Presenter:** Michael Macaulay  
**Fee:** $795 plus GST

DESIGN THINKING FUNDAMENTALS: 1-DAY CONDENSED BOOTCAMP
An introduction to design thinking and its relevance to business and the public sector. It is a glimpse into the world of design and the process, methods, and focus on the mindset involved in creating successful outcomes.

- Tue 24 March, 9 am–5:30 pm  
- Wed 10 June, 9 am–5:30 pm  
**Presenter:** Matthew Ellingsen  
**Fee:** $800 plus GST

DESIGN THINKING FUNDAMENTALS: 2-DAY EXTENDED BOOTCAMP
This two-day course provides an extended introduction to design thinking and its relevance to business and the public sector. It is a glimpse into the world of design and the three parts of design thinking: process, methods, and mindset. The course emphasises those three parts of design thinking in approaching complex problems and creating successful outcomes.

- Tue 18 & Wed 19 February, 9 am–5:30 pm  
- Tue 5 & Wed 6 May, 9 am–5:30 pm  
**Presenter:** Matthew Ellingsen  
**Fee:** $1,600 plus GST

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT: INTERNATIONAL EXPERT SERIES
Learn from the best. Joshua Klayman, Professor Emeritus of Behavioral Science at the University of Chicago Booth School of Business is an internationally known expert in managerial psychology. He has been a member of the faculty since 1980. He will be teaching two short courses while in New Zealand.

BETTER DECISIONS
This programme presents state-of-the-art methods to promote successful decision making in yourself and in those you influence.

- Wed 1 April, 9 am–4:30 pm  
**Presenter:** Joshua Klayman  
**Fee:** $895 plus GST

INNOVATIVE THINKING
This programme provides you with evidence-based tools to promote creative problem solving and innovative thinking in yourself, your team, and your organisation.

- Thu 2 April, 9 am–4:30 pm  
**Presenter:** Joshua Klayman  
**Fee:** $895 plus GST
MANAGING YOURSELF AND OTHERS

UNDERSTANDING AND MANAGING UNCONSCIOUS BIAS
This one-day course focuses on developing understanding of the neuroscience principles of unconscious bias and how to apply to real-world situations. It will seek to assist participants to recognise their own biases (as well as the biases in others), and how to manage these effectively when working with diversity.
→ Wed 4 March, 9 am–4.30 pm
→ Fri 24 July, 9 am–4.30 pm
Presenter: Reneeta Morgan Fee: $595 plus GST

BUILDING HIGH-PERFORMING TEAMS
This is a two-day workshop for new and mid-level leaders, who want to understand drivers of team performance and establish strategies, behaviour, and practices to get the best out of their teams.
→ Wed 25 & Thu 26 March, 9 am–4.30 pm
→ Wed 23 & Thu 24 September, 9 am–4.30 pm
Presenter: Lawrence Green Fee: $1,395 plus GST

PRACTICAL RESILIENCE AT WORK
This course will equip you with practical tools to build resilience in both your professional and personal roles. You will learn the knowledge and skills to be able to perform well under pressure and ‘bounce back’ from stress, pressure, and change.
→ Tue 17 March, 9 am–4.30 pm
→ Thu 11 June, 9 am–4.30 pm
→ Wed 2 September, 9 am–4.30 pm
→ Fri 20 November, 9 am–4.30 pm
Presenter: Umbrella Health Fee: $795 plus GST

BULLYING, GAMING, POLITICS & INCIVILITY: COMBATING BAD BEHAVIOUR THROUGH LEADERSHIP
Imagine a world where everyone is on the same page, everyone feels safe and the only tension is constructive and creative. At the end of this course, you will understand and recognise dysfunctional behaviour. You will have tools to combat it so that you can release the potential in your teams.
→ Mon 29 June, 9 am–4.30 pm
→ Thu 29 October, 9 am–4.30 pm
Presenter: Steve Griffin Fee: $795 plus GST

ORGANISATIONAL COACHING SKILLS
Coaching techniques and powerful questions change the nature of everyday conversations and lead to higher levels of engagement, increased self-sufficiency, creative thinking, and innovation. This highly practical two-day course is an introduction to coaching skills for managers and others.
→ Wed 29 & Thu 30 April, 9 am–4.30 pm
→ Wed 14 & Thu 15 October, 9 am–4.30 pm
Presenter: Paula Feathers Fee: $1,395 plus GST

