

**WELLINGTON UNI
PROFESSIONAL**

Short Courses

MARCH–DECEMBER 2021



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

WELLINGTON UNI-PROFESSIONAL— YOUR NEW PARTNER IN PROFESSIONAL LEARNING

In these unprecedented times, organisations and individuals are recognising the need to build new skills and knowledge in order to adapt, thrive, and perform.

Te Herenga Waka—Victoria University of Wellington has recognised it needs to be responsive to professionals and to an organisation's professional development requirements and business realities. Wellington Uni-Professional builds upon the successful short courses programme that you will be familiar with. For now, nothing will change—we are still offering the same range of short courses you know and love. For the future, look out for new ways we can work with you to create learning experiences and credentials that are responsive to the needs of individuals, organisations, industries, and professions.

Feel free to contact me to discuss how Wellington Uni-Professional can support you and your organisation.

Tania McGowan
General Manager
Wellington Uni-Professional Ltd

WE HAVE COURSES TO BUILD YOUR CAPABILITY TO:

- ▶ **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 at
www.wellingtonuni-professional.ac.nz

MEET THE TEAM

Our experienced team is responsible for the short courses and programmes offered by Wellington Uni-Professional. Contact us with any enquiries about public or customised courses.



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VENUES

Courses take place at the Pipitea campus of Te Herenga Waka—Victoria University of Wellington, Rutherford House, 23 Lambton Quay, Wellington 6011.

You will be sent venue information prior to the course.



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CAN'T FIND WHAT YOU'RE LOOKING FOR?

Have you got a suggestion for a course or subject area not included in this booklet? Contact us, as we may be able to work with you to develop a course to meet your needs.

Phone us on **04 463 6556**
or email **profdev@vuw.ac.nz**

Full course outlines for all our courses are at **www.wellingtonuni-professional.ac.nz**

ENROLMENT INFORMATION

- ## ENROL

 - ➔ Online www.wellingtonuni-professional.ac.nz
 - ➔ By phone **04 463 6556**
 - ➔ By email **profdev@vuw.ac.nz**
 - ➔ In person **Level 2, Rutherford House
23 Lambton Quay
Wellington City—Pipitea Campus**
- ## FEES AND DISCOUNTS

 - ➔ 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 Te Herenga Waka—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. Go to our website for full terms and conditions.

WITHDRAWALS POLICY

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

Days before start of course	Refund (% of course fee)	Transfer fees (% of course fee)
More than 21	100	No fee
8–21	80	10
Less than 7	No refund	50

LEADERSHIP PROGRAMMES

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

EMERGING LEADERS PROGRAMME

Effective leadership is about maximising your strengths to achieve through others. Designed with real-life application in mind, this three-day course will give the theory, practical tools, and techniques for success in your leadership journey.

- Tue 11, Wed 12, & Thu 13 May, 9 am–4.30 pm
- Wed 11, Thu 12, & Fri 13 August, 9 am–4.30 pm
- Wed 3, Thu 4, & Fri 5 November, 9 am–4.30 pm

Andrew Fox

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 programme, delivered over four months, will increase your confidence, impact, and effectiveness as a leader.

Duration: Eight half-days over four months.

Target audience: Any woman who aspires to lead in any capacity would benefit from this programme. It is relevant for women in public, private, and non-governmental organisations.

- Starts Mon 5 July, 9.15 am–1 pm
- Starts Mon 23 August, 9.15 am–1 pm

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 'imposer 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 15 & Fri 16 April, 10 am–4.30 pm
- Thu 28 & Fri 29 October, 10 am–4.30 pm

Angie Farrow

Fee: \$1,395 plus GST

LEADING POSITIVE CHANGE

Leading change in a way that encourages buy-in from all within an organisation is key to a positive change process and outcome. This one-day workshop uncovers the reasons why leading change can be hard and introduces brain-based tools and techniques for leaders of change.

- Tue 9 March, 9 am–4.30 pm
- Thu 14 October, 9 am–4.30 pm

Jenny McDonald

Fee: \$895 plus GST

THE INFLUENTIAL LEADER

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

- Tue 27 & Wed 28 April, 9 am–4.30 pm
- Tue 23 & Wed 24 November, 9 am–4.30 pm

Lawrence Green

Fee: \$1,795 plus GST

LEADING AT THE POLITICAL INTERFACE

The ability to lead effectively at the political interface is a critical skill that can make or break careers and organisations.

This two-day course will examine not only the theory for effective leadership at this level but also provide practical tools, techniques, and tips for senior leaders working at, or looking to develop, their effectiveness in this domain. The course includes a Q & A session with a former senior government minister or public servant.

- Wed 21 & Thu 22 April, 9 am–4.30 pm
- Thu 16 & Fri 17 September, 9 am–4.30 pm

Andrew Fox

Fee: \$1,795 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. This one-day practical workshop provides you with an emphatic overview of the common behavioural patterns associated with project failure and provides real-world solutions.

- Tue 30 March, 9 am–4.30 pm
- Thu 21 October, 9 am–4.30 pm

Steve Griffin

Fee: \$895 plus GST

LEADERSHIP FUNDAMENTALS

This engaging one-day course is for anyone who is new to a leadership role. You will build an understanding of what leadership is required today, identify your authentic leadership style and strengths, and build your confidence as you shift from being a team member into your first formally recognised leadership role.

