

PROFESSIONAL, EXECUTIVE AND MANAGEMENT PROGRAMMES

FEBRUARY TO JUNE 2012*



CIVIL SERVICE

ADMINISTRATIVE LAW	20-21 FEBRUARY 10-11 MAY
PENSIONS ADMINISTRATION TRAINING FOR CIVIL SERVICE STAFF	21-22 FEBRUARY 15-16 MAY
FREEDOM OF INFORMATION FOR DECISION MAKERS	23 FEBRUARY 26 APRIL
DATA PROTECTION AWARENESS (HALF DAY)	24 FEBRUARY 27 APRIL
CLERICAL OFFICER PROGRAMME	26 APRIL AND 31 MAY
EXECUTIVE OFFICER PROGRAMME	6-7 JUNE
BUDGETARY AND FISCAL REFORMS FOR THE CIVIL SERVICE (HALF DAY)	12 JUNE

LOCAL GOVERNMENT

A-Z OF LOCAL GOVERNMENT (VENUE: ENNIS, CO. CLARE):

FUNDING AND FINANCIAL MANAGEMENT	23 FEBRUARY	ENVIRONMENTAL SERVICES	21 MAY
HOUSING SERVICES	15 MARCH	ROADS & TRANSPORTATION SERVICES	18 JUNE
PLANNING SERVICES	17 APRIL	WATER SERVICES	27 JUNE

AUDIT AND GOVERNANCE

CERTIFICATE IN AUDIT SKILLS	MARCH COMMENCEMENT – DATES TO BE CONFIRMED
IDEA FOUNDATION	7-8 FEBRUARY
CORPORATE GOVERNANCE AND RISK MANAGEMENT	23 FEBRUARY 17 APRIL
AUDIT COMMITTEES – ROLE AND EVALUATION (HALF DAY)	27 FEBRUARY 16 APRIL
INTRODUCTION TO INTERNAL AUDIT	MODULE 1: 6-7 MARCH MODULE 2: 20-21 MARCH
CORPORATE GOVERNANCE REQUIREMENTS FOR PUBLIC BODIES	22 MARCH 24 MAY
RISK MANAGEMENT, ASSURANCE AND INTERNAL CONTROL SYSTEMS	6 JUNE

FINANCIAL MANAGEMENT AND TAXATION

FINANCIAL STATEMENTS FOR AUDIT COMMITTEES (HALF DAY)	24 APRIL
ERCT (RELEVANT CONTRACTS TAX)	1 MAY (DUBLIN) 3 MAY (ROSCOMMON) 10 MAY (CORK)
FINANCIAL AND PERFORMANCE REPORTING REGULATION	29 MAY

HUMAN RESOURCE MANAGEMENT

CERTIFIED MEDIATION TRAINING PROGRAMME	MODULE 1: 27-28 MARCH MODULE 2: 17-18 APRIL MODULE 3: 22-23 MAY
SUPERANNUATION ADMINISTRATION & PRACTICE - EDUCATION SECTOR	MODULE 1: 14-15 MARCH MODULE 2: 18-19 APRIL
PRACTICAL WORKFORCE PLANNING (TWO HALF DAYS)	21 MARCH AND 18 APRIL
DIVERSITY, EQUALITY AND INTERCULTURAL COMMUNICATION	22 MARCH 11 MAY
DIGNITY AT WORK – BULLYING AND HARASSMENT AWARENESS (HALF DAY)	23 MARCH 19 APRIL 7 JUNE
INTERVIEW PREPARATION FOR CANDIDATES	30 MARCH 10 MAY
INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	MODULE 1: 22-23 MAY MODULE 2: 26-27 JUNE

INFORMATION TECHNOLOGY

SYSTEMS MANAGEMENT WINDOWS 2007	PART 1: 6-8 FEBRUARY PART 2: 13-15 FEBRUARY
SYSTEMS MANAGEMENT SERVER 2008	PART 1: 27-29 FEBRUARY PART 2: 5-7 MARCH

LEADERSHIP & MANAGEMENT DEVELOPMENT

PROJECT MANAGEMENT: AN INTRODUCTION TO PROJECT MANAGEMENT TOOLS AND TECHNIQUES	21-22 FEBRUARY
MINUTE TAKING FOR MEETINGS (HALF DAY)	20 MARCH
TRAIN THE TRAINER	MODULE 1: 20 APRIL MODULE 2: 10 MAY MODULE 3: 8 JUNE
EFFECTIVE WRITING	11 MAY
PROJECT MANAGEMENT: MANAGING SUCCESSFUL PROJECT TEAMS	15-16 MAY
MANAGING CHANGE	22 MAY
MANAGING MEETINGS	7 JUNE
MANAGING AND DEVELOPING PEOPLE	12-13 JUNE

ENQUIRIES/BOOKINGS

FOR FURTHER INFORMATION OR TO BOOK A PLACE ON ANY OF THE EVENTS LISTED ABOVE, PLEASE CONTACT:

CENTRAL BOOKINGS OFFICE | TEL: (01) 2403666 | EMAIL: TRAINING@IPA.IE | WEB: WWW.IPA.IE | [CLICK HERE TO BOOK ONLINE.](#)