

**HUMAN CAPITAL
LEARNING AND DEVELOPMENT
STAFF DEVELOPMENT ACADEMY CALENDER 2023**

HOW TO ACCESS THE SDA

CPUT staff members can access the SDA by using the following options:

- Clicking on the following link: [CPUT – Bookings system](#)
- Using the search bar in Google Chrome to search up SDA.CPUT and clicking on the CPUT booking system.

The SDA homepage will open, and the following tabs will show in the header of the website:

Home, Induction, Booking Courses, Human Capital, Resources, Contact us.

The home page will welcome the staff member to the SDA and show the partnerships/ departments include.

HOW TO BOOK A COURSE

- Courses can be found under the Booking Courses tab.
- If you are interested in any learning programme/course please click on the “Read more” button.
- To book a course, simply click on the link available next to each available date for training, complete the questions and click submit.
- All staff members who make a booking are required to download the SDA Training Form which is available under the Resources tab on the Staff Development Academy.
- The purpose of the SDA Training Form is for staff members to complete their details for legislative purposes, and for their line manager to approve the training request by completing their details as well and signing off the form.
- It is the responsibility of the staff member making the booking to ensure that the completed and signed SDA Training Form is submitted via email to Caylin Kerspuy at kerspuyc@cput.ac.za within the given timeframe.
- Once we receive your application as well as your signed SDA Training Form, we will be in contact with you to confirm your attendance for training.

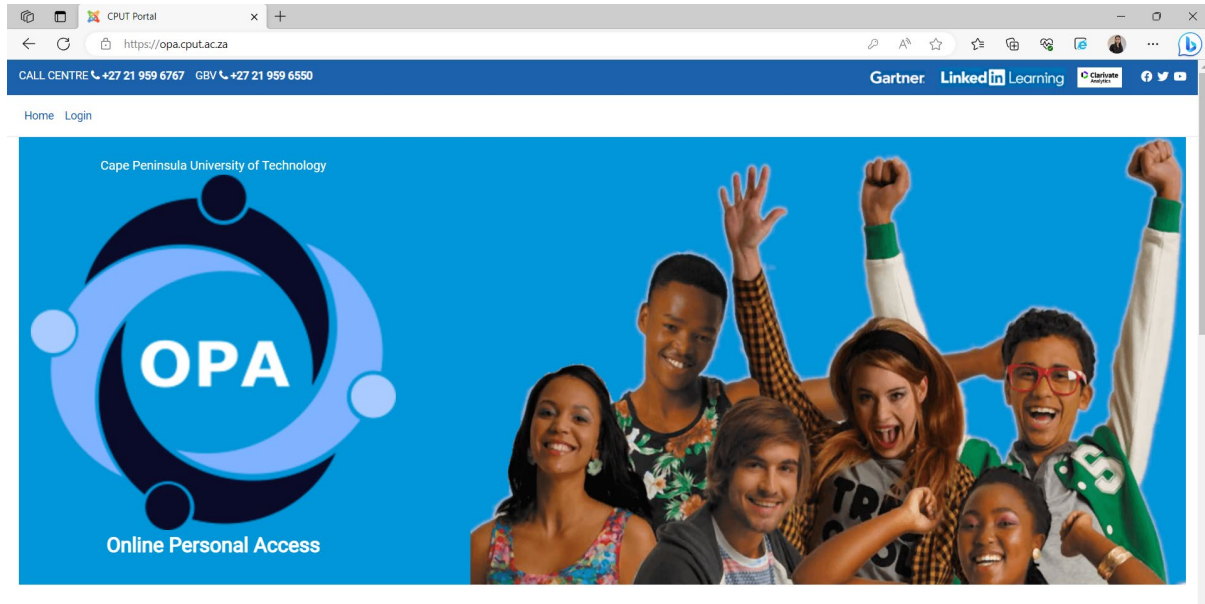
For any queries, please contact Caylin Kerspuy at kerspuyc@cput.ac.za .

*Please remember the Staff Development Academy offers a variety of different learning opportunities.