- Thu 17 June, 9 am–4.30 pm
- Wed 1 September, 9 am–4.30 pm

Trish Lui and Holona Lui

Fee: \$795 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 you to recognise your own biases as well as the biases in others, and how to manage these effectively when working with diversity.

- Thu 10 June, 9 am–4.30 pm
- Fri 15 October, 9 am–4.30 pm

Reneeta Mogan

Fee: \$695 plus GST

BUILDING EFFECTIVE TEAMS

Creating the conditions that enable a team to work at its best requires effective team leadership and having the right kind of support structures in place. This two-day course will build your team leadership capability and the systems to support a highly effective team.

- Wed 24 & Thu 25 March, 9 am–4.30 pm
- Tue 6 & Wed 7 July, 9 am–4.30 pm
- Wed 10 & Thu 11 November, 9 am–4.30 pm

Trish Stonestreet

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 16 March, 9 am–4.30 pm
- Wed 23 June, 9 am–4.30 pm
- Thu 9 September, 9 am–4.30 pm
- Fri 19 November, 9 am–4.30 pm

Umbrella presenter

Fee: \$795 plus GST

BULLYING, GAMING, POLITICS, AND 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 you can release the potential in your teams.

- Mon 31 May, 9 am–4.30 pm
- Thu 25 November, 9 am–4.30 pm

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 is also suitable for staff who are internal coaches supporting capability development within their organisations.

- Wed 28 & Thu 29 April, 9 am–4.30 pm
- Mon 8 & Tue 9 November, 9 am–4.30 pm

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.

- Wed 14 April, 9 am–4.30 pm
- Thu 19 August, 9 am–4.30 pm
- Tue 23 November, 9 am–4.30 pm

Helen Wise

Fee: \$795 plus GST

10 BEHAVIOURS OF SUCCESSFUL PEOPLE WORKSHOP

Improve your self-management skills 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 15 & Fri 16 April, 9 am–4.30 pm
- Thu 5 & Fri 6 August, 9 am–4.30 pm
- Thu 25 & Fri 26 November, 9 am–4.30 pm

David Keane

Fee: \$1,795 plus GST

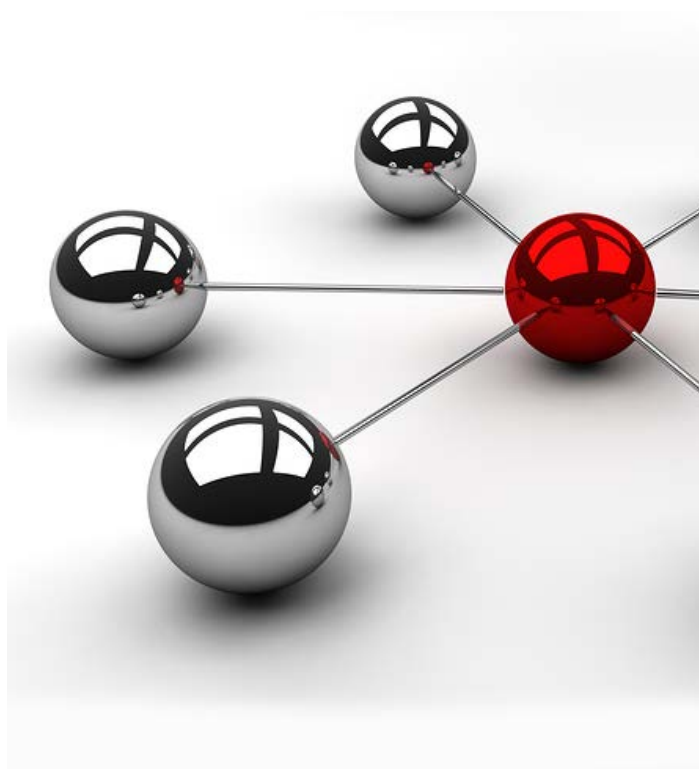
RESTORATIVE PRACTICES FOR TRANSFORMING WORKPLACE CULTURE

Grounded in the paradigm shift of restorative justice, this workshop offers concrete tools to bring restorative practices into your workplace. You will learn how to build a group culture founded on respect, empathy, and honest communication, as well as how to resolve conflict using a restorative approach.

- Tue 13 April, 9 am–4.30 pm
- Mon 11 October, 9 am–4.30 pm

Haley Farrar

Fee: \$695 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.

- Thu 8 July, 9 am–4.30 pm
- Tue 9 November, 9 am–4.30 pm

Grant Morris

Fee: \$795 plus GST

HARD-TO-HAVE CONVERSATIONS

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

- Fri 30 April, 9 am–3 pm
- Wed 16 June, 9 am–3 pm
- Thu 23 September, 9 am–3 pm

Carolyn 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.

- Thu 4 March, 9 am–4.30 pm
- Tue 29 June, 9 am–4.30 pm
- Wed 20 October, 9 am–4.30 pm

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.

- Thu 6 & Fri 7 May, 9 am–4.30 pm
- Tue 28 & Wed 29 September, 9 am–4.30 pm

Madeleine Taylor

Fee: \$1,395 plus GST

GROUP FACILITATION SKILLS

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

- Wed 10 & Thu 11 March, 9 am–4.30 pm
- Tue 25 & Wed 26 May, 9 am–4.30 pm
- Wed 28 & Thu 29 July, 9 am–4.30 pm
- Tue 5 & Wed 6 October, 9 am–4.30 pm

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.

- Tue 1 & Tue 8 June, 9 am–4.30 pm
- Fri 1 & Fri 8 October, 9 am–4.30 pm

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.

