



Training and Development Manual 1995

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DEPARTMENT OF CONSERVATION
AND LAND MANAGEMENT
WESTERN AUSTRALIA

To be used by **all personnel** in consultation with their supervisors.



Department of Conservation and Land Management

Training and Development Manual 1995

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Department of Conservation and Land Management

The Training and Development Manual is intended to serve as a reference to assist all personnel seeking to improve their performance and develop their careers. The courses outlined in this manual should not be considered as exhaustive; there are many additional courses available to personnel wanting training and development. On the job training, job rotation, transfers, acting positions, are all additional ways of achieving training and development. The need to successfully train and develop personnel is recognised within the Department and is aimed at achieving the most efficient use of people while maximising the economic and administrative efficiency of the Department.

All personnel should consult regularly with their supervisors in establishing a development plan and seek out training courses which allow development to occur. The performance appraisal system forms an important, integral part of the process of establishing a developmental plan and should be used to ensure training needs are met.

Should any member of this Department require further assistance with establishing a development plan, attending training courses, or clarification of the material in this manual, they should contact Mr Alan Byrne at the CALM Training Centre, Dwellingup.

It will be necessary to update information about courses throughout the year; as this becomes available information sheets will be provided for attachment to the manual.

To ensure training course standards are established and maintained at a high level, a system of accreditation has been introduced for Technical Skills training courses. This system will ensure that adequate planning and preparation, a high level of presentation, suitable assessment, formal evaluation and registration of participants names on the PIMS register occurs. Not all courses are currently accredited as meeting the required standards. Those courses which are accredited and registered with the Skills, Standards and Accreditation Board have an asterisks (*) alongside the title. Double asterisks (**) indicate international accreditation.

All personnel are encouraged to seek out training courses consistent with the goals set within the context of the performance appraisal. When agreement has been reached with the supervisor as to a proposed training programme for the year, the following procedures should be followed.

- 1 Training budgets are to be prepared in accordance with budget preparation guidelines. It is necessary to distinguish between training for development and training to overcome a performance gap.
 - 1.1 It will be the responsibility of District, Branch and Section managers to prepare and monitor their own training budgets with respect to: fees and travelling and accommodation expenses associated with 'performance gap' training. travelling and accommodation expenses associated with 'development' training.
 - 1.2 The Human Resources Branch has responsibility for budgetting for the payment of: fees associated with 'development' training.
 - 1.3 When preparing budget flexfields the activity code 682 must be used for all training expenditure.

- 2 Nomination to attend a training course should only be made after careful consideration of the training need and the development plan.
 - 2.1 There must be a clearly identified need for training.
 - 2.2 The purpose of the training must be clearly identified, i.e. to solve a performance gap or for development, as this impacts on the budget allocation.
 - 2.3 As some training courses are offered more than once during the year, the specific dates for attendance must be included in the nomination.
 - 2.4 Supervisors must ensure that leave programmes, the number of training courses attended by the nominee, the work priorities and programme, cost to the Department, benefit to the person/Department are all duly considered prior to nominating any personnel.
 - 2.5 All nominations should be forwarded to the Senior Training Officer, Mr Alan Byrne through the Regional Manager who will review the nomination relative to Regional Priorities.
 - 2.6 When a number of nominations are made for the same course, they should be given a priority by the Regional/Branch manager before forwarding to the Senior Training Officer.
 - 2.7 Nominations must reach the Senior Training Officer six weeks prior to commencement of the course.

- 3 The Senior Training Officer. will then forward nomination details to the relevant training course co-ordinating officer, or the external agency involved.
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- 4 Following approval to attend a course, the supervisor responsible, and the person attending will be notified of the success of the application along with any further information about attendance.

- 5 It is the responsibility of the supervisor to authorize and arrange travel. Accommodation arrangements will usually be made by the officer conducting a course and participants notified accordingly. Costs incurred in travel and accommodation will be paid from District, Section or Branch budgets as appropriate.

- 6 There is a requirement for all course participants to complete the course evaluation form - included in this manual, at the completion of the course.

The aims of this process are as follows:

- (a) to ensure satisfactory course standards are maintained.
- (b) to ensure course material is relevant.
- (c) to monitor attendance at courses.

