

## How WorkSmart works

### WorkSmart program

**WorkSmart** is a suite of professional development activities designed for professional staff at the University of South Australia.

The WorkSmart program consists of two semesters per year:

**Semester 1:** March – July

**Semester 2:** August – December

### Pre-registration

- The program is pre-released by email to directors, school managers and HR managers in January and June
- Staff can **pre-register through** their manager for up to **2 workshops per semester**
- Managers receive confirmation of staff registrations prior to program release

### Program release

- The WorkSmart program is officially released to all professional staff in February and July via an email from the Director of Human Resources
- **Staff are invited to register online for remaining workshop places**
- Registrations are confirmed via an automated response from RegisterIt

### Workshop confirmation

- After registering for a workshop you will be sent a meeting request
- **Accept the meeting request to confirm your place in the workshop**
- **TO CANCEL:** If you are unable to attend, **decline the meeting request** at least **72 hours prior to the workshop**

### WorkSmart waitlist

- Email [HRMworksmart@unisa.edu.au](mailto:HRMworksmart@unisa.edu.au) to go on the waitlist for full workshops
- You will be contacted in the event of vacancies in that semester's program
- **Please note:** the waitlist will be cleared after each semester. Pre-registrations take preference to the waitlist.

### Workshop attendance

- **ATTENDED:** The *Quals & Development* tab on your MyUniSA page will be updated
- **NON-ATTENDANCE:** \$100 will be charged to your local cost centre for cancellations within 72 hours or for non-attendance (unless special circumstances apply)
- **Staff can attend a maximum of 4 workshops per year unless negotiated by their manager**