- Tue 25 & Wed 26 May, 10 am–4.30 pm
- Thu 2 & Fri 3 September, 10 am–4.30 pm

Angie Farrow

Fee: \$1,295 plus GST

STAKEHOLDER ENGAGEMENT

The ability to effectively engage with stakeholders can play a critical role in your personal success and the successful outcome of your projects. This hands-on workshop will introduce you to best practice and contemporary thinking about stakeholder engagement, including the nuances of cross-cultural and multicultural engagement.

- Tue 2 March, 9 am–4.30 pm
- Wed 9 June, 9 am–4.30 pm
- Fri 27 August, 9 am–4.30 pm
- Thu 18 November, 9 am–4.30 pm

Natalie Stevens

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: How to write less and achieve more*.

- Thu 13 May, 9 am–4.30 pm
- Wed 4 August, 9 am–4.30 pm
- Thu 11 November, 9 am–4.30 pm

Simon Hertnon

Fee: \$795 plus GST

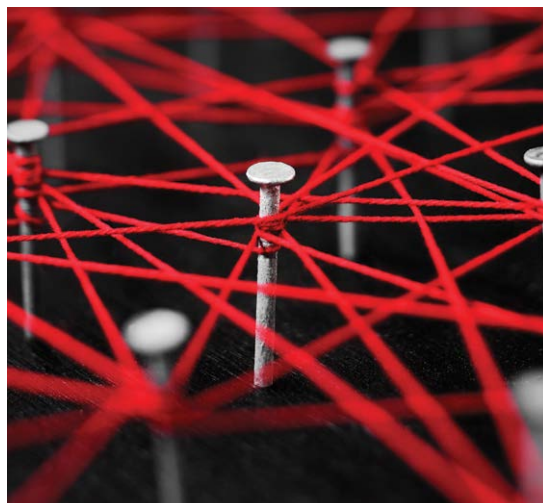
THE ART OF MINUTE TAKING

This one-day workshop covers all you need to know to take effective minutes for a variety of meeting types. It is designed for those new to minute taking or those wanting a refresher.

- Tue 23 March, 9 am–4 pm
- Tue 4 May, 9 am–4 pm
- Tue 1 June, 9 am–4 pm
- Tue 13 July, 9 am–4 pm
- Tue 17 August, 9 am–4 pm
- Tue 21 September, 9 am–4 pm
- Tue 19 October, 9 am–4 pm
- Tue 30 November, 9 am–4 pm

Robyn Bennett

Fee: \$695 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.

- Tue 16 & Wed 17 March, 9 am–4.30 pm
- Mon 14 & Tue 15 June, 9 am–4.30 pm
- Tue 21 & Wed 22 September, 9 am–4.30 pm

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 improved strategic engagement in your organisation.

- Wed 14 July, 9 am–4.30 pm
- Tue 2 November, 9 am–4.30 pm

Stephen Cummings

Fee: \$895 plus GST

STRATEGIC THINKING, PLANNING, AND MANAGEMENT

This course examines approaches both to thinking strategically by defining the organisation's long-term desired outcomes and to developing and maintaining strategies and strategic plans by examining alternative approaches and linking them to the means available to achieve the desired outcomes.

- Tue 18 May, 9 am–4 pm
- Wed 4 August, 9 am–4 pm
- Tue 7 December, 9 am–4 pm

Jim Rolfe

Fee: \$795 plus GST

DESIGN THINKING FUNDAMENTALS: ONE-DAY CONDENSED BOOTCAMP

This workshop is 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 30 March, 9 am–5.30 pm
- Wed 2 June, 9 am–5.30 pm
- Tue 7 September, 9 am–5.30 pm
- Wed 17 November, 9 am–5.30 pm

Matthew Ellingsen

Fee: \$800 plus GST

DESIGN THINKING FUNDAMENTALS: TWO-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 problem and creating successful outcomes.

- Tue 4 & Wed 5 May, 9 am–5.30 pm
- Tue 20 & Wed 21 July, 9 am–5.30 pm
- Tue 12 & Wed 13 October, 9 am–5.30 pm

Matthew Ellingsen

Fee: \$1,600 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.

- Mon 3 May, 9 am–4.30 pm
- Wed 8 September, 9 am–4.30 pm

Infer Consulting

Fee: \$695 plus GST

MĀORI CULTURAL COMPETENCY

This interactive one-day workshop is designed to build your cultural competency and enable you to engage confidently with Māori. You will practise te reo Māori pronunciation and learn some useful phrases for engaging with Māori. You will also gain insight into fundamental Māori beliefs and knowledge of cultural etiquette.

- Wed 31 March, 9.30 am–4.30 pm
- Tue 27 July, 9.30 am–4.30 pm
- Thu 18 November, 9.30 am–4.30 pm

Tania Te Whenua

Fee: \$695 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 this understanding in the context of your work and organisation.

- Tue 2 & Fri 5 March, 9 am–1 pm
- Tue 22 & Fri 25 June, 9 am–1 pm
- Tue 28 September & Fri 1 October, 9 am–1 pm

Peter Addis

Fee: \$695 plus GST

ENGAGING WITH PASIFIKA

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. It is also suitable for those who are interested in understanding and developing their own cultural intelligence.

- Fri 12 March, 9 am–4.30 pm
- Thu 30 September, 9 am–4.30 pm

Trish Lui and Holona Lui

Fee: \$695 plus GST

LANGUAGE AND CULTURAL AWARENESS 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 or who want to learn one of Aotearoa New Zealand's official languages with their team.