It is the **responsibility of all course participants** to complete and forward this information to the Senior Training Officer.

It will often be possible for the **Conducting Officer** to ensure that the course evaluation forms are completed in the final segment of a course.

Officers conducting courses will have access to this information for their own evaluation of course effectiveness and modification as necessary.

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

NOMINATION TO ATTEND PERSONAL DEVELOPMENT ACTIVITY

APPLICANTS NAME: _____
Surname Christian Names

POSITION: _____

LOCATION: _____

NAME OF COURSE: _____

COURSE CONDUCTED BY: _____

DATE: _____ VENUE: _____ FEE: _____

REASON FOR ATTENDANCE: _____

PERFORMANCE GAP: _____

DEVELOPMENT: _____

OTHER: _____

SIGNATURE _____ DATE _____
Applicant

ENDORSED: DIST/SECT. MGR _____ DATE _____

REG/BRANCH MGR _____ DATE _____

COURSE FEES A/C NO. _____

ACCOMMODATION A/C NO. _____

TRAVELLING A/C NO. _____

Forward to Principal Training and Development Officer, Mr A Brandis, Harvey.

Application Approved

Not Approved

Signature: Human Resources Branch. _____ DATE: _____

Forward to Senior Training Officer, Mr Alan Byrne, Dwellingup.

Signature: Human Resources Branch.

PART 3

SHORT COURSES-1995

TECHNICAL SKILLS (Accredited—Nationally (*) (NFROT) or Internationally (**))

