Australian School of Business
Staff Induction Program: S1, 2008

Overview:
The Australian School of Business welcomes all new academic and professional staff appointed to the ASB in Session 1, 2008. The welcome is extended to newly appointed, continuing, full-time, part-time and contract staff, as well as adjunct and visiting staff.

The aims of the Staff Induction Program are to provide participants with:

- Information about the Australian School of Business, its structure and governance, operations, and strategic plans;
- The opportunity to meet and interact with other new staff;
- The opportunity to meet with the Dean, Associate Deans and senior professional staff in the ASB.

Details:

<table>
<thead>
<tr>
<th>Date</th>
<th>Thursday, 21 February 2008</th>
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</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Theatre 219, Australian School of Business Building</td>
</tr>
<tr>
<td>Time</td>
<td>9.15am – 1.00pm followed by lunch</td>
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</table>

Registration
To register for the ASB Staff Induction Program, please:
- Contact Nora Yim, Email: n.yim@unsw.edu.au or Phone: 9385-6785
- Provide the following information:
  - Name
  - School/Unit
  - Appointment type (academic, professional, adjunct etc.)
  - Email address and contact number

Additional Information
Please note that additional workshops are available to new staff as listed below:

- **Principles of Tutoring**: The Education Development Unit in the ASB has developed a training program specifically designed for new tutors in the Faculty. The Program ‘Principles of Tutoring’ involves training delivered over three Workshops. For more information about the program, please contact Shannon Kennedy-Clarke, email: shannon.clark@unsw.edu.au

- **UNSW Staff Induction**: UNSW Staff Development host regular information mornings to introduce new staff to the University community. Please refer to the UNSW Staff Development website at: [http://www.hr.unsw.edu.au/osds/](http://www.hr.unsw.edu.au/osds/) for information and dates.
## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Presenter</th>
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</thead>
<tbody>
<tr>
<td>9:15am</td>
<td><strong>Tea / Coffee</strong></td>
<td><strong>Level 2 Foyer, Australian School of Business</strong></td>
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<tr>
<td>9:30am</td>
<td><strong>Welcome</strong></td>
<td>Prof. Alec Cameron&lt;br&gt;Dean</td>
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<tr>
<td>9:45am</td>
<td><strong>Role of the Senior Associate Dean</strong></td>
<td>Prof. Wai Fong Chua&lt;br&gt;Senior Associate Dean</td>
</tr>
<tr>
<td>10:00am</td>
<td><strong>Overview of the Postgraduate Portfolio</strong></td>
<td>Prof. Chris Adam&lt;br&gt;Associate Dean Postgraduate Programs &amp; Director AGSM</td>
</tr>
<tr>
<td>10:15am</td>
<td><strong>Overview of the Undergraduate Portfolio</strong></td>
<td>Assoc. Prof. Prem Ramburuth&lt;br&gt;Associate Dean Undergraduate Programs &amp; Education</td>
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<tr>
<td>10:30am</td>
<td><strong>Morning Tea / Coffee Break</strong></td>
<td><strong>Level 2 Foyer, Australian School of Business</strong></td>
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<tr>
<td>10:45am</td>
<td><strong>Alumni &amp; Community Partnerships: Who we are and What we do</strong></td>
<td>Ms. Jane Westbrook&lt;br&gt;Director, Alumni &amp; Community Partnerships</td>
</tr>
<tr>
<td>11:00am</td>
<td><strong>Occupational, Health &amp; Safety</strong></td>
<td>Ms. Dianne Montgomerie&lt;br&gt;Facilities &amp; Project Manager</td>
</tr>
<tr>
<td>11:15am</td>
<td><strong>ASB Media &amp; Communications</strong></td>
<td>Ms. Marie Kelly&lt;br&gt;Director, Communications</td>
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<tr>
<td>11:30am</td>
<td><strong>Executive Programs</strong></td>
<td>Adj. Prof. Rosemary Howard&lt;br&gt;Executive Director, Executive Programs AGSM</td>
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<tr>
<td>11:45am</td>
<td><strong>Marketing Portfolio</strong></td>
<td>Ms. Megan Etheridge&lt;br&gt;Senior Marketing Manager</td>
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<tr>
<td>12:00pm</td>
<td><strong>Human Resources Functions</strong></td>
<td>Ms. Leigh Skene&lt;br&gt;Human Resources Consultant</td>
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## Agenda

### ACADEMIC STAFF PROGRAM

**Room 215 Australian School of Business**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter</th>
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</thead>
<tbody>
<tr>
<td>12:15pm</td>
<td>Learning &amp; Teaching @ UNSW</td>
<td>Ms. Jan McLean</td>
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<tr>
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<td>Learning &amp; Teaching @ UNSW</td>
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<tr>
<td>12:30pm</td>
<td>Learning &amp; Teaching support in the ASB / Teaching Awards</td>
<td>Assoc. Prof. Prem Ramburuth</td>
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<td>Associate Dean, Undergraduate Programs &amp; Education</td>
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<tr>
<td>12:45pm</td>
<td>Research @ Australian School of Business</td>
<td>Prof. Stephen Taylor</td>
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<td></td>
<td>School of Accounting</td>
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<tr>
<td>1:00pm</td>
<td>Lunch</td>
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</tbody>
</table>

**Business Lounge, Level 6 Australian School of Business**

### PROFESSIONAL STAFF PROGRAM

**Room 216 Australian School of Business**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:15pm</td>
<td>The Role of the General Manager / General Staff Awards</td>
<td>Ms. Sue Bennett-Williams</td>
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<td></td>
<td></td>
<td>Acting General Manager</td>
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<td>12:30pm</td>
<td>Role of the Head of School</td>
<td>Mr. Peter Roebuck</td>
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<td></td>
<td>Assoc. Head, School of Accounting</td>
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<tr>
<td>12:45pm</td>
<td>Role of the Administrative Officer</td>
<td>Ms. Nadia Withers</td>
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<td></td>
<td></td>
<td>Administrative Officer</td>
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<tr>
<td></td>
<td></td>
<td>School of Marketing</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Lunch</td>
<td></td>
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**Business Lounge, Level 6 Australian School of Business**