Languages include te reo Māori, Spanish, Chinese, Italian, Arabic, Russian, Pacific languages, and more.

Talk to us about how we can best support you and your organisation. Contact Keay Burridge to discuss language and cultural awareness training on **04 463 6552** or email keay.burridge@vuw.ac.nz



LANGUAGE AND CULTURE

Ko taku reo taku ohooho, ko taku reo taku mapihi mauria.
My language is my awakening, my language is the window to my soul.

WORKPLACE MĀORI

In this introductory course, you will learn basic Māori language skills with a focus on office communication and gain an understanding of Māori cultural concepts and protocols as they relate to the workplace. Week by week, develop your own mihimihi that can be used at meetings or work events, and build your confidence to use te reo Māori every day.

Duration: Two hours per week over eight weeks.

- Starts Thu 11 March, 3.30–5.30 pm
- Starts Mon 14 June, 3–5 pm
- Starts Thu 9 September, noon–2 pm

Alana Broughton, Shanara Wallace, or
Anarina Marsters-Herewini

Fee: \$500 plus GST

EVERYDAY MĀORI

Te reo Māori is one of Aotearoa New Zealand’s official languages. Our courses offer you the opportunity to learn language and vocabulary for use in your home and everyday life and to gain an understanding of the Maori world view through the learning medium of te reo. Classes are designed to provide a supportive environment for you to develop your knowledge of tikanga Māori and te reo, and to give you confidence in using it correctly in different contexts.

Duration: Two hours per week over eight weeks.

Go to our website for more information or contact us at profdev@vuw.ac.nz if you are unsure about which level to choose.

EVERYDAY MĀORI: LEVEL 1

An introductory course for absolute beginners to start you on the journey to learn Māori tikanga (culture) and introductory te reo (language) at a steady, comfortable pace.

- Starts Wed 10 March, 5.30–7.30 pm
- Starts Thu 11 March, 6–8 pm
- See website for more dates.

Alana Broughton, Shanara Wallace,
Anarina Marsters-Herewini, or Kuratapirangi Higgins

Fee: \$260 plus GST

EVERYDAY MĀORI: LEVEL 2

Learn fundamental sentence structures and increase your vocabulary and phrases.

- Starts Thu 11 March, 5.30–7.30 pm
- See website for more dates.

Shanara Wallace, Anarina Marsters-Herewini,
Kuratapirangi Higgins, or Jamie Yeates

Fee: \$260 plus GST

EVERYDAY MĀORI: LEVEL 3

Develop a greater understanding of the grammar and your confidence and ability to use te reo Māori.

- Starts Thu 3 June, 5.30–7.30 pm
- Jamie Yeates
- Fee:** \$260 plus GST

NEW ZEALAND SIGN LANGUAGE

New Zealand Sign Language (NZSL) is the language of the New Zealand Deaf community and one of the country’s official languages. In our courses, you’ll learn NZSL skills necessary for communication with Deaf people, from the complete beginner to anyone wanting to improve their skills. All classes are in NZSL only—so leave your voice at the door and come and learn sign language in a fun and interactive way.

Duration: Two hours per week over 10 weeks.

Go to our website for more information or contact us at profdev@vuw.ac.nz if you are unsure about which level to choose.

NEW ZEALAND SIGN LANGUAGE 1

Learn basic NZSL skills necessary for simple communication with Deaf people.

- Starts Thu 25 March, 6–8 pm
- Sonia Pivac
- Fee:** \$280 plus GST

NEW ZEALAND SIGN LANGUAGE 2

This post-beginner’s course focuses on receptive and expressive skills for everyday communication in NZSL.

- Starts Thu 8 July, 6–8 pm
- Sonia Pivac
- Fee:** \$280 plus GST

NEW ZEALAND SIGN LANGUAGE 5

Extend your receptive and expressive skills in NZSL conversation and narrative at an intermediate level.

- Starts Wed 24 March, 6–8 pm
- Sonia Pivac
- Fee:** \$280 plus GST

NEW ZEALAND SIGN LANGUAGE 6

Further develop your receptive and expressive skills for both conversation and storytelling in NZSL.

- Starts Wed 7 July, 6–8 pm
- Sonia Pivac
- Fee:** \$280 plus GST

WORKPLACE CHINESE: LEVEL 1 INTENSIVE

Held twice a week for four weeks, this intensive 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, and New Zealand business communications with Chinese.

At the end of the course, you will have the opportunity to sit the HSK (Hanyu Shuiping Kaoshi) standard Chinese language test, Level 1. The test is optional and involves a small fee (not included in the course fee).

Duration: Two hours per day on Tuesdays and Thursdays for four weeks.

- Starts Thu 4 March (Tue & Thu), 3–5 pm
- Chunxiao Lu, Confucius Institute
- Fee:** \$480 plus GST

WORKPLACE CHINESE: LEVEL 2

This five-week course is suitable for participants with 10–20 hours of prior Chinese language learning. You will be introduced to sentences and frequently used Chinese expressions with immediate relevance to employment and business.

Duration: Two hours per week over five weeks.

- Starts Wed 3 March, 3–5 pm
- Chunxiao Lu, Confucius Institute
- Fee:** \$300 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 introduces you to the design principles and approaches that underpin the creation of an architecture to support successful information systems and environments.

