**INTERNAL DEVELOPMENT OPPORTUNITIES AVAILABLE (excluding Academic specific courses)**

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| **OPPORTUNITY** | **NATURE OF THE OPPORTUNITY** | **WEBSITE REFERENCE** | |
| 1.Basic Computer literacy | Very basics of how to use a mouse and then systematically develops the learner’s ability to the point of being able to create typed documents, gather information from the World Wide Web, send emails and manage files. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/itcourses/basiccomputerliteracy/> | |
| 2. Microsoft courses | The IT training courses are offered for the purpose of developing Rhodes Staff members in the field of IT so as to improve their effectiveness and efficiency in their work places. The Microsoft course presented are : Word, Excel and Outlook. All are presented at an introductory and advance level. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/itcourses/ittraining/> | |
| 3. Certificate in Office administration | This programme aims to equip learners with critical knowledge and skills to be effective office administrators. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/officeadmin/> | |
| 4. Certificate in Supervision) | This programme aims to equip learners with critical knowledge and skills to be effective supervisors. The course assessment requires application of the knowledge within the workplace thus the learner must be currently in a supervisory job or working towards a supervisory position or role. The learner’s own knowledge and experience is the foundation on which the course develops further learning. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/supervision/> | |
| 5.First Aid | First Aid is the help provided to a sick or injured person needing urgent medical support. It covers an extensive range of health situations and includes skills and specific knowledge, as well as the ability to evaluate situations and making correct decisions. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/firstaid/> | |
| 6. Safety Workshops | Workplace accidents are caused by unsafe conditions and unsafe acts or a combination of both. Through adequate training workplace accidents can be prevented. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/safetyworkshops/> | |
| 7. isiXhosa course | The course is a joint effort between the Human Resources Development office and the African Language Studies section of the School of Languages, to offer members of staff the opportunity to learn Xhosa in order to be able to converse at a simple level with the University’s vast number of Xhosa speaking staff, numerous students and members of the public. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/isixhosa/> |
| 8. Drivers licenses | To provide staff members with an appropriate driver license to perform his /her duties as required by the job profile. An external service provider will assist in obtaining the licenses. The following services are offered : leaners licence, Code 08, Code 10 and professional drivers permit (PdP) | <http://www.ru.ac.za/staffdevelopment/funding/driverslicense/> |
| 9.Management Development programme | A cadre of Heads of Departments and managers with the necessary skills will benefit the institution and its staff by ensuring that those in these leadership positions are able to effectively navigate the challenges of leadership and more specifically the challenges facing Rhodes University. More effective management will result in less stress and strain on those in leadership positions and better execution of the leadership role, contributing to institutional effectiveness. Staff in turn, respond well to effective management, feeling engaged with the goals of the institution and understanding their role current and future roles within the institution. | <http://www.ru.ac.za/staffdevelopment/developmentcourses/middlemanagementdevelopmentprogramme>/ |
| 10.Leadership Development programme | The programme consists of three elements:  **1.Personal leadership workshop**  Serves as an introduction to the programme, and the topics of ‘leadership’ and ‘leadership development’.  **2.Leading others workshop**  Aim is to develop personal and interpersonal awareness and skills, built on the core values of the institution.  **3.Leading in groups workshop**  Aim is to develop personal and interpersonal awareness and skills, built on the desired culture of the institution. Will focus on exercising leadership | <http://www.ru.ac.za/staffdevelopment/developmentcourses/leadershipdevelopmentprogramme/> |

**AVAILABLE FUNDING FOR FURTHER DEVELOPMENT**

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| 1. Remission of fees | Staff in recognised university posts, as well as those in outside funded posts in the University and associated institutions, qualify for concessions for study for themselves, spouse/partner and/or dependents at Rhodes University. | <http://www.ru.ac.za/humanresources/academicstaff/remunerationandbenefits/remissionoffees/> |
| 2. Ad hoc Funding | This Fund pays for costs associated with attending job-related training courses including course fees, travel, accommodation and subsistence. Such courses may include a staff member updating knowledge in a particular area, e.g. training on new legislation or developments in the field as well as courses to acquire particular skills, e.g. information technology skills (where in-house training is not offered at Rhodes), welding skills, catering skills, etc. Please note that the fund will not pay for external courses where similar courses are run in-house. | <http://www.ru.ac.za/staffdevelopment/funding/adhoctrainingfund/> |
| 3. Continuous Education learning | The Continuing Education Fund exists to assist support and academic staff wishing to further their formal education by helping to pay the tuition fees for part-time studies at an educational institution other than Rhodes University. | <http://www.ru.ac.za/staffdevelopment/funding/continuingeducationfund/> |