



**ASU career**  
**launchpad**

**make your career soar**



**ASU Career Launchpad**  
**On Demand Course Catalogue**

# Turbocharge Your Skills & Launch Your Next Career Move!

## Welcome to your ASU Career Launchpad Course Catalogue!

This catalogue is jam packed with courses to **Boost your Skills, Launch into Leadership, Ignite your IT Skills** and help ensure that your **Work Shouldn't Hurt**.

The ASU Career Launchpad is your exclusive member-only professional development program. Our courses, featuring presenters who are experts in their field, are designed to help you take the next step in your career and support you throughout your working life! All courses in this catalogue are available on-demand, which you can undertake at your own pace at a time that suits you.

Browse through the course catalogue and then jump online and start learning at:



[asucareerlaunchpad.tln.org.au](https://asucareerlaunchpad.tln.org.au)



*Great introductory session on the issue, presenter open and engaging with chat room, looking forward to delve into the extensive resources*

– ASU NSW & ACT Services Branch member

# Boost your Skills



## Managing Conflict and Handling Difficult Conversation

This program is designed for those seeking to understand managing conflict within the workplace further & handling difficult conversations more effectively.

We will cover a number of typical workplace scenarios including managing others, working with peers/colleagues, communicating upwards and communicating & collaborating across teams

## How to deal with Difficult Customers or Customer Aggression

This webinar will focus on how best to handle internal and external complaints at work. Expert presenter Monique will guide participants through the causes of complaints, how best to manage complaints for yourself and for others, as well as offer some practical takeaway tips and strategies

## Working with Difficult People

This course will focus on understanding differences & preferences individuals have in their communication & working styles and working with these differences more effectively within the workplace.

## Effective Time Management

This webinar will focus on enabling individuals to work smarter not harder as a function of more effective time management.

**Other courses include:**

- **Effective Workplace Communication**
- **Nutrition for Health and Wellbeing**
- **Supercharge your Public Speaking Skills**
- **Working in an Inclusive and Diverse Environment**
- **How to Run Effective Meetings**
- **NDIS Code of Conduct**
- **Conflict Management and Resolution in the Workplace**

*The presenter and content were useful. I am very appreciative to the ASU for providing this opportunity.*

– ASU Member, QLD Services Branch

# Launch into Leadership



## Having Tough Conversations & Making Difficult Decisions

This webinar will focus on enabling individuals to prepare, plan & act when needing to have difficult conversations with others within the workplace.

## Leading Others - Understanding Team Work & Team Dynamics

This program will focus on the skills needed to successfully manage a team and team dynamics. We will focus on the importance of understanding where a team is at and where it is heading.

## Stepping Up To Leadership

This program will introduce you to some of the fundamental skills needed to be an effective workplace leader. It is designed for those aspiring to become workplace leaders in the future and those who have recently moved into a leadership position.

- **Becoming a Successful Leader**
- **Contributing to and Leading High Performing Teams**
- **Introduction to Leading Others**
- **Leading and Managing Others**
- **Understanding Team Management**
- **Improving Workplace Culture and Morale**
- **Leading Change Management**
- **Introduction to Strategic Planning**

*The technology was excellent. It is great to not have to leave the home or office!*

– Queensland Together Branch member

*I wanted to increase my knowledge and skills in this area and be updated on any new information.*

– ASU Member, VIC/TAS Branch

# Ignite your IT Skills



## Become an Excel Expert - for all levels!

- Excel for Absolute Beginners
- Excel for Intermediate Users
- Cracking the Excel Pivot Table
- Macros in Excel

## Make your Presentations Stand Out – PowerPoint for Intermediates

## Cyber Security and Protecting Your Information Online

Cyber security and protecting your information online has been designed for people who don't have a strong background in internet security and for those who haven't really thought much about it before.

# Fire up your Finances



## Women and Super: Tips to Close the Gender Super Gap

### Presented by CareSuper.

This webinar will outline the challenges women face planning for retirement and provide some practical tips for women to be able to better save for their retirement and close the gender super gap.

## 4 Easy Steps to Take Control of Your Super

## Mastering Your Money - Budgeting on the Go



*Love it! Fantastic interactivity with polls and feedback section.*

– ASU WA, Branch member

# Work Shouldn't Hurt



## Work Life Balance, Resilience, Stress Management and Self Care

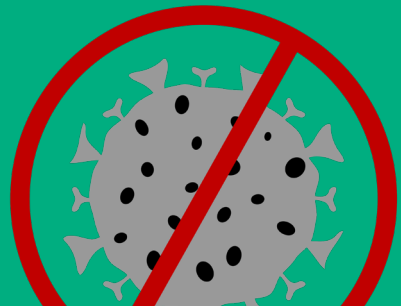
Balancing work and home isn't easy, many people struggle and find themselves crumbling under the pressure. It shouldn't be this way, work shouldn't hurt our home lives!