- Tue 27 & Wed 28 April, 9 am–4.30 pm
- Mon 9 & Tue 10 August, 9 am–4.30 pm
- Wed 1 & Thu 2 December, 9 am–4.30 pm

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.

- Wed 30 June & Thu 1 July, 9 am–5 pm
- Tue 26 & Wed 27 October, 9 am–5 pm

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 31 May & Tue 1 June, 9 am–3.30 pm
- Mon 15 & Tue 16 November, 9 am–3.30 pm

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.

- Starts Thu 16 September, 6.40–8.30 pm

Mary Ellen Gordon

Fee: \$3,295 plus GST

ASSESSING CYBERSECURITY RISK

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 20 & Fri 21 May, 9 am–5 pm
- Thu 2 & Fri 3 December, 9 am–5 pm

Chris Ward

Fee: \$1,790 plus GST

PROJECT MANAGEMENT

PROJECT COORDINATION SKILLS FOR ADMINISTRATORS

Project coordinators and administrators provide essential support for projects both large and small. This one-day workshop will arm you with the skills needed to get started as a project coordinator, and will build on your current knowledge to enable you to become more productive in your role.

- Wed 3 March, 9 am–4.30 pm
- Thu 3 June, 9 am–4.30 pm
- Fri 6 August, 9 am–4.30 pm
- Wed 13 October, 9 am–4.30 pm

Grant Crawford and Debbie Gee

Fee: \$795 plus GST

PRACTICAL PROJECT MANAGEMENT

This is a highly interactive one-day workshop that will introduce you to a set of practical project management tools and techniques as well as basic project management concepts and principles.

- Mon 15 March, 9 am–4.30 pm
- Mon 17 May, 9 am–4.30 pm
- Mon 19 July, 9 am–4.30 pm
- Mon 20 September, 9 am–4.30 pm
- Mon 29 November, 9 am–4.30 pm

Ron Eckman

Fee: \$895 plus GST

PROJECT MANAGEMENT LEVEL 1

This highly interactive two-day workshop takes a practical and realistic approach to project management. It introduces you to modern project management and provides you with useful frameworks and concepts. The emphasis is on ensuring that you can apply what you learn from the workshop immediately in your own organisation.

- Mon 19 & Tue 20 April, 9 am–4.30 pm
- Mon 21 & Tue 22 June, 9 am–4.30 pm
- Mon 23 & Tue 24 August, 9 am–4.30 pm
- Mon 1 & Tue 2 November, 9 am–4.30 pm

Ron Eckman

Fee: \$1,795 plus GST



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.

- Mon 8 March, 9 am–4.30 pm
- Fri 2 July, 9 am–4.30 pm
- Wed 17 November, 9 am–4.30 pm

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.

- Fri 14 May, 9 am–4.30 pm
- Tue 14 September, 9 am–4.30 pm

Lisa Marriott and Martien Lubberink **Fee:** \$795 plus GST

LIVE ONLINE

TRAINER’S TOOLKIT

Whether you train as part of your job or are asked to deliver the occasional workshop, this practical workshop will leave you better equipped to deliver training—even in an online environment. You will learn a variety of training tools and techniques that work both face to face, and online. You will then have opportunities to practice and gain confidence to use the tools.

- Thu 6 May, Noon–4 pm & Fri 7 May, 10 am–2 pm
- Wed 13 October, Noon–4 pm & Thu 14 October, 10 am–2 pm

Helen Wise **Fee:** \$495 plus GST

FACILITATION SKILLS FOR MEETINGS

It takes confidence and skill to facilitate group meetings, especially online. Meetings are supposed to be interactive and productive, and there can be many barriers to achieving that. This workshop will help you get better results with a group of people—regardless of your level of skill and experience, and regardless of whether you are face to face or online.

- Thu 8 April, Noon–4 pm & Fri 9 April, 10 am–2 pm
- Tue 24 August, Noon–4 pm & Wed 25 August, 10 am–2 pm

Helen Wise **Fee:** \$495 plus GST

10 BEHAVIOURS FOR CHALLENGING TIMES

This research-based interactive seminar series is hosted virtually using the Zoom platform with Dr David Keane as facilitator. The seminars are focused on implementation of the 10 Behaviours, ensuring you come away with specific ideas for action and a new mindset for looking at all aspects of your life. There is fun work before each seminar and the opportunity to talk with Dr Keane afterwards.

- Wed 3, 10 & 17 March, Noon–1.15 pm
- Wed 2, 9 & 16 June, Noon–1.15 pm

David Keane **Fee:** \$595 plus GST

MĀORI CULTURAL COMPETENCY

This interactive online workshop is designed to build cultural competency and enable you to engage confidently with Māori. You will practise pronunciation and learn some useful phrases for engaging with Māori and gain insight into fundamental Māori beliefs and knowledge of cultural etiquette.

- See website for dates

Tania Te Whenua **Fee:** \$495 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 23 March, 9 am–4.30 pm**
- **Wed 15 September, 9 am–4.30 pm**

Todd Kriebie and Sarah Hogan

Fee: \$795 plus GST

PUBLIC POLICY FUNDAMENTALS

This one-day course will introduce the stages of public policy development, implementation, and evaluation. It includes an overview of the process, roles, tools and key concepts, and explores policymaking as both a problem-solving process and a political process.