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* Basic Chainsaw Maintenance and Handling: To teach the correct use of chainsaws (up to 60cc capacity) for trimming, docking, dressing and squaring timber with emphasis on safety and maintenance. Cost is \$100 per person</p>	CALM Alan Byrne Dwellingup	At Districts	As required
<p>* Driver Training (Light Vehicles 4x4) All personnel must demonstrate good knowledge of the Traffic Act, high level of skill in cab drill steering, acceleration sense, skid control, driving light 4 x 4 vehicles. The course includes maintenance checks, stall out and recovery, mud and sand obstacles, ascents and descents, wheel placement, transmission wind-up.</p>	CALM Alan Byrne Dwellingup	Dwellingup Training Centre Midwest Region	June/July June.
<p>* Driver Training (Heavy Duty 4x4) This three-day course is to provide new and inexperienced drivers with the necessary skills. B class licence essential prerequisite.</p>	CALM Alan Byrne Dwellingup	Dwellingup Training Centre	July
<p>* Law Enforcement: All CALM personnel are required to know the relevant parts of the CALM and Wildlife Conservation Acts and Regs, powers and limitations to powers, procedures of a law court, taking and presenting evidence, making a statement, role of Crown Law.</p>	CALM Kevin Morrison Como	Busselton or Como	3-6 October
<p>* Work Safe: The aims of the course are to provide knowledge and understanding of Departmental Safety Policy and to develop a high degree of safety awareness. The course includes accident investigation, use of Chemical Users Manual, Hazchem system, lifting and carrying, hearing protection, workers compensation. Minimum number of 8.</p>	CALM Tom Wood Como	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* Health and Fitness The one-day course contains personal fitness, effective exercise programmes, effect of alcohol, smoking and environmental stress and identifying a healthy lifestyle.</p>	Linda Gilbert	At Districts/ Regions	As required
<p>* Search Techniques: The aim of this course is to provide personnel with knowledge and skills required in operation searches for lost persons or property.</p>	S.E.S Alan Byrne Dwellingup	Bunbury	August
<p>* First Aid Training: A basic first aid course for all personnel. Minimum number of 8.</p>	CALM or St John Ambulance Tom Wood Como		As required
<p>* Field Engineering: This three-day course will provide officers with the knowledge and skills necessary for them to design, select and maintain roads. Topics include authority, procedure, map reading, area calculation, visual impact, environmental impact and road selection and design.</p>	CALM Alan Byrne Dwellingup	Dwellingup	Oct 24-26
<p>Dieback Disease Management - Level 1 Course. The course contents include: Policy, Disease Biology, Hygiene, Soil Damage, Field Demarcation.</p>	Roger Armstrong John Asher Bunbury	As required	As required
<p>Dieback Disease Management: - Level 2 Course. Course content includes: policy, disease biology, disease distribution, disease symptoms and interpretation, sampling technique, mapping systems, hazard and operational hygiene.</p>	CALM Alan Byrne Dwellingup John Asher Bunbury	Dwellingup	March 28-29
<p>Dieback Disease Management: - Level 3 Course. Course contents includes: policy, terminology applied to risk and hazard, disease mapping, hygiene evaluation and planning.</p>	CALM John Asher Bunbury Roger Armstrong Bunbury	Bunbury	June
<p>* Introductory Course in Recreation Planning and Management: This course is intended for junior staff with some responsibility but little experience in the area of recreation.</p>	CALM Wayne Schmidt Mt. Pleasant	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* Advanced Recreation Planning and Management: The course will cover a range of topics including planning concepts, facility placement and design, planning for disabled users, visitor information, maintenance programs.</p>	CALM Wayne Schmidt Mt. Pleasant	Point Walter	September
<p>* Interpretive Activities Workshop This three -day course is designed to provide staff with the knowledge and skills necessary to design interpretive activities that enrich the experiences of visitors to natural and cultural areas.</p>	Gil Field Lotte Lent Pinnacle House	As required	As required
<p>South Coast Regional Seminar.</p>	CALM. Peter Fishwick Albany	Esperance	August/ September
<p>* Firearms Safety: The aim of this course is to enable personnel to use firearms safely and effectively and to be able to make any firearm safe. Training is given on a variety of weapons including pistols, low-powered and high-powered rifles.</p>	CALM Tony Brandis Harvey	As required	As required
<p>* Introductory Course on Volunteer Management: This two-day course is aimed at providing volunteer coordinators and supervisors of volunteers with an introduction to volunteering, and to provide the fundamental skills and knowledge essential to the development and management of volunteer programs.</p>	CALM Terry Hales Mt Pleasant	Como	Sept 13-14
<p>* * Open Water Diver This course is intended for CALM personnel who are required to use compressed air in underwater operations. Participants must have a current medical clearance and provide their own dive equipment, including scuba.</p>	Alan Byrne	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>* * Rescue Diver: This course is intended for CALM staff involved in underwater operations using compressed air, or those likely to be involved in diver rescue in coastal areas. Prerequisites for this course are to have a current First Aid Certificate, listed on CALM Diver register, and have current medical clearance.</p>	CALM Alan Byrne Dwellingup	Hillarys	As required
<p>* * Diving Supervisor Update: This course is for registered CALM divers who have completed the CALM Diver Rescue course or hold any Australian Scuba Council endorsed Diver Rescue Certification. This is a four-and-a-half-day course.</p>	CALM Alan Byrne Dwellingup	Hillarys Exmouth Exmouth	Feb 7-10 Feb 27-March 3 Aug 28-Sept 1
<p>Occupational Health & Safety for Managers/Co-ordinators: This course aims to provide up to date information on health and safety programs for managers.</p>	CALM Tom Wood Como	As required	As required
<p>Occupational Health & Safety for Supervisors: These courses provide the necessary details which allow supervisors to establish an effective prevention program in their areas of responsibility.</p>	CALM Tom Wood Como	Perth	February
<p>Pesticides Application & Safety Course: All CALM staff dealing with pesticides will receive instruction in the uses, application methods and safety aspects.</p>	APB Tom Wood Como	APB Training Centre Forrestfield or as required	As required
<p>Effective Presentation Skills: For staff required to make presentations at training courses or for other purposes. A practical course focussing on the "how to" of presenting effectively. This is a two-day course.</p>	BankWest Alan Byrne Dwellingup	As required	As required
<p>Coupe Demarcation: A one-day course to provide CALM and harvesting contractor personnel with the competencies required to complete all aspects of coupe demarcation.</p>	CALM William Towie Dwellingup	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>Log Product Specifications: A one-day course to provide CALM and harvesting contractor personnel with the competencies and skills required to identify, grade and segregate the various log products described in the Timber Harvesting Manual Specifications and relevant contracts.</p>	<p>CALM William Towie Dwellingup</p>	<p>As required</p>	<p>As required</p>
<p>Coupe Certification: A one-day course to provide key CALM and harvesting contractor personnel with the required competencies to carry out the formal certification of completed sections of a harvesting coupe.</p>	<p>CALM William Towie Dwellingup</p>	<p>As required</p>	<p>As required</p>
<p>* Safe Boating: Certificate of Proficiency Safe Boating in CALM. The aim of this one-day course is to enable COP small vessel handlers to be trained in the code of small boating practice developed by CALM.</p>	<p>CALM Alan Byrne Dwellingup</p>		<p>As required</p>
<p>* Certificate of Proficiency in Small Vessel Handling. The aim of this four-day course is to teach the skills and knowledge to operate small vessels (less than 8m) safely and efficiently on closed and open waters, not exceeding five nautical miles off shore.</p>	<p>Marine & Harbours Alan Byrne Dwellingup</p>		<p>As required</p>
<p>LOIS Coaching/Training: One to one coaching or on-the-job training will be provided at Districts as required.</p>	<p>CALM Merrilyn Kearney Bunbury</p>	<p>At Districts /Regions</p>	<p>As required</p>
<p>Tree-Felling Supervision: A one-day course for Forest Officers responsible for supervising logging operations. Participants will be taught how to recognise different felling techniques by stump analysis. Successful participants will be awarded with a Certificate issued by FITS.</p>	<p>CALM William Towie Dwellingup</p>	<p>Dwellingup</p>	<p>As required</p>

