

## Learning & Development

### Schedule of Training and Conference Events: September to December 2018

The Institute of Public Administration (IPA) offers a comprehensive range of interventions for management and staff of Public Sector organisations to enable individual development and support organisational change initiatives. Our upcoming public training course schedule is outlined below. Unless otherwise stated, courses are one day in duration and will take place at the IPA Training and Education Centre, 57-61 Lansdowne Road, Ballsbridge, Dublin D04 TC62.

#### IPA & PROFESSIONALLY ACCREDITED PROGRAMMES

<b>IPA Certificate in GDPR and Data Protection (3 Days)</b>	17-19 September   15-17 October   26-28 November
<b>PRINCE2® Foundation: Exam Preparation &amp; Certification (3 Days)</b>	19-21 September   24-26 October   12-14 November   10-12 December
<b>PRINCE2® Practitioner: Exam Preparation &amp; Certification (2 Days)</b>	24-25 September   13-14 December
<b>Certificate in Audit Skills (CIPFA Accredited)</b>	Commencing 25-27 September
<b>CIPD Foundation Certificate in HR Practice</b>	Commencing 4 October (IPA Dublin) and 30 October (EPA Wexford)
<b>CIPD Foundation Diploma in HR Practice</b>	Commencing 27 September (IPA Dublin) and 22 October (EPA Wexford)
<b>CIPD Foundation Certificate &amp; Diploma in Learning &amp; Development</b>	Commencing 16-17 October
<b>CIPD Foundation Diploma in Learning &amp; Development</b>	Commencing 11 October
<b>Certified Mediation Training Programme (MII Accredited)</b>	Commencing 16-17 October

#### SHORT AND MODULAR TRAINING COURSES\*

##### AUDIT AND GOVERNANCE

<b>Corporate Governance State &amp; Public Sector Bodies</b>	27 Sept   12 Dec
<b>Audit Committee Member Training (½ Day)</b>	9 October
<b>Board Secretary: Duties and Priorities</b>	10 October
<b>Risk Management for Public Service Organisations &amp; State Bodies</b>	18 October
<b>Managing Relations with Charities: Regulation, Funding &amp; Oversight</b>	19 October
<b>Statutory Obligations for Public Bodies (½ Day)</b>	1 November
<b>Introduction to Internal Audit (2 x 2 Days)</b>	5-6 & 21-22 November
<b>Oversight of State Bodies: Oversight Agreements, Performance Delivery Agreements and KPIs (½ Day)</b>	9 November
<b>Advanced Risk Management for Public Service Organisations &amp; State Bodies: Risk Champions &amp; Risk Appetite (½ Day)</b>	13 November
<b>Code of Practice for the Governance of State Bodies</b>	14 November
<b>Whistleblowing &amp; the Protected Disclosures Act 2014 (½ Day)</b>	16 November
<b>Audit Reports with Impact</b>	27 November

##### FINANCIAL MANAGEMENT

<b>Bookkeeping and Accounting</b>	19 September   4 December
<b>Understanding Financial Reports of Public Bodies</b>	10 Oct   14 Dec
<b>Accounting for Civil Service and Vote Funded Bodies</b>	23 October
<b>Finance for Non-Financial Managers</b>	13 November

#### HUMAN RESOURCE MANAGEMENT

<b>FOI for Decision Makers</b>	6 Sept   15 Oct   6 Nov   14 Dec
<b>Advanced FOI: How to Prepare Submissions for OIC</b>	5 Oct   3 Dec
<b>Freedom of Information for Internal Reviewers</b>	26 Oct   22 Nov
<b>Competency Based Interviewee Preparation</b>	18 September   24 October   20 November   5 December
<b>Competency Based Interviewer Preparation</b>	25 September   23 October   14 November   4 December
<b>Grievance and Discipline Management</b>	26 September
<b>Developing &amp; Maintaining a Positive Workplace</b>	9 Oct   12 Nov   7 Dec
<b>Performance Management Skills for Line Managers</b>	9 October   13 November   11 December
<b>Mediation Skills for Managers (2 Days)</b>	10-11 December

#### LEADERSHIP AND MANAGEMENT DEVELOPMENT

<b>Introduction to GDPR and Data Protection</b>	26 September   25 October
<b>Managing Meetings</b>	3 October
<b>Effective Business Writing</b>	5 October
<b>Minute Taking for Meetings (½ Day)</b>	9 October   8 November
<b>Social Media Strategies for Public Service Organisations</b>	10-11 October
<b>Managing and Developing People (2 Days)</b>	15-16 November
<b>Leadership in Local Government (Prog 2)</b>	Commences 19-20 November
<b>Collaborative Leadership (2 Days)</b>	21 and 28 November

#### PROJECT MANAGEMENT

<b>Introduction to PRINCE2®</b>	17 September   16 November
<b>Project Management in Practice (2 Days)</b>	8-9 Oct   5-6 Nov   10-11 Dec
<b>PRINCE2® for Project Boards</b>	22 October
<b>Mastering Effective Teamwork: SCRUM (2 Days)</b>	1-2 November
<b>Introduction to Programme Management (2 Days)</b>	3-4 December
<b>ITIL Foundations</b>	5-7 December

#### CIVIL AND PUBLIC SERVICE

<b>Executive Officer Programme (2 Days)</b>	19-20 September
<b>Higher Executive Officer Programme (2 Days)</b>	18-19 October
<b>Assistant Principal Programme (3 Days)</b>	4 & 24 October & 14 November
<b>Courtroom Skills/Expert Witness</b>	19 October
<b>Introduction to Administrative Law (2 Days)</b>	8-9 November

#### LOCAL GOVERNMENT AND NATIONAL HOUSING TRAINING & DEVELOPMENT PROGRAMME (NHTDP)

<b>Standards for Rented Houses (4 Days)</b>	25-26 September & 16-17 October
<b>Planning and Part V for Housing Practitioners (1½ Days)</b>	8-9 October
<b>Social Housing Induction Course</b>	18 Oct   12 Nov   6 Dec
<b>LGDA Conference 2018</b>	24-25 October (Kilkenny)
<b>New Thinking for Housing (4 Days)</b>	Commencing 14-15 November
<b>Managing Info Systems for Housing Practitioners</b>	28 Nov (Tullamore)

\*Dates are correct at time of printing but may be subject to change. Please see our website for further information.  
All courses are subject to minimum participant numbers.