### Understanding Stress to Avoid Burnout

This webinar will focus on understanding stress within the workplace setting and provide practical tips to manage stress to avoid burnout.

- **Bullying and Intimidation in the Workplace**
- **Mental Health Awareness in the Workplace: Understanding the Basics**
- **The Work-Life Balancing Act**
- **Working in Heat - Protect Yourself from the Dangers of Working Outdoors**

# COVID 19



## Superannuation update with CareSuper

CareSuper will be running a special COVID-19 superannuation webinar for ASU Members to take you through your options and answer all of your superannuation questions.

## Working from Home Webinar for ASU Members

Many people have had to adjust to working from home during COVID-19. This webinar will focus on the skills and logistics required to successfully work from home.

## JobKeeper Webinar for ASU members 1 & 2

Get all of your JobKeeper questions answered!



# Launch your Next Career Move



## Preparing for a Successful Performance Review

This webinar will examine how you can prepare for and participate in a successful performance review to ensure your reviews are positive, results-focused and action-oriented!

## Applying For Jobs

## Dealing with Redundancy

## How to Land Your Next Job

## Managing Your Career and Networking

## Navigating Coaching with My Manager or Supervisor to Achieve Results

## Navigating your own career

### Job Application Toolkit:

Part 1 - Resumes

Part 2 - Key Selection Criteria

Part 3 - Interviews

# Parental Leave & You



# Introduction to being an ASU Delegate

## Session 1 - So You're Planning To Take Parental Leave

## Session 2 - Arranging Your Return To Work

## Session 3 - Transitioning Back To Work

## Session 1 - Role & responsibilities of the delegate and sources of workers rights

## Session 2 - Representing a member in a meeting with management

# How To Launchpad!



Are you keen to learn but feeling overwhelmed at the thought of attempting to access any of these courses?

**Don't panic! We are here to help!**

The ASU Career Launchpad is easy to use, all you need is a computer with internet access.

*If you are a member of the **ASU Taxation Officers' Branch** or the **United Services Union** please contact your branch for assistance.*



**If you have an issue at any point of this process, please contact your branch and they will be able to step you through the process.**

**For all other ASU branches follow these 4 easy steps!**

## Step One:

Go to <http://asucareerlaunchpad.tln.org.au/activate/>

Click the big green **ACTIVATE** button

## Step Two:

Enter your email address – this should be the email address that your union has for you.

## Step Three:

You will then be sent an email with a link to activate your account. Click on this link and you will be taken to a screen where you need to enter your details. And you're done!

## Step Four:

You are now in your ASU Career Launchpad Member Portal, from here you can access the full catalogue of online training videos and complete our courses on-demand!



## The ASU is one of the largest unions in Australia.

ASU members work in local government, energy, water, public transport, airlines, shipping, travel, ports, social and community services, information technology and the private sector clerical and administrative area.

Many ASU members don't receive ongoing professional development opportunities in their workplaces, so the ASU stepped up to help!

Since 2018 the ASU Career Launchpad has been providing ASU members with FREE professional development to help members learn new skills and open themselves up to new career opportunities.



<http://asucareerlaunchpad.tln.org.au>



To access the ASU Career Launchpad and other exciting member benefits, **join the ASU today at [asu.asn.au/asujoin](http://asu.asn.au/asujoin)**

## Contact your Branch

### **New South Wales and ACT (Services) Branch**

Phone: 1300 784 278  
E-mail: [membership@asu.org.au](mailto:membership@asu.org.au)

### **New South Wales United Services Branch**

Phone: 1300 136 604  
E-mail: [united@usu.org.au](mailto:united@usu.org.au)

### **Victorian Private Sector Branch**

Phone: (03) 9342 3300  
E-mail: [info@asupsvic.org](mailto:info@asupsvic.org)

### **Victorian and Tasmanian Authorities and Services Branch**

Phone: 1300 855 570  
E-mail: [comms@asuvictas.com.au](mailto:comms@asuvictas.com.au)

### **Taxation Officers' Branch**

Phone: (03) 9347 6080  
E-mail: [asutax@asutax.asn.au](mailto:asutax@asutax.asn.au)

### **Queensland (Services and Northern Administrative) Branch**

Phone: (07) 3844 5300  
E-mail: [general@theservicesunion.com.au](mailto:general@theservicesunion.com.au)

### **Queensland Together Branch**

Phone: 1800 177 244  
E-mail: [members@together.org.au](mailto:members@together.org.au)

### **South Australia and Northern Territory Branch**

Phone: (08) 8363 1322  
E-mail: [union@asu-sant.asn.au](mailto:union@asu-sant.asn.au)

### **Western Australian Branch**

Phone: (08) 9427 7777  
1800 064 657 (country callers)  
E-mail: [member.service@asuwa.org](mailto:member.service@asuwa.org)

**Make sure you sign up now for this ASU member-  
exclusive professional development program!**  
**<http://asucareerlaunchpad.tln.org.au>**