MEMORANDUM

To: Members of the Vice-Chancellor’s Executive; Executive Deans, Directors of University Institutes, Centres and Divisions, and Heads of Schools

Date: 19 October 2012

Re: Opportunity to Nominate your Senior Staff – UQ Emerging Leaders Program

The University Staff Development Committee (USDC) is calling for nominations for the Emerging Leaders Program (2013/2014), which assists successful senior academics and professional staff managers to further their management and leadership development. This iteration of the program continues to benefit from the successful partnership between the USDC and the UQ Business School, through which the program has been offered to senior UQ staff since 2009. Participants in the program undertake the Graduate Certificate in Executive Leadership.

Objectives

Through attending the Emerging Leaders Program, participants will:

- undertake a four-course accredited program resulting in completion of the Graduate Certificate in Executive Leadership
- enhance their understanding of successful leadership and change management
- engage with stimulating ideas and practical tools and practices delivered by leading academics and professionals
- create a personalised and relevant action plan for their development
- clarify their long-term focus and how they will make an even more significant impact on the University’s outcomes, aligning their professional development with the core capabilities required for the organisation’s success.

UQ Business School has designed the program to meet the requirements of senior UQ staff by providing them with the opportunity to self-select courses and shape their own learning. Participants will attend any four courses over a two year period. A sample of the courses available in 2013 is listed below. To view the comprehensive list of Executive Education courses taught as part of the Graduate Certificate in Executive Leadership, please visit the following website: http://execed.business.uq.edu.au/courses.
• Leading People & Teams (MBA pathway course)
• Valuing Human Capital (MBA pathway course)
• Strategy in Action
• The Leadership Challenge
• Innovation Management (MBA pathway course)
• Strategic Marketing & Communication (MBA pathway course)
• Negotiation Skills
• Leading Organisational Change

Commitment and cost

Each course is delivered intensively, requiring a commitment to a full week of attendance during working hours with take away tasks to be completed each evening. In addition, there are assessment tasks to be successfully completed within 6 - 8 weeks after each course (for all four courses) to graduate with the Graduate Certificate in Executive Leadership. In approving nominations for the program, the Head needs to be convinced that the nominee can meet these requirements. The Head is also committing to providing the time for attendance and making any alternative arrangements to cover the staff member’s absence.

The USDC and the staff member’s organisational unit will each pay 50% of the cost of each course (two courses in 2013 and two courses in 2014). The total cost of the program per participant will be:

- Total cost to the School/Institute/Faculty/Division is $3,968 in 2013
- Total cost to the School/Institute/Faculty/Division is $4,128 in 2014

Call for nominations

You are invited to nominate up to two staff, Academic Staff at Level C or above or Professional Staff at HEW 8 or above, who would benefit from this program and who can fully commit to undertaking it. When considering who to nominate, bear in mind that staff who currently supervise others and have a clear idea about how this program aligns with their long-term career goals stand to benefit the most.

The USDC subgroup will use the quality of responses received to decide which nominations are selected for the limited number of places available (a maximum of 25 staff over the two year period 2013/2014).

The nominated participant will be required to complete the Emerging Leaders Call for Nominations form, have it signed by the Head of Organisational Unit, including their statement
of support and email to Lynette Dawson l.dawson@uq.edu.au. Nominations close Friday 9 November 2012.

For further information

If you have any questions about this important leadership program:

- **Attend the Information Session**, on Friday 26 October, 11.30am to 12.30pm, Learning and Innovation Building #17, room 202. Register by emailing l.dawson@uq.edu.au
- Email questions to Denise Carew, Associate Director Organisational Development on d.carew@uq.edu.au

Looking forward to receiving your nominations.

Professor Alan Rix
Pro-Vice-Chancellor