

LEARNING & DEVELOPMENT PROGRAMMES

LEADERSHIP AND MANAGEMENT DEVELOPMENT

		Corporate Rate	Non Corporate Rate
Courtroom Skills for Public Servants	8 Sept or 20 Sept	€445	€485
Business Process Improvement for Public Sector Managers	21-22 Sept or 21-22 Nov	€790	€870
Managing Conflict and Change in a Public Sector Environment	22 Sept	€395	€435
Training for Trainers	Mod 1: 26-27 Sept Mod 2: 6-7 Oct Mod 3: 25-26 Oct	€790	€870 per module
Presenting with Confidence	29-30 Sept	€790	€870
Interviewee Skills - How to succeed at your Interview	4 Oct or 8 Dec	€395	€435
Balancing your Priorities and Time	5 Oct	€395	€435
Effective Business Writing for Public Servants	6 Oct	€395	€435
Freedom of Information for Decision Makers	6 Oct	€395	€435
Moving into Management within the Public Sector	18-20 Oct	€885	€945
Communicating with Media and Public	20-21 Oct	€790	€870
Introduction to Project Management	2 Nov	€475	€475
Process Mapping for Decentralising Organisations	8 Nov or 5 Dec	€395	€435
Facilitating Groups and Teams	10 Nov	€395	€435
Managing and Chairing Effective Meetings	14 Nov	€395	€435
Identifying your Leadership Style for Public Sector Managers	16-17 Nov	€1000	€1000
Interpersonal Communication and Assertiveness	17 Nov or 15 Dec	€395	€435
Enhancing your Staff Performance through Coaching	21 Nov	€395	€435
Staff Communication to Changing Organisations	28-29 Nov	€790	€870

HUMAN RESOURCE MANAGEMENT

Introduction to Superannuation for Local Authority Staff	6-7 Oct	*	*
Interviewing for Recruitment & Selection	11-13 Oct	€1185	€1305
Introduction to Human Resource Management	Mod: 18-19 Oct Mod: 15-16 Nov	€1580	€1740
Grievance & Discipline Handling	25-26 Oct	€790	€870
Interviewing for Recruitment & Selection Refresher	27 Oct	€395	€435
Local Government Superannuation Administration & Practice	Mod: 9-11 Nov Mod: 6-7 Dec	*	*
Employment Law Update	11 Nov	€280	€320
Mediation and Conflict Resolution for Line Managers	15-17 Nov	€1185	€1305

FINANCE & PLANNING

Budget Management	19-20 Sept or 6-7 Dec	€790	€870
Understanding Published Accounts	19-20 Sept or 21-22 Nov	€790	€870
IDEA Level Two	20-22 Sept	€1185	€1305
Financial Reporting	27-28 Sept	€790	€870
Introduction to Internal Audit	Mod: 27-28 Sept Mod: 6-7 Oct or Mod 1: 2-3 Nov Mod 2: 6-7 Dec	€790	€870 per module
Introduction to Risk Management	18 Oct or 14 Dec	€395	€435
Finance for Non Financial Managers	18-20 Oct	€1185	€1305
Payroll Administration & Management (in conjunction with the Payroll Institute of Ireland)	27-28 Oct or 15-16 Dec	€790	€870
Costing Services	1-2 Nov	€790	€870
IDEA Level One: Fundamentals	7-8 Nov	€790	€870
IDEA Space	9-10 Nov	€790	€870
Basic Bookkeeping	10 Nov	€395	€435
Financial Awareness	15 Nov	€395	€435
Financial Reporting for Local Government	16-17 Nov	€790	€870

Many of our Training Courses can be delivered in-house for an individual organisation or regionally to cater for a mix of participants from adjacent areas.

INFORMATION TECHNOLOGY

		Corporate Rate	Non Corporate Rate
CIW Foundation - Complete	26 Sept to 19 Oct	€2225	€2400
CIW Internet Business Foundations	26-28 Sept	€1250	€1375
CIW Network Technology Foundations	10-11 Oct	€825	€925
CIW Site Development Foundations	17-19 Oct	€1250	€1375
Security Training for IT Professionals	Part 1: 10-13 Oct Part 2: 1-4 Nov	€3050	€3050
MapInfo Introductory	3-4 Oct	€700	€725
MapInfo Advanced	20-21 Oct	€750	€800
ECDL Advanced - Word Processing	Part 1: 27-28 Oct Part 2: 17-18 Nov	€1525	€1725
A+ Certificate - Complete	1 Nov - 13 Dec	€3750	€4050
A+ PC Fundamentals	1-2 Nov	€550	€600
A+ Core Hardware	Part 1: 14-16 Nov Part 2: 21-23 Nov	€1750	€2150
A+ Operating Systems	Part 1: 28-30 Nov Part 2: 12-13 Dec	€1750	€2150
CIW Web Site Designer - Complete	14 Nov - 7 Dec	€1975	€2125
CIW Design Methodology and Technology - Tools	14-17 Nov	€1650	€1825
CIW Design Methodology and Technology - Languages	5-7 Dec	€1250	€1375
AutoCAD Foundation	Part 1: 24-25 Nov Part 2: 1-2 Dec	€1275	€1375
ECDL Advanced - Spreadsheets	Part 1: 5-6 Dec Part 2: 15-16 Dec	€1525	€1725

SEMINARS

Making a Success of Public Service Sector Web Sites	13 Sept	€375
Transposing EU Legislation: Research, Advice and Drafting	15 Sept	€140

ACCREDITED PROGRAMMES

LEADERSHIP AND MANAGEMENT DEVELOPMENT

Certificate in Personal Effectiveness and Managing Performance	Commencing 14 Sept	€2900
Certificate in Management Development	Castlebar Dublin Dundalk Roscrea	€1995
	Commencing 6 Oct 28 Sept 20 Oct 4 Oct	
Certificate in Managing Change	Commencing 11 Oct	€2600
Certificate in Project Management	Commencing 6 Oct	€2500
Diploma in Project Management	Commencing 11 Oct	€4450

FINANCE & PLANNING

Certificate in Audit Skills	Commencing 20 Sept	€5000
Certificate in Public Procurement	Two programmes commencing 21 Sept and 22 Nov	€4000

HUMAN RESOURCE MANAGEMENT

Certificate in Public Sector HRM Practice	Commencing 5 Dec	€3650
Certificate in HRM for Line Managers	Commencing 29 Nov	€3000
Workplace Organisation & Mediation Skills	Two programmes commencing 4 Oct 2005 and 16 Jan 2006	€2370 €2610

INFORMATION TECHNOLOGY

Diploma in Computer Studies	Commencing Oct	From €2550
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SECTOR SPECIFIC PROGRAMMES

Certificate in Civil Service and State Agency Studies	Commencing Sept
Certificate in Health Services	Commencing Sept
Diploma in Healthcare Management	Commencing Oct
Certificate in Local Government Studies	Commencing Sept
Diploma in Local Government Studies	Commencing Sept

Corporate Rates apply to members of the Institute of Public Administration. Unless otherwise specified all courses will be held at the IPA Training and Education Centre in Lansdowne Road, Dublin 4
* Please enquire for Local Authority Rates

Further details of all programmes are available on the IPA website www.ipa.ie. Alternatively please contact **Caroline Doyle**, Training and Development on **01 240 3666** or email cdoyle@ipa.ie