



Managing Information Systems:

Providing Practical Solutions to Housing Practitioners

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

This intensive training course will be of particular relevance to those who work on the coalface of Housing. Participants may work as line managers and manage a team of staff or may be a Team Member. Participants may work with large volumes of data and are required to produce reports regularly to management. This programme seeks to empower participants by providing the knowledge that will help develop a more structured and systematic approach to managing your data and help you produce reports from your Systems.

An effective Management Information System is an essential tool for processing data in a manner that provides 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 therefore form the basis of this training programme.

Given that iHouse is the system most commonly used by Local Authorities, it will be referred to in this 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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Date:

28th November 2018

Venue:

Tullamore Court Hotel,
Tullamore, Co. Offaly

Course Trainer:

Eileen Davis, BSc (Hons)
Computer Science, NDip in
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Statistics for Policy Evaluation,
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Complete Impact Assessment Test

To complete the course, participants will be given an Impact Assessment Quiz. This voluntary online multi-choice quiz is designed to help to embed the information provided during the course. It normally takes place approximately two weeks after the training and can be undertaken a number of times if necessary.

Please be advised that participant email addresses for those enrolled on relevant IPA NHTDP programmes, including this course, will be shared with TestReach Ltd for the purposes of completing the Impact Assessment Quiz. TestReach Ltd is a provider of online assessment services based in Dublin, Ireland.

Training Course Content & Aims:

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 Principals and will discuss ways to manage big projects & 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 and 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.