

Women's Development Program



People, Talent &
Culture

How does it work?

About

The **Women's Development Program** is a suite of development activities designed for all female staff at the University of South Australia.

Online workshop registration

To assist staff and supervisors align workshop participation to staff development and performance plans the **Women's Development Program** has online workshop registrations.

Staff can apply to attend workshops via the [MyDetails](#) online *training and development* section ([myHR online help guide: Apply for Workshop](#)). All applications are sent, via workflow, to managers for approval (similar to applications for leave).

Program release

It is up to managers to approve and monitor the frequency of staff attendance and ensure participation is aligned to individual development goals.

It is expected that staff and managers have read and understood the workshop description before registering.

Workshop bookings

In the case of workshops that are fully booked, an opportunity will be provided to waitlist yourself, via an automated prompt.

Alternatively, you can choose to email womens.development@unisa.edu.au with your request.

Attended?

Important: Notice of apologies would be appreciated 3 working days prior to the workshop (via email to womens.development@unisa.edu.au) to enable individuals on the waitlist to attend. There may be a cancellation fee of \$100 for those who do not attend a workshop.

Workshop participation is recorded on the [qualifications and development](#) tab of the [MyDetails page](#).