ASU Career Launchpad

On Demand Course Catalogue
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](asucareerlaunchpad.tln.org.au)
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 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

Preparation 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.

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!

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.
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
Contact your Branch

New South Wales and ACT (Services) Branch
Phone: 1300 784 278
E-mail: membership@asu.org.au

New South Wales United Services Branch
Phone: 1300 136 604
E-mail: united@usu.org.au

Victorian Private Sector Branch
Phone: (03) 9342 3300
E-mail: info@asupsvic.org

Victorian and Tasmanian Authorities and Services Branch
Phone: 1300 855 570
E-mail: comms@asuvictas.com.au

Taxation Officers’ Branch
Phone: (03) 9347 6080
E-mail: asutax@asutax.asn.au

Queensland (Services and Northern Administrative) Branch
Phone: (07) 3844 5300
E-mail: general@theservicesunion.com.au

Queensland Together Branch
Phone: 1800 177 244
E-mail: members@together.org.au

South Australia and Northern Territory Branch
Phone: (08) 8363 1322
E-mail: union@asu-sant.asn.au

Western Australian Branch
Phone: (08) 9427 7777
1800 064 657 (country callers)
E-mail: member.service@asuwa.org

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

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