Sharpen your skills
Strengthen your business
Shape your career
We have been intentional in bringing together the professional development program outlined in this booklet. Our goal is to model best practice for modern learning organisations through quality resources: formal, informal and social/collaborative learning opportunities; learning transfer and an openness to feedback and emerging ways of engaging with the modern workplace.

Whatever stage your career is at, continuous learning for your current and future roles, your industry and your profession will bring benefit to you and your organisation.

We hope that you take the time to read through this booklet and the learning opportunities that it presents as you develop your learning plan for 2018.

Jane Calleja  
National President  
Australian Institute of Training and Development
What sets you apart from the crowd?
Better skills, broader knowledge, agile mindsets.
These things don’t just happen. You have to be intentional about it – make a plan then be diligent in achieving your goals.
Informal-formal-relational, experience-education-exposure, 70:20:10. No matter what you call it, you need balanced input across a range of learning methodologies.
If you’re new to the profession, changing or expanding roles or at a more experienced stage in your career, it’s important to keep your skills and knowledge up to date.
Discover what opportunities AITD has for you.

Australian Institute of Training and Development

Professional development for your role, your team, your business, your career.
Training and Development magazine
A full-colour, quarterly feature publication packed with cutting edge articles, case studies, reviews, industry news and the latest on AITD membership and events.

Keep up to speed with themed magazines on learning and development core areas and trending topics. Follow through from your reading by connecting with leading thinkers on LinkedIn and Twitter: #AITDNatCon

Curated resources
Members can access essential reading for training, learning and development and HR professionals and keep up to date with the latest trends and developments within the industry. Dig deep into topic areas of interest with articles, conference presentations, papers and reports available on the AITD website.

Journals and eBooks
AITD members have access to over 4100 business magazines and journals and over 8000 business ebooks through the EBSCO Business Source database. The database is a goldmine for professional reading, research and references.
Communities of practice are online forums where members can learn from each other, work out loud, discuss emerging tools and technologies, share and curate resources (blogs, articles, books, sites, journal articles and beyond) and sharpen their skills through collaborative learning.

A community of practice moves beyond a general discussion group into a specific area of focus, and works towards improving the practice of the members.

AITD has Communities of Practice on a range of topics including: Facilitation, eLearning and Coaching and Mentoring.

Social Media

Our members-only LinkedIn discussion forum is the perfect place to share your thoughts, ask questions and get answers. Regular posts on the themes of the National Conversation connect people in discussions on key issues.

AITD has an active presence on social media through Twitter and LinkedIn. Follow @aitd1 on Twitter for latest updates and industry events and to connect with our global network of learning and development professionals.

You can connect with us by following #AITD2018, #AITDLearn, #AITDNatCon, #AITDMentoring, #AITDawards
Local Events

AITD’s local events provide an opportunity to learn from experts and network with other learning and development professionals. These events are held in various locations and are free or low cost for AITD members.

Local events connect with the themes of the National Conversation in a variety of formats and venues.

National Conversation

AITD is holding a National Conversation about topics relevant to training, learning and organisational development professionals. Through face-to-face events, online discussion forums and social media, conversations will be held linked to themes for AITD’s Training and Development magazine.

Every three months, a new conversation begins that connects individuals, AITD members, course participants, and beyond. It’s collaborative learning, sketch notes, working out loud, social media, curation, slide shares, outlines and conversations. The 2018 themes are Curation vs Creation; Learning Technology; Stand and Deliver and Learning Transfer.
Professional development for your role

Formal training in both face-to-face and online settings provides structured learning and practice opportunities. The Essentials series has been designed to take core topics for learning and development professionals and provide an overview of key content, theory, tools and practice. The MasterClass series has been designed for experienced learning and organisational development professionals to focus on the theory and practice of senior competencies.

Whatever your career stage in training, learning and organisational development, continuing professional development is essential.

Professional development for your team or business

Courses run in your organisation, when you need them, where you need them.

All AITD courses are available to be conducted in-house with your team. Our experienced facilitators will work with you to customise the experience for the best outcomes. Contact the AITD Programs Manager for more information.

Why in-house?