MOVING INTO MANAGEMENT
This highly participative one-day workshop will allow you the space to think about how you want to manage your team, what you want them to do, why you want them to do it, and how you can make it happen. You will leave fully prepared to put these things in place in your own team the very next day.
→ Fri 20 March, 9 am–4.30 pm
→ Thu 20 August, 9 am–4.30 pm
Presenters: Helen Wise Fee: $795 plus GST

10 BEHAVIOURS OF SUCCESSFUL PEOPLE WORKSHOP
Improve your skills of self-management to increase your productivity and become truly focused on outcomes that matter in your professional and personal life. This two-day course is followed up with a private one-on-one coaching session.
→ Thu 12 & Fri 13 March, 9 am–4.30 pm
→ Thu 9 & Fri 10 July, 9 am–4.30 pm
→ Thu 12 & Fri 13 November, 9 am–4.30 pm
Presenter: David Keane Fee: $1,795 plus GST

10 BEHAVIOURS FOR TEACHER WELLBEING
As a busy teacher, it is essential you have strategies in place to take care of your wellbeing. Most teachers are so busy giving that they have little time for themselves. This seminar series—over three separate, 1½ hour afternoon sessions—gives you 10 specific strategies you can use in the classroom and at home to be less stressed and achieve more in less time.
→ Wed 12, 19, & 26 February, 4.30 pm–6 pm
→ Tue 11, 18, & 25 August, 4.30 pm–6 pm
Presenter: Michelle Dalley Fee: $395 plus GST
DATA AND INFORMATION MANAGEMENT

INFORMATION ARCHITECTURE FUNDAMENTALS
Information architecture can support information creation, findability, use, control, and disposal by giving a holistic view of the information landscape and lifecycle. This two-day workshop will introduce you to the design principles and approaches that underpin the creation of an architecture to support successful information.

Thu 7 & Fri 8 May, 9 am–4.30 pm
Tue 11 & Wed 12 August, 9 am–4.30 pm
Mon 23 & Tue 24 November, 9 am–4.30 pm

Presenter: Judi Vernau
Fee: $1,395 plus GST

USING DATA: DISCOVERY, ANALYSIS, VISUALISATION AND DECISION-MAKING
This two-day course, aimed at non-data professionals, will provide an overview of the modern data landscape. You will build your capacity to use data to inform your decisions and to drive your organisation’s strategies, tactics, and operations, as well as gaining a better understanding of how to manage and interact with people who manage data directly.

Tue 9 & Wed 10 June, 9 am–5 pm
Wed 4 & Thu 5 November, 9 am–5 pm

Presenter: Mary Ellen Gordon
Fee: $1,395 plus GST

DELIVERING DATA-DRIVEN INSIGHTS
This two-day course is for data professionals tasked with delivering insights from data for communication and decision-making. You will learn to package, visualise, and communicate your insights in a way that will make them as useful as possible to your target audience.

Mon 24 & Tue 25 February, 9 am–3.30 pm
Thu 3 & Fri 4 September, 9 am–3.30 pm

Presenter: Mary Ellen Gordon
Fee: $1,395 plus GST

PRACTICAL DATA ANALYSIS
This eight-session course picks up where ‘Using Data’ leaves off to enable you to do your own analysis. It will also help you better understand the analysis done by others so it can inform your own work, or so you can play the increasingly important role of data translator within your organisation.

See website for full dates

Presenter: Mary Ellen Gordon
Fee: $3,295 plus GST

MICRO–CREDENTIAL

INTRODUCTION TO DIGITAL ACCESSIBILITY: DELIVERING INCLUSIVE DIGITAL CONTENT
Micro–credentials are a new government initiative to provide short credential bites of learning to meet workplace capability needs. This 5 point micro–credential will focus on building the professional ability to understand and apply the standards for digital information and services that meet accessibility standards. It will develop the theoretical, legislative, and practical knowledge of public, private, and educational sector employees involved in the design, delivery, or support of digital services and environments to public end users. This course will cover the relevant fundamentals of the government’s digital design and web standards, international accessibility standards/legislation, and core industry best practice from both the academic and practitioner perspectives.

Starts Feb 2020—delivery will combine online learning and five three-hour face-to-face workshops over 6 weeks.
Register your interest at www.wgtn.ac.nz/profdev (search ‘digital’)

CYBERSECURITY: ASSESSING INFORMATION SECURITY RISK USING THE OCTAVE APPROACH
This cybersecurity course will enable decision-makers at all levels to focus on critical risks and impacts to the business. In this intensive two-day course, you will learn to perform information security risk assessments using the operationally critical threat, asset, and vulnerability evaluation (OCTAVE) allegro method.