- **Thu 27 May, 9 am–4.30 pm**
- **Tue 17 August, 9 am–4.30 pm**
- **Wed 24 November, 9 am–4.30 pm**

Derek Gill, Cathy Scott, Sarah Hogan, or Gareth Chaplin

Fee: \$795 plus GST

MACHINERY OF GOVERNMENT

This course assists you to understand the government environment, structure, and processes, as well as the political context within which the state sector operates. It includes a tour of Parliament itself. The course is aimed at those who are relatively new to the New Zealand state sector and those who have an interest in the structure and processes of government.

- **Thu 4 March, 9 am–4.30 pm**
- **Fri 9 April, 9 am–4.30 pm**
- **Wed 5 May, 9 am–4.30 pm**
- **Thu 3 June, 9 am–4.30 pm**
- **Wed 7 July, 9 am–4.30 pm**
- **Tue 3 August, 9 am–4.30 pm**
- **Fri 3 September, 9 am–4.30 pm**
- **Thu 7 October, 9 am–4.30 pm**
- **Wed 3 November, 9 am–4.30 pm**

Derek Gill, Cathy Scott, Sarah Hogan, or Gareth Chaplin

Fee: \$795 plus GST

EFFECTIVE WRITING FOR MINISTERS

Well-written ministerial briefings help to get your message across and enable the development of robust policy. This course covers drafting effective briefings to ministers so the recommendations for action are clear. It also includes writing on behalf of ministers through Cabinet papers.

- **Wed 17 March, 9 am–4.30 pm**
- **Thu 24 June, 9 am–4.30 pm**
- **Mon 18 October, 9 am–4.30 pm**

Emily Mason

Fee: \$795 plus GST

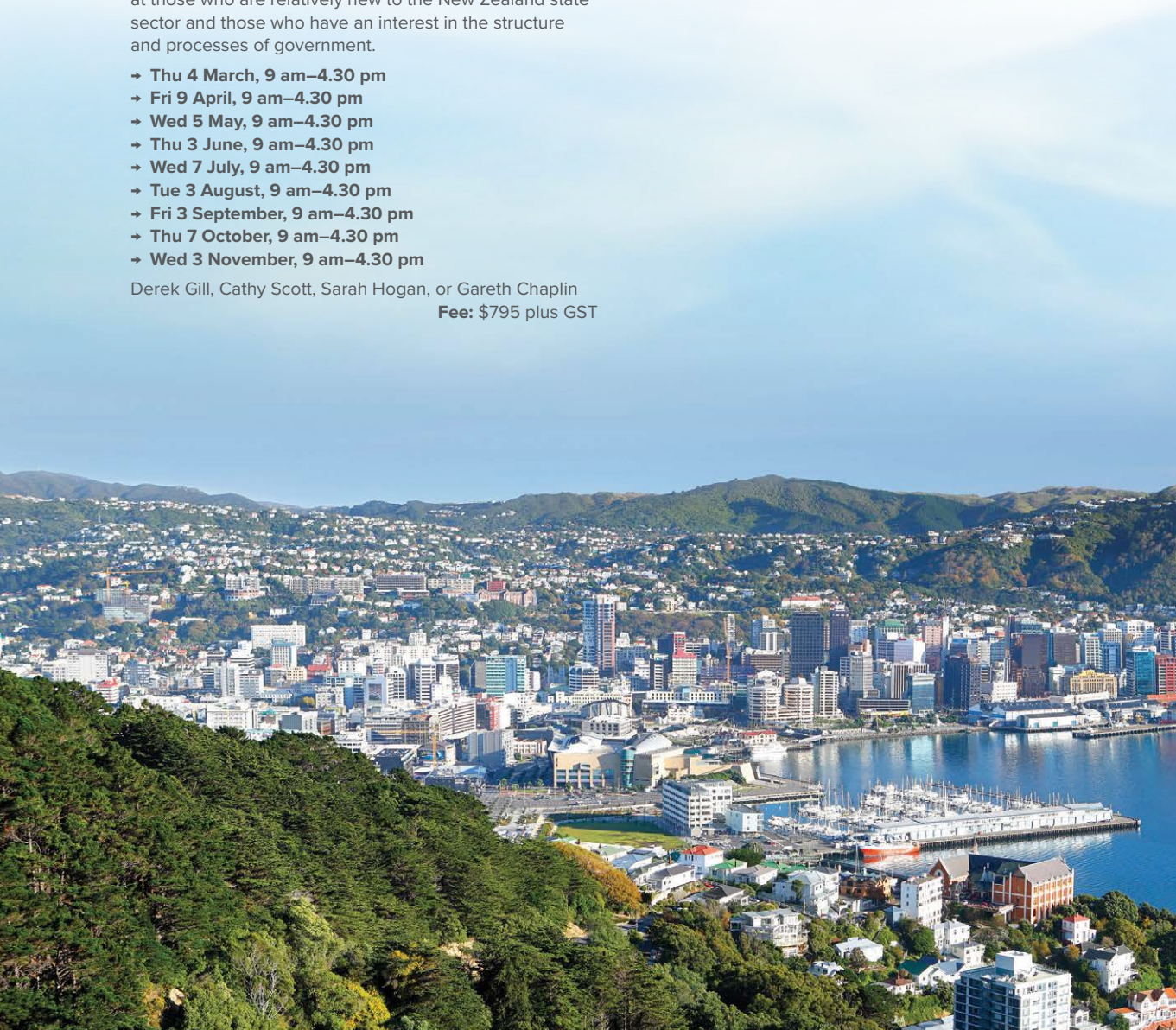
PROCUREMENT AND CONTRACTING IN THE PUBLIC SECTOR

This course provides essential knowledge about how procurement works at the central, departmental, and local levels. You will gain skills in understanding contracts and how to improve the contracting function and collaboration.