There are many advantages to having our courses run internally:

- Focus on particular areas of interest within the content
- Address lack of expertise in specific areas
- Team dynamics and morale can be boosted
- Your location minimises staff travel and venue costs
- Course registration costs are reduced (minimum numbers apply)

Our customers include: OPTUS, City of Sydney, Sigma Healthcare, Standards Australia, NSW Health, James Cook University and many more.

learn@aitd.com.au
Content curation is so much more than just gathering knowledge and content on a given subject or topic and publishing it in one place. Content curation considers the design, organisation, communication and social media implications of how the information is presented and allows for others to interact with what is being presented.

This online course will model best practice as you work your way through the learning process, engaging with the content, the trainer and other participants. Structured over four weeks with facilitated online content, discussions and webinars this course will give you an introduction to the essential knowledge that you need to communicate your ideas to your colleagues, your organisation and your global audience.

If you’re interested in growing your reflective practices, interacting with your knowledge networks, enhancing your organisational and design skills and want to consolidate and stretch your knowledge, then this course is for you.

This course explores key elements of organisation, navigation and design when presenting online ideas and projects. This is a hands-on course that requires learners to develop a curation project on a topic of their choice.
Virtual classrooms are becoming widely popular in order to bring quality facilitated learning experiences to a wide audience with consistency and operational efficiency.

This course will model virtual classroom delivery whilst equipping you to delve into the practical considerations and essential skills required for smooth, confident and reliable operation of LIVE online learning.

You will participate in 4 x live facilitated virtual classrooms, experience immersive learning activities and take away inspiration and ideas that you can apply with any web-conferencing software.

Every learning professional will benefit from a deeper understanding of how expert operation of virtual classrooms completes a blended learning program.
Data Analytics for Learning Professionals

One day course
Face-to-face
New in 2018

Now, more than ever, it’s essential for learning and development professionals to be able to work with various sources of data to produce evidence-based learning designed for maximum impact.

During this workshop we’ll cover the broad range of data available to us, zero in on what to look for and learn how to understand and represent what we’ve found. Ultimately, we’ll explore how these findings can be used to drive everything from learning needs analysis, to learning strategy, architecture, implementation and evaluation.

This workshop is essential for anyone wanting to understand the link between L&D and HR and the importance of detailed research to inform best practice, satisfy stakeholders and drive competitive advantage. We will examine questions such as “what is the data telling us?”, “where else can we find data outside L&D?”, “what can we do with it?” and “how does it inform our practice?”
Are you looking to push further into eLearning? Tired of click-next page-turners that lack engagement and results?

This is a practical, project-focused course with a tangible educational product being developed as a result of the learning. You’ll explore the theory and tools that will prepare you to shape the project around best practice over the final two weeks as you develop an action learning project with the authoring and development tools of your choice.

With both top-tier facilitator and peer feedback, you will create a resource and learn the process to develop eLearning content that delivers results. Your end product will reflect modern learning types and course designs as well as incorporating reward and recognition strategies, cutting edge multimedia and a range of content design options.

“The course is an excellent blend of acquisition and applying that learning into practice. I really enjoyed being able to play around and building lessons with the different authoring tools offered as well as the collaborative learning opportunities through peer feedback and discussions.”
Google’s technology playground has lots of apps to engage and organise your learners. G Suite for Education can provide you with skills to improve your own digital literacy expertise and further your understanding of adult learning environments.

This is a hands-on course where you will be inspired to stretch your own learning muscles, use your creativity and enjoy some free resources. This online course will model best practice as you work your way through the learning process, engaging with the content, the trainer and other participants.

Structured over eight weeks, with facilitated online content, discussions and webinars, this course will give you essential knowledge and practical skills to deliver creative, curated content for your learners. If you are interested in growing your knowledge networks, improving your understanding of online and eLearning environments, and would like to consider new ways to engage with your learners with video and augmented reality applications, then this is the course for you.

This course is designed for learning professionals who have some basic knowledge of Google docs or other applications and explores further how to contextualise and use Google’s technology playground for learning. This course includes an overview and use of Google Classroom.
If you are new to the world of adult learning, have recently taken up a training role in your industry or have taken over responsibility for learning in your organisation, then this course will give you the essential understanding that you need to do your role.