Thu 14 & Fri 15 May, 9 am–5 pm
Mon 2 & Tue 3 November, 9 am–5 pm

Presenter: Chris Ward
Fee: $1,790 plus GST
COMMUNICATION AND ENGAGEMENT

MEDIATION ESSENTIALS
This course will introduce you to using mediation to resolve disputes in a professional context. It will develop both theoretical and practical understanding of mediation so that you can apply it in your work.

→ Mon 25 May, 9 am–4.30 pm
→ Mon 5 October, 9 am–4.30 pm
Presenter: Grant Morris  Fee: $795 plus GST

HARD-TO-HAVE CONVERSATIONS
Courageous, difficult, or hard-to-have conversations—whatever you call them—are often avoided or delayed. This course is for people who need to talk to individuals where sensitivity, tact, clarity, and empathy are required.

→ Thu 27 February, 9 am–3 pm
→ Wed 17 June, 9 am–3 pm
→ Fri 16 October, 9 am–3 pm
Presenter: Carolin Phillips  Fee: $695 plus GST

EMOTIONAL INTELLIGENCE: WORKING WITH OTHERS
Emotional intelligence is the ability to identify and manage your own emotions and the emotions of others. This workshop touches on the core factors of emotional intelligence to build knowledge and understanding and then looks at how emotional intelligence can be used practically back in the workplace.

→ Wed 4 March, 9 am–4.30 pm
→ Fri 19 June, 9 am–4.30 pm
→ Fri 9 October, 9 am–4.30 pm
Presenter: Paul Wood  Fee: $795 plus GST

NEGOTIATION SKILLS
This two-day workshop will enhance your ability to analyse, conduct, and review your negotiations. You will have a conceptual framework for thinking about negotiation, gain an increased appreciation of the importance of the negotiation process, and develop skills that can be applied to a negotiation.

→ Wed 3 & Thu 4 June, 9 am–4.30 pm
→ Tue 13 & Wed 14 October, 9 am–4.30 pm
Presenter: Madeleine Taylor  Fee: $1,395 plus GST

TRAINER’S TOOLKIT: ESSENTIAL SKILLS
Whether you train as part of your job or are asked to deliver the occasional workshop, this practical one-day workshop will leave you better equipped to deliver training. You will learn a variety of training tools and techniques and see them in action. You will then have opportunities to practise and gain confidence to use the tools.

→ Tue 26 May, 9 am–4.30 pm
→ Wed 30 September, 9 am–4.30 pm
Presenter: Helen Wise  Fee: $895 plus GST

GROUP FACILITATION SKILLS
This interactive workshop is for anyone who facilitates groups (your own team, project groups, focus groups etc) or who wants to make presentations or training more interactive.

→ Wed 25 & Thu 26 March, 9 am–4.30 pm
→ Tue 19 & Wed 20 May, 9 am–4.30 pm
→ Wed 15 & Thu 16 July, 9 am–4.30 pm
→ Thu 10 & Fri 11 September, 9 am–4.30 pm
→ Wed 18 & Thu 19 November, 9 am–4.30 pm
Presenter: Trish Stonestreet  Fee: $1,395 plus GST

INFLUENCING AND PERSUASION SKILLS
This applied, interactive course will enable you to create favourable outcomes through influencing and persuasion. The course uses neurolinguistics and neuroleadership methods.

→ Wed 11 & Wed 18 March, 9 am–4.30 pm
→ Thu 2 & Thu 9 July, 9 am–4.30 pm
→ Wed 16 & Wed 23 September, 9 am–4.30 pm
Presenter: Jenny McDonald  Fee: $1,495 plus GST

CONFIDENT AND CREATIVE PRESENTATION SKILLS
Learn how to tap into your strengths and build on your unique qualities as a communicator. This course is for those who would like to explore a creative approach to developing powerful public speaking.

→ Thu 5 & Fri 6 March, 10 am–4.30 pm
→ Thu 6 & Fri 7 August, 10 am–4.30 pm
Presenter: Angie Farrow  Fee: $1,295 plus GST

ENGAGING EFFECTIVELY WITH YOUR STAKEHOLDERS
An introduction to contemporary thinking on stakeholder engagement, which will give you the tools to manage stakeholder relationships and help you develop an engagement strategy.