- **Thu 18 March, 9 am–4.30 pm**
- **Tue 12 October, 9 am–4.30 pm**

Barbara Allen

Fee: \$795 plus GST



CONTINUING PROFESSIONAL DEVELOPMENT FOR LAW PROFESSIONALS

Attend lectures in a mainstream Te Herenga Waka—Victoria University of Wellington course without having to undertake any tutorials, assignments, or assessments. For law and policy professionals, this provides you with an opportunity to update your knowledge and gain continuing professional development (CPD) points without having to undertake another qualification. Some of the courses are taught as either an intensive or block format. Lecturer approval is required before enrolment. Students must identify themselves to the lecturer at the first class.

The following postgraduate courses are available in 2021:

Trimester 1 and 2, 2021

- **LAWS 520: Special Topic: International Law—A New Zealand Perspective**
- **LAWS 521: Special Topic: Organisational Law Corporations, Trusts, Fiduciary Relationships**
- **LAWS 523: Special Topic: International Climate Change Law**

Trimester 1, 2021

- **LAWS 504: International Trade Law**
- **LAWS 530: Special Topic: New Zealand and Australian Copyright and Designs Law (Intensive)**
- **LAWS 531: Special Topic: Health Law**
- **LAWS 532: Special Topic: Counter Terrorism and Security**
- **LAWS 533: Special Topic: Regulating Labour and Work**
- **LAWS 534: Special Topic: Law, Citizenship and Sexuality**
- **LAWS 538: Special Topic: Negotiation and Mediation**
- **LAWS 551: Special Topic: New Zealand and Australian Intellectual Property Law (Block)**

Trimester 2, 2021

- **LAWS 535: Special Topic: Consumer Law**
- **LAWS 536: Special Topic: Trade Mark and Unfair Competition (Intensive)**
- **LAWS 537: Special Topic: Patent Law (Intensive)**
- **LAWS 539: Special Topic: Law of Freshwater Resources**
- **LAWS 541: Special Topic: Core Public Law**
- **LAWS 544: Special Topic: TradeLab Clinic**
- **LAWS 546: Special Topic: The Law and the World from the Micro- and Small States' Perspective (Intensive)**
- **LAWS 548: Special Topic: Indigenous Land Issues in New Zealand and Pacific**

Trimester 3, 2021–2022

- **LAWS 543: Special Topic: International Arbitration (Intensive)**
- **LAWS 545: Special Topic: Chinese Law in New Zealand Context (Block)**

Check out our website for further details about these courses, as well as undergraduate courses.



MICRO-CREDENTIALS

WHAT IS A MICRO-CREDENTIAL?

We are breaking down the traditional degree programme to create short programmes that respond to skill and knowledge gaps in workplaces and industries. Whereas a traditional short course may give you useful tools you can immediately apply to your workplace, a micro-credential adds a layer of work-relevant assessment and the award of a credential so the participant can provide evidence to current and future employers that they have gained the capability to a particular level.

In a nutshell, a short course builds a capability and a micro-credential provides portable recognition and evidence of that capability.

Check out our website for new programmes arriving in 2021 on topics such as restorative justice and cybersecurity.

Interested in partnering with us to create a micro-credential for your industry, profession, or workplace? Contact Tania McGowan on **04 463 6561** or email tania.mcgowan@vuw.ac.nz

INTRODUCTION TO DIGITAL ACCESSIBILITY: DELIVERING INCLUSIVE DIGITAL CONTENT

This five-point micro-credential focuses 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 Fri 30 April, 2–5 pm**

→ **See website for more dates**

Delivery will combine online learning and four three-hour face-to-face workshops over six weeks.

Gillian McCarthy and Catherine Caudwell

Fee: \$595 plus GST

Register your interest at www.wellingtonuni-professional.ac.nz (search micro-credential).



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/courses for an existing organisational programme or team event
- customised multi-day programmes (for example, leadership) for an organisation or a specific organisation industry group.

Programmes for 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.