This course introduces essential principles of adult learning. You’ll explore the impact of learner engagement, memory, adult learning principles, neuroscience and learning environments.

You’ll also explore learning frontiers – the latest developments in the world of adult learning that will strengthen your programs, help build your personal network and knowledge, as well as introduce social and collaborative elements to engage learners.

“I liked the way our presenter tailored the information to the level of knowledge it meant that it was interesting and did not go over things we already knew.”
Is training the right solution? What are the business drivers and needs that require performance outcomes? How do we take evaluation beyond the happy sheet to measuring real results?

Needs Analysis and Evaluation are the bookends to the instructional design process. Done well, they have the potential to shape the process and improve learning outcomes, learning transfer and measurable performance results. They are essential areas of understanding for learning and development professionals, performance consultants and instructional designers.

This course will explore the stages, tools and techniques used to clearly identify needs and customise solutions as required, then how to evaluate the solutions once they’re been implemented. You’ll be able to widen the impact of your learning programs so they deliver a return on investment in performance and business results.

“Thoroughly enjoyed the course, I have done a number of needs analysis and evaluation frameworks, however it was good to build on my current knowledge and bust a few myths regarding best practice. The forum for the training was great, as you could build on other L&D professionals previous experiences.”
Do you design learning experiences for the training room, online or onsite? You need quality materials and an engaging learning process, shaped by the best tools and theory of instructional design.

In this one day Essentials course, you’ll learn how to analyse your context and engage adult learners in the light of adult learning principles, neuroscience and learner preferences.

Learn the tools of the trade that every instructional designer should know and how to put those tools to work in instructional design models and training projects as you design for maximum retention and learning transfer.

If you’re new to instructional design, or in need of a refresher to keep your skills current, then this course will equip you with flexible guidelines for designing effective learning experiences.

“It’s a great course to refresh your fundamentals about training and instructional design. People in this field tend to lose focus after every few years and this course is a great opportunity to brush up your theory and look at emerging trends in the training domain.”
eLearning is more than an online module produced by an authoring tool – it includes webinars, social and collaborative learning, self-guided/informal learning and more.

This online course will model best practice as you work your way through the learning process; engaging with the content, the trainer and other participants. Structured over eight weeks, with facilitated online content, discussions and webinars, this course will give you the essential knowledge that you’ve been looking for, as well as options to extend and dig deeper into specific content areas of your choice.

If you’re interested in eLearning and its possibilities, considering taking some of your content into eLearning format, or you’re already doing eLearning and want to consolidate and stretch your knowledge, then this course is for you.

Self-directed content with synchronous events in weeks 1, 3, 5 and 8 to introduce content and keep you on track.

“This course has been spot on for where I am at in my eLearning journey; It has taught me what to look out for to the extent that my LMS trainer from last week is considering doing the course! It is not just the content; the structure and interactivity have modelled good eLearning practice.”
Are you ready for the social age? Are you being intentional or adhoc about the social element of your learning programs and organisational culture?

Structured over eight weeks, with action-learning projects, facilitated online content, discussions, social media activities and webinars, this course will immerse you in the knowledge and theory of social and collaborative learning, as well as provide direct experience of the tools and processes.

Social and Collaborative Learning begins to tap into the vast resources and learning that exist beyond traditional training formats. By being intentional about engaging with these resources, individuals and organisations can position themselves for better outcomes and can gain a competitive edge.

Self-directed content with regular interaction, synchronous events and projects.

“AITD’s Social and Collaborative Learning course covered quite a diverse range of topic areas and formats (e.g. theoretical, applied, pictorial) which gave a comprehensive overview of this important form of learning.”
Do you work with groups of people? Are meetings, strategic planning, organisational development or change management in your role?

This MasterClass will develop your facilitation skills so that you can effectively prepare and carry out a range of processes to develop your people and business. You’ll learn how to establish the ground rules, engage the participants, keep things on track and deliver results.

Our top-tier facilitators will model best practice as you work your way through the learning process, engaging with the content and other participants, and reflecting on the content and experience as you go.