→ Thu 19 March, 9 am–4.30 pm
→ Tue 26 May, 9 am–4.30 pm
→ Tue 6 October, 9 am–4.30 pm
→ Wed 4 November, 9 am–4.30 pm
Presenter: Geoff Pearman  Fee: $795 plus GST

WRITING ESSENTIALS: CLEAR, CONCISE, COMPELLING
Good professional writing is about being clearer, more concise, and more compelling. Learn the essential skills and strategies behind successful professional and business writing. Attendees receive the new (2020) edition of Simon Hertnon’s popular writing guidebook, Clear, Concise, Compelling.

→ Thu 20 February, 9 am–4.30 pm
→ Wed 6 May, 9 am–4.30 pm
→ Tue 4 August, 9 am–4.30 pm
→ Thu 5 November, 9 am–4.30 pm
Presenter: Simon Hertnon  Fee: $795 plus GST

THE ART OF MINUTE TAKING
All you need to know to take effective minutes for a variety of types of meetings. Designed for those new to minute taking or those wanting a refresher.

→ Tue 18 February, 9 am–4.30 pm
→ Tue 24 March, 9 am–4.30 pm
→ Tue 5 May, 9 am–4.30 pm
→ Tue 9 June, 9 am–4.30 pm
→ Tue 14 July, 9 am–4.30 pm
→ Tue 25 August, 9 am–4.30 pm
→ Tue 29 September, 9 am–4.30 pm
→ Tue 3 November, 9 am–4.30 pm
Presenter: Robyn Bennett  Fee: $695 plus GST
CROSS-CULTURAL COMPETENCY

BUILDING INTERCULTURAL COMPETENCY
This one-day course will help you recognise your own cultural lens and how you apply it in everyday life to cross-cultural interactions. This practical course allows you to use real-time activities to test out and extend individual cultural competency.

→ Wed 29 April, 9 am–4.30 pm
→ Fri 2 October, 9 am–4.30 pm
Presenter: Reneeta Mogan Fee: $595 plus GST

WORKPLACE CHINESE
This eight-session introductory course is specially tailored for the New Zealand workplace. You will learn the basics of Chinese language and culture, including for receiving Chinese visitors, visiting China, New Zealand business communications with Chinese, and more.

→ Mondays 9 March to 11 May, (excl. 13 & 27 April), 3.30–5.30 pm
Presenter: Guo Fang Fee: $435 plus GST

MĀORI CULTURAL COMPETENCY
This one-day workshop is designed to build cultural competency and enable you to engage confidently with Māori. You will practice pronunciation and learn some useful phrases for engaging with Māori, as well as gain insight into Māori beliefs and knowledge of cultural etiquette.

→ Mon 9 March, 9.30 am–4.30 pm
→ Mon 18 May, 9.30 am–4.30 pm
→ Mon 10 August, 9.30 am–4.30 pm
→ Mon 16 November, 9.30 am–4.30 pm
Presenter: Tania Te Whenua Fee: $595 plus GST

CROWN–MĀORI RELATIONS: TREATY AND MORE
Informative and insightful, this course will help you to understand how the story of the relationship between Māori and the Crown fits together. You will explore the past from the first migration to the Treaty and through to contemporary events. By learning this history, you will be able to apply your understanding in the context of your work and organisation.

→ Wed 1 & Fri 3 April, 9 am–1 pm
→ Tue 30 June & Thu 2 July, 9 am–1 pm
→ Tue 13 & Thu 15 October, 9 am–1 pm
Presenter: Peter Addes Fee: $595 plus GST

ENGAGING WITH PASIFIKĀ
This course will help participants engage more effectively with Pacific families and their communities. It is suitable for anyone who manages, or works, in areas engaging with Pacific peoples, particularly in the area of policy or strategy development.

→ Thu 20 February, 9 am–4.30 pm
→ Thu 17 September, 9 am–4.30 pm
Presenter: Trish Lui and Holona Lui Fee: $595 plus GST

WORKPLACE MĀORI
In this eight-session introductory course, you will learn basic Māori language skills for communicating at work and gain an understanding of Māori cultural concepts and protocols as they relate to the workplace.

