IPA
AN FORAS RIARACHÁIN
INSTITUTE OF PUBLIC
ADMINISTRATION

**HOUSING
TRAINING
NETWORK**
Providing training, education,
resources and events

Managing Information Systems:
Providing Practical Solutions to Housing Practitioners

This one-day training course will be of interest to all staff who work in the Housing Sections of Local Authorities and wish to explore ways in which to manage information / data in a more effective and efficient manner.

Participants may work as a line manager or a team member working with large volumes of data and tasked with producing management reports. This programme will provide participants with the knowledge necessary to develop a more structured and systematic approach to managing data and producing reports from IT systems.

An effective Management Information System is essential for processing data in a manner which ensures the provision of accurate and current information to management and thereby facilitate strategic decision-making. Planning, controlling and administrating are the main components of such a system and will therefore form the basis of this training.

As iHouse is the IT system most commonly used by Local Authority housing staff, it will be referred to in the training.

The course will explore business tools and techniques that will help Local Authority staff identify problems and define and implement solutions.

Fees and Application

The cost of the one-day course is €250 per person.

Booking can be done online on the IPA website: www.ipa.ie

1-DAY PROGRAMME

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Dates and Venues:
11 September 2019 (Mullingar Park Hotel, Co. Westmeath N91 A4EP)
3 December 2019 (IPA Dublin)

Course Trainer:

Eileen Davis, BSc (Hons) Computer Science, NDip in Software Engineering, ProfDip Statistics for Policy Evaluation, NCert Computer Science, NCert Marketing.

Programme Coordinator

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Senior Local Government Specialist Institute of Public Administration
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Management Information Systems:

What are Management Information Systems? Why do we use them? Are we getting the most from our Systems?

The course will explain why Information / Data Management is so important to ensuring Quality, Efficiency, Compliance, Security & Sharing.

Unleashing the power of Project Management:

The training will introduce Project Management principles and will discuss ways to manage large Projects and break these Projects into deliverable tasks. We will offer guidance on how to use Project Management skills to deliver objectives on time with the resources available: e.g. managing the Summary of Social Housing Assessments Project Life Cycle.

Explore problem solving and discuss the formulation of solutions:

We will examine methods to help identify problems, investigate the nature of these problems and look at the best approach to formulating and implementing a solution. We will discuss & demonstrate practical solutions to common Housing issues e.g. Delivery of SSHA, Stock Reconciliation.

Business Intelligence / Reporting: How to manipulate your data & Produce Quality reports.

We will refer to iHouse (iReports) and discuss common fields and explain how to run, sort, filter, group and export data to Excel and use Excel's functionality to further manipulate your data e.g. Auto Filter, Pivot Tables.

Applications Team

- Use iReports to identify Dataset that need to be cleansed in order to deliver the annual S.S.H.A. Project. (Summary of Social Housing Assessments)
- Show you how to produce reports for your Council meetings / Returns
- Show how you can build a review process to review qualified households

Property Team
- Manage & account for your stock portfolio
- Discuss & report on important Fields e.g. Municipal District/Acquisition Type /Property Status / Letting status/Acquisition Date

Tenancy Team

- Show how you can reconcile your Active Tenancies with your Financial Management System
- Produce Reports by Municipal district
- Produce Reports by Acquisition type e.g. Leased, RAS, AHB

We will show you a glimpse at the future of reporting in Local Authorities with a view of various other Reporting Options and Visualization Tools.

Course Details

The course will take place from 9.30am to 5.00pm (approximately). Tea/Coffee and lunch will be provided.

Participants will receive course documentation on the day.