“I found both the content, and the style of delivery to be fantastically useful for my own development and confidence as a facilitator. The opportunity to engage both as a participant and also to be provided with a deeper insight into the choices made while facilitating the course was extremely beneficial - like two courses in one!”
Do you deliver presentations at conferences, meetings, interviews, event or training? Would you like to be do it better? Better prepared? Bettered structured? Better delivered?

This course will equip you to take the stage with confidence. You’ll learn how to strengthen your presence, engage an audience, communicate effectively, structure to suit your purpose and increase your persuasiveness. During this highly-interactive course you’ll have many practice opportunities with feedback from our top-tier presenters as you work through warming up and preparation, voice and body control, gestures and visuals, reading an audience and conveying authority and power.

If you’re already comfortable at the front of a room or you are moving into higher-stake presentations and are looking to refine and develop your skills, take the time to engage with the theory and best practice of persuasive presenting.

“I really enjoy being taken out of my comfort zone in a safe environment. I now need to reflect on what I learnt - owning the space, being natural, connecting with audience to name but a few examples. Thank you for helping me to develop my presentation and communication skills.”
Are you ready to move your project management skills from ad-hoc to intentional? How you managed projects but never but never had any formal frameworks for what you know? Are you managing projects and looking for higher-level skills and tools?

This MasterClass covers all key facets of this important area of work as it applies to learning and development professionals. You’ll learn the end-to-end process and explore the Project Management Body of Knowledge methodology.

You’ll learn about planning, attention to detail and follow up, sourcing appropriate content, facilities, equipment and presenters, and the basics of budgeting, marketing and evaluation.

If you want to run complex L&D projects, give your project management experience a strong theoretical framework, and learn practical tools and methods then this course is for you.

“A very valuable course to round out the L&D Managers / L&D Specialist knowledge.

“This course is exactly what I was after! Fantastic to cover project management with an L&D lens.”
Have you been asked to design or deliver training? Do you have expertise in your field and would like to be able to train others? Before you line up for a Cert IV TAE, Training Room Essentials will give you what you need to make quality training experiences happen.

You’ll learn essential ideas about creating the learning environment, writing your program to ensure engagement, tools of the trade and how to evaluate what you’ve done. From flip charts to apps, you’ll walk away with a kit of examples and equipment ideas that will make sure your training has an impact on the participants and the business. You won’t just learn how to run quality training - you’ll experience it throughout the day from top-tier trainers.

This course is suitable for people who design or deliver training. Whether you’re new to the training profession or want to refresh your skills and knowledge, this course will give you the tools and techniques to create inductions, develop new training, as well as review and revitalise existing programs. Register now to start or accelerate your training career.

“

It was clear and structured, that kept us engaged at all times. It provided a concrete foundation to build a program in its simplest form and yet open for solid content.

“
Online/Mobile Learning

In addition to face-to-face opportunities, we offer online learning in a range of formats to suit your schedule and budget. Visit aitd.com.au for details.

Communities of Practice
Online forums in facilitation skills, coaching and mentoring and eLearning.

LinkedIn Discussion Group
Post or respond to learning and development content with this active community of professionals.

eLearning Essentials
An eight week course with a combination of synchronous and asynchronous learning.
1 hour/week

Social and Collaborative Learning Essentials
An eight week course of action learning projects, synchronous and asynchronous learning.
1 hour/week.

eLearning MasterClass
An eight week course of action learning projects, synchronous and asynchronous learning.
1 hour/week.
Online/Mobile Learning

New in 2018

**Virtual Classroom**
A four week course of synchronous virtual classroom and asynchronous learning.
2 hours/week.

**Google Tools for Learners**
An eight week course of action learning projects, synchronous and asynchronous learning.
1 hour/week.

**Curation for Learning**
A four week course of synchronous virtual classroom and asynchronous learning.
2 hours/week.

**Hybrid Classrooms**
All AITD face-to-face courses can now be attended virtually using video conferencing technology. Contact AITD programs manager for details.
Webinars

Webinars are a quick and convenient way to learn.

AITD regularly hosts webinars with leading international and local presenters.

You can check out our previous webinar recordings on the AITD website or AITD YouTube Channel.