→ Thursdays 5 March to 23 April, 3.30–5.30 pm
Presenter: Shanara Wallace Fee: $435 plus GST
→ Fridays 5 June to 24 July, 12 noon – 2 pm
Presenter: TBC Fee: $435 plus GST

GOVERNMENT AND PUBLIC POLICY

FUNDAMENTALS OF HEALTH POLICY
This one-day course will introduce the key public policy options in health system design and the choices taken in New Zealand. The course will examine the role of government, performance of the New Zealand health system, and potential for improvement. It draws strongly on health economics and public policy concepts from an insider perspective.

→ Tue 7 April, 9 am–4.30 pm
→ Wed 1 July, 9 am–4.30 pm
→ Thu 1 October, 9 am–4.30 pm
Presenter: Todd Krieble Fee: $795 plus GST

PUBLIC POLICY FUNDAMENTALS
This one-day course will introduce the stages of public policy development, implementation, and evaluation. This includes the rules that govern this process, tools, and key concepts.

→ Wed 19 February, 9 am–4.30 pm
→ Tue 16 June, 9 am–4.30 pm
→ Wed 19 August, 9 am–4.30 pm
→ Thu 22 October, 9 am–4.30 pm
Presenter: Derek Gill, Cathy Scott, Todd Krieble, and Gareth Chaplin Fee: $795 plus GST

MACHINERY OF GOVERNMENT
This course introduces the structures of New Zealand government and how they work. It is intended for relatively new public servants as well as professionals who need to work with government.

→ Tue 10 March, 9 am–4.30 pm
→ Thu 21 May, 9 am–4.30 pm
→ Wed 22 July, 9 am–4.30 pm
→ Tue 15 September, 9 am–4.30 pm
→ Thu 12 November, 9 am–4.30 pm
Presenter: Derek Gill, Cathy Scott, Todd Krieble, and Gareth Chaplin Fee: $795 plus GST

STRENGTHENING WHISTLEBLOWING AND PROTECTED DISCLOSURE
This course takes the latest lessons from New Zealand and Australia to offer practical advice on working with internal reports, whistleblowing, and protected disclosures. It covers key interventions that help protect agencies and individuals.

→ Wed 13 May, 9 am–4.30 pm
→ Thu 8 October, 9 am–4.30 pm
Presenter: Michael Macaulay Fee: $795 plus GST

LANGUAGE TRAINING FOR PROFESSIONALS
We provide one-on-one and group language and cultural training to a number of organisations in Wellington whose staff are travelling for work purposes.
Languages include Arabic, Chinese, Italian, Japanese, Russian, Spanish, those from the Pacific, and more.
You can talk to us about how we can best support you and your organisation.

Keay Burridge
04 463 6552
keay.burridge@vuw.ac.nz
PROJECT MANAGEMENT

PROJECT COORDINATION SKILLS FOR ADMINISTRATORS
Project coordinators or administrators provide essential support for projects both large and small. This one-day workshop will arm you with the knowledge and tools needed to get started as a project coordinator or to build on your current skills to enable you to become more productive in your role.
See website for dates
Presenter: Project Plus
Fee: $795 plus GST

PRACTICAL PROJECT MANAGEMENT
A foundation in project management principles that provides a framework and set of practical tools that can immediately be applied to projects.
Mon 10 February, 9 am–4.30 pm
Mon 30 March, 9 am–4.30 pm
Mon 8 June, 9 am–4.30 pm
Mon 3 August, 9 am–4.30 pm
Mon 12 October, 9 am–4.30 pm
Presenter: Ron Eckman
 Fee: $895 plus GST

PROJECT MANAGEMENT LEVEL 1
This two-day course provides you with useful project management frameworks, concepts, and tools that you can apply immediately in your organisation.
Mon 2 & Tue 3 March, 9 am–4.30 pm
Mon 11 & Tue 12 May, 9 am–4.30 pm
Mon 6 & Tue 7 July, 9 am–4.30 pm
Mon 7 & Tue 8 September, 9 am–4.30 pm
Mon 16 & Tue 17 November, 9 am–4.30 pm
Presenter: Ron Eckman
Fee: $1,795 plus GST

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR LAW PROFESSIONALS
Attend lectures in a mainstream Victoria University of Wellington course without having to undertake any tutorials, assignments, or assessment. For law and policy professionals, this provides you with an opportunity to update your knowledge and gain CPD points without having to undertake another qualification. Some of the courses are taught as either an intensive or block format. Lecturer approval required before enrolment. Students must identify themselves to the lecturer at the first class.
The following postgraduate courses are available in 2020.
Trimesters 1 and 2, 2020
LAWS 520 Special Topic: International Law
LAWS 521 Special Topic: Corporate Governance
LAWS 522 Special Topic: Public Law (Block)
LAWS 523 Special Topic: Children’s Rights (Tri 1: Weekly, Tri 2: Block)