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>Environment Protection - Harvesting/Roading: The aim of this course is to ensure both loading and harvesting contractors have a broad understanding of environmental management and to impart a positive attitude to conservation. Emphasis on dieback disease management.</p>	<p>CALM William Towle Dwellingup</p>	As required	As required
<p>Plantation Establishment: - Level 1 The course aims to provide level 1& 2 officers and overseers with sufficient knowledge and skill to fulfil the requirements of staff at this level who operate in the Afforestation Program. The course concentrates on practical aspects of site preparation, weed control and tree planting.</p>	<p>CALM Ray Fremlin Busselton</p>	As required	As required
<p>Plantation Establishment: - Level 2 A three-day course for level 3 & 4 officers which concentrates on the preparation of management plans for the establishment of pine and eucalypt plantations. Advanced knowledge of site preparation and weed control strategies is expected to successfully complete this course.</p>	<p>CALM Manjimup</p>	As required	As required
<p>Plantation Managers Course: - Level 3 A five-day course designed for level 5, 6 and 7 officers which concentrates on economical aspects of plantation management. A one-day AIMS course is included in the schedule. Financial management, inventory, tree nutrition, establishment technology, entomology, genetics and pathology are covered.</p>	<p>CALM Ray Fremlin Busselton</p>	As required	As required

TITLE	CONDUCTED BY CONTACT	VENUE	DATES
<p>Softwood Tree-marking: A two-day course to provide CALM staff and selected AWU employees with the necessary knowledge and skills to carry out tree-marking.</p>	CALM John Kaye Bryan Doust Bunbury	At Districts	As required
<p>CIMCIS: A half-day course that provides CALM staff with the knowledge required to implement and monitor CIMCIS requirements in Districts. The course is weighted towards logging and silviculture.</p>	CALM William Towie Dwellingup	At Districts	July 13
<p>Hardwood Silviculture: On-the-job training covering silviculture specifications and includes training in visual resource management.</p>	CALM Alan Seymour	At Districts	As requested
<p>* Fauna Conservation: This course provides staff with the skills and knowledge to establish and maintain fauna management programs. Content includes biology and animal behaviour; planning for fauna management; survey techniques; monitoring; habitat management; writing fauna management plans.</p>	CALM John Skillen Bunbury	Collie	Oct 23-27
<p>ICS Planning Officer Course (Two Courses) This two-day course is designed to train potential Fire Incident Planning Officers to a competent level in all aspects of the planning function at large fire incidents.</p>	Richard McAlinden	Busselton	June/July
<p>ICS Controller Course (Two Courses) This is a two-day course is designed to train potential Fire Incident Controllers to a competent level in all aspects of controlling fire incidents and managing AIMS ICS teams.</p>	Richard McAlinden	Busselton	August/ September