AITD webinars are an interactive, engaging learning experience.

6 tips to prepare for an AITD webinar:

1. Register online.
2. Read the preparation content.
3. Prepare a question to ask the presenter.
4. Have a link to your best resource on this topic ready to share in the chatroom.
5. Have your LinkedIn open and URL ready to connect with other participants.
6. If you’re on Twitter, follow the dialogue with @aitd1 and #AITDwebinar.
## Calendar of Events 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 April</td>
<td>Project Management MasterClass</td>
<td>Sydney</td>
</tr>
<tr>
<td>1 May</td>
<td>eLearning MasterClass</td>
<td>Online</td>
</tr>
<tr>
<td>2 May</td>
<td>Adult Learning Essentials</td>
<td>Melbourne</td>
</tr>
<tr>
<td>2 May</td>
<td>Presentation Skills MasterClass</td>
<td>Sydney</td>
</tr>
<tr>
<td>2 May</td>
<td>Instructional Design Essentials</td>
<td>Canberra</td>
</tr>
<tr>
<td>3 May</td>
<td>L&amp;D Project Management MasterClass</td>
<td>Canberra</td>
</tr>
<tr>
<td>8 May</td>
<td>Presentation Skills MasterClass</td>
<td>Adelaide</td>
</tr>
<tr>
<td>8 May</td>
<td>Training Room Essentials</td>
<td>Melbourne</td>
</tr>
<tr>
<td>8 May</td>
<td>Training Room Essentials</td>
<td>Perth</td>
</tr>
<tr>
<td>9 May</td>
<td>Presentation Skills MasterClass</td>
<td>Perth</td>
</tr>
<tr>
<td>10 May</td>
<td>L&amp;D Project Management MasterClass</td>
<td>Brisbane</td>
</tr>
<tr>
<td>14 May</td>
<td>Virtual Classroom Essentials</td>
<td>Online</td>
</tr>
<tr>
<td>15 May</td>
<td>Presentation Skills MasterClass</td>
<td>Brisbane</td>
</tr>
<tr>
<td>16 May</td>
<td>Project Management MasterClass</td>
<td>Melbourne</td>
</tr>
<tr>
<td>16 May</td>
<td>Needs Analysis and Evaluation Essentials</td>
<td>Sydney</td>
</tr>
<tr>
<td>17 May</td>
<td>Training Room Essentials</td>
<td>Canberra</td>
</tr>
<tr>
<td>22 May</td>
<td>Facilitation Skills MasterClass</td>
<td>Adelaide</td>
</tr>
<tr>
<td>22 May</td>
<td>Adult Learning Essentials</td>
<td>Perth</td>
</tr>
<tr>
<td>23 May</td>
<td>Presentation Skills MasterClass</td>
<td>Canberra</td>
</tr>
<tr>
<td>23 May</td>
<td>Training Room Essentials</td>
<td>Brisbane</td>
</tr>
<tr>
<td>24 May</td>
<td>Presentation Skills MasterClass</td>
<td>Melbourne</td>
</tr>
<tr>
<td>24 May</td>
<td>Training Room Essentials</td>
<td>Sydney</td>
</tr>
<tr>
<td>30 May</td>
<td>Curation for Learning</td>
<td>Online</td>
</tr>
<tr>
<td>31 May</td>
<td>Adult Learning Essentials</td>
<td>Sydney</td>
</tr>
<tr>
<td>13 June</td>
<td>Instructional Design Essentials</td>
<td>Adelaide</td>
</tr>
<tr>
<td>14 June</td>
<td>Instructional Design Essentials</td>
<td>Brisbane</td>
</tr>
<tr>
<td>19 June</td>
<td>Adult Learning Essentials</td>
<td>Canberra</td>
</tr>
<tr>
<td>19 June</td>
<td>Instructional Design Essentials</td>
<td>Melbourne</td>
</tr>
<tr>
<td>20 June</td>
<td>Adult Learning Essentials</td>
<td>Brisbane</td>
</tr>
<tr>
<td>21 June</td>
<td>Instructional Design Essentials</td>
<td>Sydney</td>
</tr>
<tr>
<td>26 June</td>
<td>Training Room Essentials</td>
<td>Adelaide</td>
</tr>
<tr>
<td>26 June</td>
<td>Virtual Classroom Essentials</td>
<td>Online</td>
</tr>
<tr>
<td>29 June</td>
<td>Facilitation Skills MasterClass</td>
<td>Perth</td>
</tr>
</tbody>
</table>