Trimester 1, 2020
LAWS 504 International Trade Law
LAWS 531 Special Topic: Family Property
LAWS 532 Special Topic: Comparative Indigenous Law
LAWS 534 Special Topic: Feminist Legal Theory
LAWS 537 Special Topic: Patent Law (Block)
LAWS 544 Special Topic: Business, Rights and Environment (Block)
LAWS 546 Special Topic: Legal World of Small States (Block)
LAWS 549 Special Topic: International Climate Change Law and Policy

Trimester 2, 2020
LAWS 533 Special Topic: Regulating Labour and Work
LAWS 535 Special Topic: Consumer Law
LAWS 536 Special Topic: Trade Marks and Unfair Competition (Block)
LAWS 538 Special Topic: Welfare Law
LAWS 539 Special Topic: Law of Freshwater Resources
LAWS 541 Special Topic: International Commercial Contract (Block)
LAWS 545 Special Topic: Land Issues in NZ
LAWS 547 Special Topic: Criminal Justice and Technology: Challenges and Opportunities (Block)

Trimester 3, 2020–2021
LAWS 543 Special Topic: International Arbitration (Block)
Go to our website for further details for these courses and the undergraduate courses also available.
FINANCE AND ACCOUNTING

INTRODUCTION TO ACCOUNTING FOR NON-ACCOUNTANTS
Gain a good understanding of accounting principles and processes. This course is suitable for managers, administrators, and anyone who has to communicate with accounting staff or who wants to gain a broad knowledge of accounting basics.

- Wed 18 March, 9 am–4.30 pm
- Thu 16 July, 9 am–4.30 pm
- Tue 10 November, 9 am–4.30 pm

Presenter: Lisa Marriott and Martien Lubberink Fee: $795 plus GST

FINANCE AND ACCOUNTING FOR NON-FINANCIAL MANAGERS
Understand the financial concepts and accounting processes used in most businesses and gain practical techniques that will transform your effectiveness as a manager.

- Thu 18 June, 9 am–4.30 pm
- Tue 22 September, 9 am–4.30 pm

Presenter: Lisa Marriott and Martien Lubberink Fee: $795 plus GST

ENROLMENT INFORMATION

ENROLLING
You can enrol:

- Online  www.wgtn.ac.nz/profdev
- By phone  04 463 6556
- By email  profdev@vuw.ac.nz
- In person   Level 2, Rutherford House
  23 Lambton Quay, Pipitea Campus

VENUES
Most courses will take place at Rutherford House, 23 Lambton Quay at the Pipitea campus. You will be sent venue information prior to the course.

FEES
- Fees exclude GST.
- Early-bird discount (10 percent) is available on most courses when booking four weeks in advance.
- Discounts are available for group bookings or multiple enrolments. Contact us for details.
- 15 percent discount for full-time students and Victoria University of Wellington staff.

CANCELLATION POLICY
If the course you are enrolled in is cancelled, your registration will automatically be transferred to the next available course date and you will be notified via email. If the date of the new course does not suit you, contact us to arrange a refund or transfer into another course. If there is no alternative date, your original registration will be refunded in full. Please see our website for full terms and conditions.

WITHDRAWALS POLICY
A substitute may be sent at no additional cost. If this is not an option, the following fees apply.

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TURN SIX DEGREES OF SEPARATION INTO ONE DEGREE WITH OUR CAPITAL CONNECTIONS

Our Master’s degrees and other programmes give you a direct connection to public-sector leaders, business leaders, peers, university staff, and future colleagues.

Applied Finance  |  Business Administration
Business Analysis  |  e-Government  |  Global Business
Information Management  |  Information Studies
Professional Accounting  |  Professional Economics
Public Policy and Public Management

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT IS IN THE TOP 1% OF THE WORLD’S BUSINESS SCHOOLS WITH TRIPLE CROWN ACCREDITATION FROM THESE ORGANISATIONS

wgtn.ac.nz/professional
# PROFESSIONAL AND EXECUTIVE DEVELOPMENT

## SHORT-COURSE CALENDAR 2020

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* Start date (see our website for full dates)
CONTACT US

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