TITLE	CONDUCTED BY/ CONTACT	VENUE	DATES
<p>Level One Fire School This four day course is designed to cover aspects of fire behaviour, weather, forest fuel assessment and prescription preparation.</p>	Richard McAlinden	TBA	TBA
<p>* Dieback Interpretation Skills: Levels 1, 2 and 3. These courses focus on the detailed knowledge and skills required for the interpretation and mapping of disease occurrence, impact, risk and hazard.</p>	CALM Kevin Helyar Bunbury	Manjimup Bunbury Kelmscott	Winter
<p>* Restricted Fallers less than 45cm DBHOB and 15m in height This four-day course includes: starting procedures, tree assessment, trimming, direction nomination, felling.</p>	Nigel Sercombe Midwest Region	Midwest	June/July
<p>* CALM Outback Safety & Bushcraft Course: The course provides visitors to CALM-managed areas with the attitudes and skills to protect themselves from the harmful aspects of the environment and the environment from the harmful aspects of people. Cost is \$95 for CALM staff.</p>	CALM Wayne Smidt Mt Pleasant	As required	TBA

COMMUNICATIONS SKILLS

TITLE	CONDUCTED BY CONTACT	VENUE	DATES	COST
<p>Writing Effective Managerial Reports: Participants will learn how to plan the report, collect and analyse information, write a first draft, edit for accuracy and impact and present in a professional style.</p>	AIM 151	Perth	March 9-10 April 27-28 June 1-2 Oct 30-31 Dec 11-12	\$355
<p>Effective Negotiating Skills: A course for executives and professionals seeking to update negotiation skills and includes: - negotiation—definition and applications - motivation and negotiation - negotiation philosophy and styles - preparation—the key steps - phases of the negotiation process - communication in negotiation.</p>	AIM 122	Perth	April 10-11 July 3-4 Aug 7-8 Oct 23-24 Dec 4-5	\$605
<p>The Experienced Supervisor: This five-day course covers topics including: role of supervisor; planning, organizing self and others; performance systems, motivation, interpersonal communication and leadership.</p>	AIM 616	Perth	March 13-7 Sept 18-22	\$915
<p>Principles of Management: To develop the skills and knowledge of those new to the management role.</p>	AIM 104	Perth	Feb 13-17 April 3-7 Jun 19-23 Aug 7-11 Sep 11-15 Oct 9,16,23 and 30 Nov 1	\$970
<p>The Experienced Manager: This six-day course is for middle managers and includes topics such as managing human behaviour, problem solving and decision making, setting objectives, managing for improved results, managing change and managing time, negotiating techniques, leadership and influencing skills, conflict resolution, teamwork.</p>	AIM 115	Perth	March 13-15 March 20-22 June 19-21 June 26-28 Sept 11-13 Sept 18-20 Nov 6-8 Nov 13-15	\$1045

MANAGERIAL SKILLS

TITLE	CONDUCTED BY CONTACT	VENUE	DATES	COST
<p>Time Management: The course aims to develop effective time management, strategies, and includes assessing time wasters, setting and prioritising goals, using a diary, delegation.</p>	AIM	Perth	Monthly	\$390
<p>Managing Difficult Employees Course aims to help managers understand and cope with problems arising from deviant staff behaviour and unsatisfactory work performance.</p>	AIM 173	Perth	Oct 16-17	\$405
<p>Managing and Implementing Change How to manage change to discover the ingredient of successful organisational change and development.</p>	AIM 175	Perth	Aug 1-2	\$355
<p>Delegation, Objective Setting and Control: This course clarifies the process of getting work done through others.</p>	AIM 121	Perth	April 6-7 Sept 6-7	\$355
<p>Marketing for Non-Profit and Government Organisations This three-day course includes: Role of marketing, marketing strategy, marketing mix, market research, consumer behaviour, product and service decisions, pricing, distribution promotional strategies, service differentiation, developing a market plan.</p>	AIM 207	Perth	May 29-31 Nov 7-9	\$530
<p>Tenders and Contracts To provide participants with a basic understanding of the fundamentals of the tendering system, including how to complete standard tender documentation and contracts management.</p>	CCI	Perth	May 12 Sept 25	\$250