Dates subject to change. Check the AITD website.
Are you looking for some career direction? Feeling isolated in your current role? Ready to expand your comfort zone? Identified a gap in your skillset or just need someone to bounce ideas around with? Are you ambitious and driven? Up for what many describe as the best professional development opportunity around?

Perhaps you’ve been considering how you might contribute, or you have some wisdom and experience to share? You’ve experienced the value of good mentoring and it’s time you stepped up to the role. Perhaps you know someone who would benefit from being mentored?

The AITD Mentoring Program brings together experienced and successful professional members with other AITD members who are looking to develop their skills and careers. Knowledge sharing, advice, reflection - together, these elements become professional development that supports the participants to grow and reach their potential.

“Terrific opportunity to extend expertise with another motivated L&D professional. Whether you’re the mentor or the mentee, you’ll get something from this program.”
The 2018 AITD National Conference will take place on 7 - 8 June 2018 in Sydney, Australia.

AITD’s National Conference has a reputation for delivering thought-provoking presentations from a global range of top-level learning and development voices on contemporary issues relevant to learning and organisational development professionals.

Engage with the content as you network and discuss with other participants, processing the ideas and how you might apply them in your workplace. Join the back channel with global learning and development people questioning and responding to the ideas and experiences. Speakers include Julie Dirksen, Arun Pradhan, Michelle Ockers, Gina Brooks, Shannon Tipton and more.

Complement your experience with pre-conference workshops on 6 June on the topics of Design for Behavioural Change, Microlearning in Microtime and Data Analytics for Learning Professionals.
Your professional development may include submitting for an award or joining a judging panel. Preparing an award submission is an effective way to reflect on learning program development and business outcomes. Participating in a judging panel will expose you to leading learning organisations and contemporary workplace learning projects.

Follow the awards on Twitter with #AITDawards
About AITD

We are a professional body reaching across the Asia-Pacific region fostering a community of excellence for individual and organisational learning, training and development.

We achieve our purpose through:

- Developing our members.
- Facilitating networking and information exchange.
- Advocating on behalf of our members and professions
- Promoting and influencing professional excellence
Membership

Since 1971, AITD has been the professional association of choice for learning and development professionals across the Asia-Pacific region.

AITD members include trainers, educators, consultants, coaches, course coordinators, mentors, instructors, teachers, facilitators, designers and assessors.

What unites our members is a common belief in the value of continuous learning and ongoing professional development to build a thriving, adaptable workforce.

Membership provides access to a range of professional development opportunities as detailed in this booklet. Local events provide input and networking and offer a range of professional contribution options. AITD members receive discounted registration to all AITD events and professional development activities. See aitd.com.au for more information.
How can you contribute?

Your professional development also happens through how you contribute to your profession. As you prepare your learning plan, consider the diverse ways you can develop through volunteering your time and expertise, as well as through active participation in social media networks and discussion forums.

There are many ways to contribute to your profession within and beyond AITD. Opportunities within AITD include:

- Participating in short-term projects:
- Writing for *Training and Development* magazine
- Preparing research papers
- Volunteering as a divisional council or board member
- Hosting a regional learning/National Conversation event
- Reviewing books for *Training and Development* magazine
- Contributing to the LinkedIn discussion group
- Presenting at local events, courses or conference
- Facilitating/contributing to an online community of practice
- Mentoring
PROFESSIONAL DEVELOPMENT FOR

YOUR ROLE
YOUR TEAM
YOUR BUSINESS
YOUR CAREER

Sharpen your skills
Strengthen your business
Shape your career
PROFESSIONAL DEVELOPMENT
2018
aitd.com.au

Australian Institute of Training and Development

Suite 111, 410 Elizabeth St. Surry Hills NSW 2010
02 9211 9414
aitd.com.au
learn@aitd.com.au