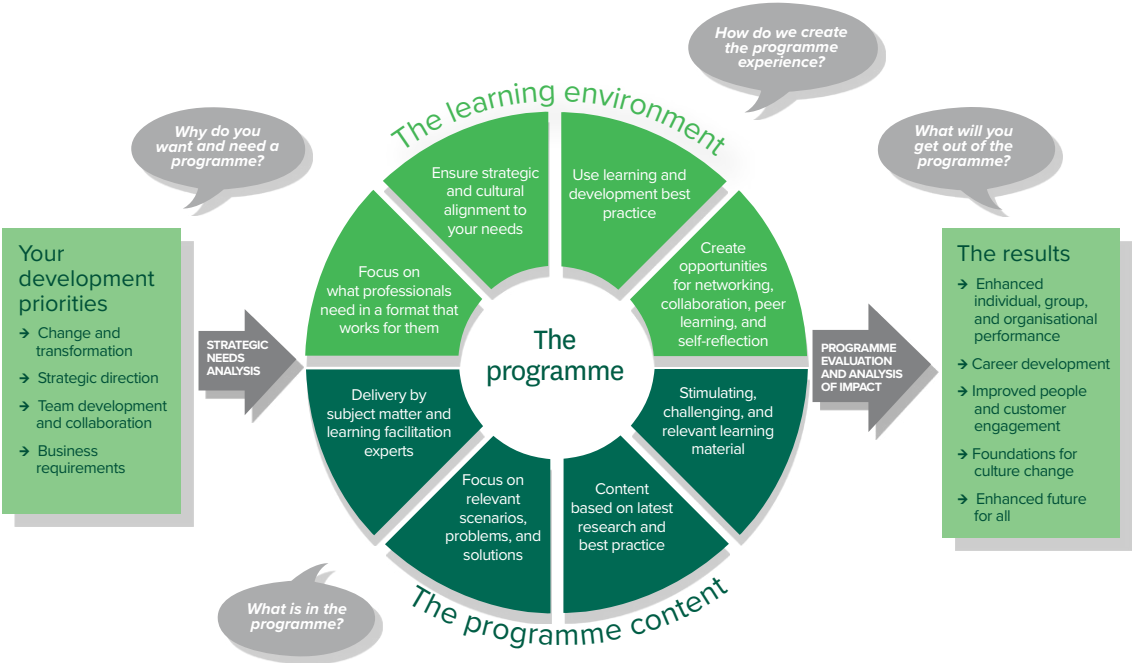
The programme can include: content-based teaching, workshops, guest speakers, action learning components, self-reflection, project-based learning, senior leadership team and/or management involvement, e-learning or remote teaching, and other components.

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.

Contact Louise Kotzé to discuss your customised course on **04 463 6871** or email **louise.kotze@vuw.ac.nz**

Find out more about customised programmes at **www.wellingtonuni-professional.ac.nz** (search customised).

YOUR CUSTOMISED PROGRAMME



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SHORT COURSE CALENDAR 2021

COURSE NAME	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
10 Behaviours of Successful People Workshop		15*				5*			25*	
10 Behaviours for Challenging Times (Live Online)	3*			2*						
Aspire: Women's Leadership Development Programme					5*	23*				
Assessing Cybersecurity Risk			20*							2*
Becoming a Dynamic Leader		15*						28*		
Building Effective Teams	24*				6*				10*	
Building Intercultural Competency			3				8			
Bullying, Gaming, Politics and Incivility: Combating Bad Behaviour through Leadership			31						25	
Confident and Creative Presentation Skills			25*				2*			
Crown-Māori Relations: Treaty and more	2*			22*			28*			
Delivering Data-driven Insights			31*						15*	
Design-Thinking Fundamentals: One-Day Condensed Bootcamp	30			2			7		17	
Design-Thinking Fundamentals: Two-Day Extended Bootcamp			4*		20*			12*		
Effective Writing for Ministers	17			24				18		
Emerging Leaders Programme			11*			11*			3*	
Emotional Intelligence: Working with Others	4			29				20		
Engaging with Pasifika	12						30			
Everyday Māori: Level 1	10*/11*	See website for dates								
Everyday Māori: Level 2	11*	See website for dates								
Everyday Māori: Level 3				3*						
Facilitation Skills for Meetings (Live Online)		8*				24*				
Finance and Accounting for Non-financial Managers			14				14			
Fundamentals of Health Policy	23						15			
Group Facilitation Skills	10*		25*		28*			5*		
Hard-to-have Conversations		30*		16			23			
Influencing and Persuasion Skills				1*				1*		
Information Architecture Fundamentals		27*				9*				1*
Introduction to Accounting for Non-Accountants	8				2				17	
Introduction to Digital Accessibility: Delivering Inclusive Digital Content		30*	See website for dates							
Leadership Fundamentals				17			1			
Leading at the Political Interface		21*					16*			
Leading Positive Change	9							14		

SHORT COURSE CALENDAR 2021

COURSE NAME	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Machinery of Government	4	9	5	3	7	3	3	7	3	
Māori Cultural Competency	31				27				18	
Māori Cultural Competency (Live Online)	See website for dates									
Mediation Essentials					8				9	
Moving into Management		14				19			23	
Negotiation Skills			6*				28*			
New Zealand Sign Language 1	25*									
New Zealand Sign Language 2					8*					
New Zealand Sign Language 5	24*									
New Zealand Sign Language 6					7*					
Organisational Coaching Skills		28*							8*	
Practical Data Analysis							16*			
Practical Project Management	15		17		19		20		29	
Practical Resilience at Work	16			23			9		19	
Procurement and Contracting in the Public Sector	18							12		
Project Coordination Skills for Administrators	3			3		6		13		
Project Governance as a Leadership Tool	30							21		
Project Management Level 1		19*		21*		23*			1*	
Public Policy Fundamentals			27			17			24	
Restorative Practices for Transforming Workplace Culture		13						11		
Stakeholder Engagement	2			9		27			18	
Strategic Thinking, Planning and Management			18			4				7
Strategy Builder					14				2	
Systems Thinking	16*			14*			21*			
The Art of Minute Taking	23		4	1	13	17	21	19	30	
The Influential Leader		27*							23*	
Trainer’s Toolkit (Live Online)			6*					13*		
Understanding and Managing Unconscious Bias				10				15		
Using Data: Discovery, analysis, visualisation, and decision-making				30*				26*		
Workplace Chinese: Level 1 Intensive	4*									
Workplace Chinese: Level 2	3*									
Workplace Māori	11*			14*			9*			
Writing Essentials: Clear, Concise, Compelling			13			4			11	

*Start date (see our website for full dates)



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