HUMAN RESOURCE MANAGEMENT

TITLE	CONDUCTED BY CONTACT	VENUE	DATES	COST
<p>Problem Solving & Decision Making: To develop the skills of using a problem solving model and to apply it to the workplace.</p>	BankWest	Perth	Mar15-7 Aug 9-11	\$390
<p>Performance Management: This course provides information on the aims of performance management, assessing and measuring performance, types of measuring systems, monitoring and controlling.</p>	AIM 503	Perth	July 27-28	\$335
<p>Assertiveness: The course content includes: understanding assertiveness; the difference between being assertive, aggressive and passive; standing up for your rights; practicing assertiveness.</p>	BankWest	Perth	Aug 2 and 4 April 10 June 6	\$160
<p>Interviewing Skills: This two-day course uses theory and practice sessions which allows participants to develop skills in listening, questioning and in structuring the interview.</p>	AIM 135	Perth	April 27-28 July 24-25 Oct12-13	\$365
<p>Negotiation Skills: This course provides participants with a framework for negotiation which allows for changing circumstances and exposes a principled-bargaining approach.</p>	BankWest	Perth	April 24-25 June 26-27	\$260
<p>Train the Trainer This five-day course includes how and why adults learn, planning presenting, behavioural objectives, structuring training, use of training aids evaluation, and testing techniques.</p>	AIM 506	Perth	Monthly	\$910

HIGHER LEVEL ACADEMIC COURSES**Associate Diploma of Park Management** - Charles Sturt University

The aims of the course are to provide vocationally oriented management studies suitable for those working or intending to work in national parks. The course offers streams in National Parks and wildlife management, outdoor recreation management, and cultural resource management.

The course is based on four years (eight semesters) of part time external study. It is a nationally accredited award.

Some of the units require attendance at two-day residential schools (at Riverina).

For further information contact:

Admissions Office
Charles Sturt University
Locked Bag 676
WAGGA WAGGA NSW 2650
ph: (069) 22 2121

Bachelor of Applied Science (Environmental Management) - Edith Cowan University - Joondalup Campus.

The three-year Bachelor of Applied Science award is designed to be relevant to a wide range of occupations. Studies are either generally vocational or of direct relevance to a particular type of employment.

In general it is designed to:

- (i) Prepare individuals for occupations as field staff including wildlife, park management, and forest operations.
- (ii) Provide a suitable basic award for people seeking employment in environmental management.
- (iii) Cater for individuals currently employed in environmental management who wish to enhance their understanding and practical skills in this area and upgrade their qualifications.

For further information contact:

Student Services
Edith Cowan University
Joondalup Campus
JOONDALUP WA 6027
ph: (09) 405 5510

Bachelor of Science, Bachelor of Environmental Science - Murdoch University.

Students involved in these programmes are trained in the scientific approach to environmental assessment and management. They also are expected to acquire the wide perspective to appreciate the human factors involved in the administration and implementation of environmental policy.

The course is a three or four year full-time course or the equivalent part time or external studies.

For further information contact:
The External Studies Unit
Murdoch University
MURDOCH WA 6150
ph: (09) 360 2493

Associate Diploma in Land Management - UNE - Orange, NSW.

A course which provides practical training in the management of the environment with special emphasis upon the management of land for conservation and sustainable use.

Two years full-time - available in external study mode.

For further information contact:
Dennis Hodgkins
Course leader
UNE - Orange Agricultural College
P.O. Box 883
ORANGE NSW 2800

Associate Diploma in Applied Science (Conservation and Park Management) - University of South Australia.

Students learn to apply knowledge and skills to the management of parks, wildlife and people in outdoor leisure settings.

Two years full-time - available in external study mode.

For further information contact:
Distance Education Centre
University of South Australia
Holbrooks Road
UNDERDALE SA 5032
ph: (088) 88 8519

Associate Diploma of Applied Science (Nature Conservation)

Associate Diploma of Applied Science (Wilderness Reserves & Wildlife)

Associate Diploma of Applied Science (Forestry) - University of Queensland, Gatton College.

For further information contact:
Enrolment Officer
University of Queensland, Gatton College
LAWES QLD 4343
ph: (075) 60 1276

OTHER COURSES

Coxswain's Certificate - Department of Transport

This certificate is the basic requirement for any employee of this Department who is required to use a boat in the course of his/her duties.