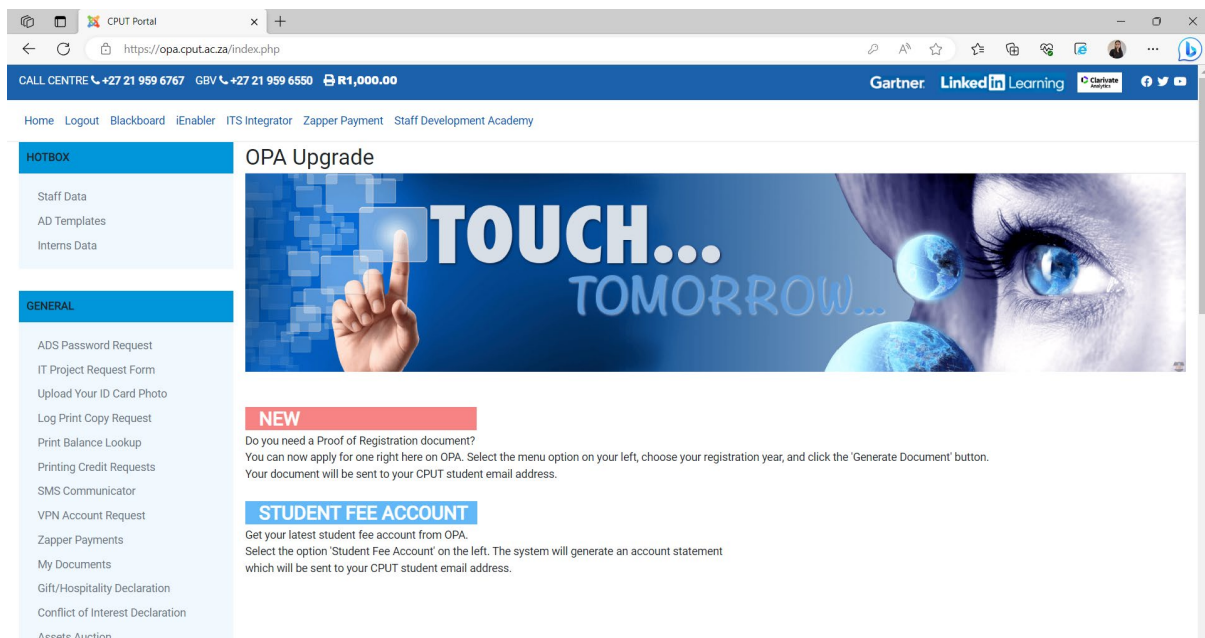
HOW TO LOG INTO LINKEDIN LEARNING

(Free online training programmes for CPUT staff members)

- Access CPUT OPA using the following link - <https://opa.cput.ac.za/>
- Click on the Login button as shown in the left corner of the image below:



- Once you have successfully logged in using your Outlook account username and password, please click on the LinkedIn Learning button as shown on the right side of the image below:



- Thereafter, log into LinkedIn using your Outlook account username and password.
- You will be given the option to either sync your personal LinkedIn account to LinkedIn Learning, or continue with your work account.

February 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Research Contracts at CPUT (15:00 – 16:00)	17	18	19
20	21	22	23 Research Project Pricing at CPUT (14:00 – 16:00) IP Basics (14:00 – 16:00)	24 HERS Prevention and Elimination of Harassment Within the Workplace (09:00 – 15:00)	25	26
27	28					

March 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3 ERM Awareness for Senior and Middle Management (09:00 – 11:00)	4	5
6	7 BarnOwl Training for Risk Champions (09:00 – 11:00)	8	9 Academic Paper Strategy (16:00 – 21:00)	10 Business Intelligence PowerHeda Overview (09:00 - 12:00)	11	12
13	14	15 Employment Equity Training (09:00 – 12:00)	16 ERM Awareness Training for Staff (09:00 – 11:00) Stress Management Training (Time TBC)	17	18	19
20 CPUTRF Pre-Retirement Workshop (10:00 – 12:30) Finance i-Enabler Training (10:00 – 12:30)	21	22	23 Project Management Training (Time TBC)	24	25	26
27	28 Finding Funding for Research (09:00-14:00)	29 Goal Setting Training (Time TBC)	30	31		

April 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 CHEC Understanding the Self in Relation to Others (09:00 – 13:00)	4	5 CHEC Understanding the Self in Relation to Others (09:00 – 13:00)	6 Assessor Training (Time TBC) CHEC Understanding the Self in Relation to Others (09:00 – 13:00)	7	8	9
10	11	12	13 First Step Supervision (Time TBC)	14 Understanding the Academic Structure On ITS (09:00 – 12:00)	15	16
17 Finance i-Enabler Training (10:00 – 12:30)	18 Academic Paper Conversion Workshop (Time: TBC)	19	20	21	22	23
24	25	26	27	28	29	30

Staff Development Academy Training Courses

May 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8 CHEC Trends in HE Thinking (14:00 – 17:00)	9	10 CHEC CLE (09:00 – 13:00)	11 Innovation Projects at CPUT (14:00 – 16:00) Academic Paper Strategy (16:00 – 21:00)	12 Adobe Acrobat Training (Time TBC) CHEC CLE (09:00 – 13:00)	13	14
15 Employment Equity Training (09:00 – 12:00) Finance i-Enabler Training (10:00 – 12:30) CHEC CLE (10:00 – 13:00)	16 The Conversation Africa Science Communication Workshop (Time TBC)	17	18 Research Project Pricing (14:00 – 16:00)	19	20	21
22 HERS Women in Leadership (Full Day)	23 ERM Fraud Prevention and Deterrence Awareness for Staff (09:00 – 11:00) HERS WIL (Half Day)	24 HERS WIL (Full Day)	25	26 Finance for Non-Financial Managers (Time TBC)	27	28
29 HERS WIL (Half Day)	30	31				