Further information about the course can be gained from the Department of Transport
Telephone (09) 335 0888

Certificate Course in Timber Technology - TAFE Thornlie

The course aims to provide education basis for careers in the timber processing industry. The course comprises 14 units - timber industry wood properties, harvesting, seasoning, preservation, standards, adhesives, conversion, pulp and paper, engineered products etc.

PART 5 SELF-DIRECTED EDUCATION & TRAINING: VIDEO TRAINING PROGRAMS

CALM supports progressive educational concepts, such as self-directed learning, particularly when distance, time and cost do not allow CALM staff to attend metropolitan or regional training programs. To this end, CALM has been looking for ways to bring training courses to as many CALM staff as possible. This is accomplished by the purchase of a library of training videos and manuals for distribution to CALM centres.

District or Regionally based facilitators/trainers will be used to run programmes. The videos and manuals will not be sent unless a facilitator/trainer is available.

The video titles are listed below:-

1. The Power of Assertive Behaviour.
2. How to Successfully Manage your Time.
3. Effective Meeting Participation.
4. Team Building—a Positive Approach.
5. Courtesy, Etiquette and Attitude in the Workplace.
6. Managing Stress in the Workplace.
7. Effective Report Writing.

To order the above videos, please contact Alan Byrne at Dwellingup on (09) 538 1200 or FAX (09) 538 1203. Videos will be loaned for a two-week period.

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

COURSE EVALUATION FORM

Name of Attendee _____

Course Title _____

Course Conducted By _____

Date Attended _____

TRAINING COURSE EVALUATION

Your frank, responsible comments on the conduction and effectiveness of this course are sought. Please complete the answers to all the questions by circling the answer you consider to be the most appropriate. Any additional comments about the course will be welcomed; you may wish to add further notes in a separate letter to the Principal Training and Development Officer - Mr A Brandis, Harvey.

1. AIMS AND OBJECTIVES

These will be clearly stated at the beginning of the course by the person conducting the course. You should ensure that you understand these aims and objectives, and either note them down or get a photocopy of them.

(i) Were the aims clearly understood by you?

Yes				No
1	2	3	4	5

(ii) Did these aims and objectives appear to be relevant to you?

Yes				No
1	2	3	4	5

(iii) Were these aims and objectives successfully achieved?

Yes				No
1	2	3	4	5

COMMENTS _____

2. CONTENT

(i) Was the content of the course relevant to the job you are expected to do?

Yes				No
1	2	3	4	5

(ii) Was there too much information for you to assimilate?

(iii) Were the tests you were given relevant to the course material?

Yes				No
1	2	3	4	5

(iv) Was the course conducted at level which you consider appropriate to you?

Yes				No
1	2	3	4	5

COMMENTS _____

3. COURSE ORGANISATION

(i) How well was the course conducted?

Excellent				Poor
1	2	3	4	5

(ii) How well was the course planned?

Excellent				Poor
1	2	3	4	5

(iii) Did the segments of the course appear to progress in a logical way?

Yes				No
1	2	3	4	5

COMMENTS _____

4. PROGRAM STRUCTURE

(i) Were there too many segments?

Yes				No
1	2	3	4	5

(ii) Were the sessions too long?

Yes				No
1	2	3	4	5

(iii) Was there too much group work?

Yes				No
1	2	3	4	5

COMMENTS _____

5. PROGRAM/SESSION LEADERSHIP

(i) Effectiveness of the course leader?

Yes				No
1	2	3	4	5

(ii) How effective were session leaders?

Excellent				Poor	
1	2	3	4	5	

COMMENTS _____

6. USE OF AUDIO VISUAL AND OTHER TEACHING AIDS

(i) Did session leaders make good use of the overhead projector, slide projector, black board?

Yes				No	
1	2	3	4	5	

(ii) Was too much use made of these facilities?

Yes				No	
1	2	3	4	5	

(iii) Could more use be made of these facilities?

Yes				No	
1	2	3	4	5	

COMMENTS _____

7. Would you like to see changes made to the course program/organisation?

8. Would you recommend this course to other members of the organisation?

Please forward your comments to:

Senior Training Officer
Mr Alan Byrne
Department of CALM
Dwellingup 6213

Thank you for your co-operation.

Senior Training
officer - Mr Alan Byrne, Dwellingup.