June 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Emotional Intelligence Training (09:00 – 16:00)			1	2 Business Intelligence PowerHeda Overview (09:00 – 12:00)	3	4
5 CHEC CLE (09:00 – 13:00)	6	7 CHEC CLE (09:00 – 12:00)	8 IP Basics (14:00 – 16:00)	9 Finding Funding for Research (09:00 – 14:00) CHEC CLE (09:00 – 16:00)	10	11
12 CPUTRF Pre-Retirement Workshop (10:00 – 12:30) Employment Equity Training (14:00 – 16:00) Assessor Training (Time TBC)	13 Innovation Projects at CPUT (14:00 – 16:00) Assessor Training (Time TBC)	14 First Step Supervision (Time TBC) Assessor Training (Time TBC)	15 Assessor Training (Time TBC)	16 	17	18
19	20	21 Academic Paper Conversion Workshop (21 & 22 June) (Time TBC)	22 Research Contracts at CPUT (15:00 – 16:00)	23 Academic Paper Strategy (16:00 – 21:00)	24	25
26	27	28	29	30		

July 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10 Finance i-Enabler Training (10:00 – 12:30)	11	12	13	14	15	16
17	18	19	20	21	22	23 HERS Emerging Leaders Programme
24 HERS Emerging Leaders Programme	25 HERS Emerging Leaders Programme	26 HERS Emerging Leaders Programme	27	28	29	30
31						

August 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3 Research Project Pricing (14:00 – 16:00)	4 Understanding the Academic Structure on ITS (09:00 – 12:00)	5	6
7 Employment Equity Training (09:00 – 12:00) CHEC CLE (09:00 – 12:00)	8	9	10 IP Basics (14:00 – 16:00) CHEC CLE (09:00 – 12:00)	11 CHEC CLE (09:00 – 12:00)	12	13
14 Finance i-Enabler Training (10:00 – 12:30)	15	16	17 Research Contracts at CPUT (15:00 – 16:00)	18	19	20
21 CHEC CLE (09:00 – 13:00) CHEC CEE (09:00 – 13:00)	22	23 CHEC CLE (09:00 – 13:00) CHEC CEE (09:00 – 13:00)	24 Innovation Projects at CPUT (14:00 – 16:00)	25 Business Intelligence PowerHeda Overview (09:00 – 12:00)	26	27
28 CHEC CEE (16:00 – 19:00)	29	30	31 CHEC CEE (16:00 – 19:00)			

September 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 Finding Funding for Research (09:00 – 14:00)	2	3 HERS SA Academy
4 HERS SA Academy CHEC CLE (09:00 – 13:00)	5 HERS SA Academy	6 HERS SA Academy CHEC CLE (09:00 – 13:00)	7 Ethics Management Training (Time TBC)	8 CHEC CLE (09:00 – 13:00)	9	10
11 CPUTRF Pre-Retirement Workshop (10:00 – 12:30) Finance i-Enabler Training (10:00 – 12:30)	12	13 CHEC CLE (09:00 – 13:00) CHEC CEE (09:00 – 13:00)	14	15 CHEC CLE (09:00 – 13:00) CHEC CEE (09:00 – 13:00)	16	17
18	19	20 First Step Supervision (Time TBC)	21	22	23	24
25	26 CHEC CLE (09:00 – 13:00) CHEC CEE (16:00 – 19:00)	27 CHEC CLE (09:00 – 13:00)	28 CHEC CEE (16:00 – 19:00)	29 CHEC CLE (09:00 – 13:00)	30	

October 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9 Academic Paper Strategy (16:00 – 21:00)	10	11	12	13 CHEC CLE (09:00 – 13:00) CHEC CEE (09:00 – 13:00)	14	15
16 Finance i-Enabler Training (10:00 – 12:30) CHEC CLE (09:00 – 13:00) CHEC CEE (09:00 – 13:00)	17	18	19	20	21	22
23 The Conversation Africa Science Communication Workshop (Time TBC)	24 CHEC CEE (16:00 – 19:00)	25	26 CHEC CEE (16:00 – 19:00)	27	28	29
30	31					

November 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3 Business Intelligence PowerHeda Overview (09:00 – 12:00)	4	5
6 CHEC CLE (09:00 – 13:00)	7 Academic Paper Conversion Workshop (Time TBC)	8 CHEC CLE (09:00 – 13:00)	9	10 CHEC CLE (09:00 – 13:00)	11	12
13 CPUTRF Pre-Retirement Workshop (10:00 – 12:30) Finance i-Enabler Training (10:00 – 12:30)	14	15	16	17	18	19
20	21 CHEC CEE (16:00 – 19:00)	22	23 CHEC CEE (16:00 – 19:00)	24	25	26
27	28	29	30			

December 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 CHEC CEE (16:00 – 19:00)	5	6 CHEC CEE (16:00 – 19:00)	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31