

Learning & Development

Schedule of Training and Seminar Events: September to December 2019

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

Certified Mediation Training Programme (MII Accredited)

Mod 1: 24-25 Sept | Mod 2: 15-16 Oct | Mod 3: 12-13 Nov

Certificate in Audit Skills (CIPFA Accredited)

Mod 1: 2-4 Sept | Mod 2: 21-23 Oct | Mod 3: 12-14 Nov | Mod 4: 3-5 Dec

CIPD Foundation Certificate in Human Resources Practice

Unit 1 commencing 2 October

CIPD Foundation Diploma in Human Resources Practice

Unit D1 commencing 26 September (Dublin)

Unit D1 commencing 22 October (Wexford)

CIPD Foundation Certificate in Learning & Development

Unit 1 commencing 16-17 October

IPA Certificate in GDPR and Data Protection (3 Days)

25-27 September | 22-24 October | 20-22 November

PRINCE2® Foundation: Exam Preparation & Certification (3 Days)

25-27 September | 23-25 October | 20-22 November

PRINCE2® Practitioner: Exam Preparation & Certification (2 Days)

30 September – 1 October | 2-3 December

SHORT AND MODULAR TRAINING COURSES*

AUDIT AND GOVERNANCE

Corporate Governance for State & Public Sector Bodies

4 September | 26 November

Introduction to Internal Audit (2 x 2 Days)

Module 1: 19-20 September | Module 2: 2-3 October

Managing Relations with Charities: Regulation, Funding SORP

8 October

Culture, Ethics and Governance for Public Sector Bodies (½ Day)

14 October

Board Secretary: Duties and Priorities

17 October

Audit Committee Member Training (½ Day)

21 October

Whistleblowing & the Protected Disclosures Act 2014 (½ Day)

22 October

Risk Management for Public Service Organisations & State Bodies

24 October

Statutory Obligations for Public and State Bodies (½ Day)

11 Nov

Oversight of State Bodies: Oversight Agreements, Performance

Delivery Agreements and KPIs

14 November

Code of Practice for the Governance of State Bodies 2016

18 November

FINANCIAL MANAGEMENT

Finance for Non-Financial Managers (2 Days)

11-12 Sept | 11-12 Nov

Bookkeeping and Accounting

19 Sept | 28 Nov

Understanding Local Government Finance

23 Sept (Dublin) | 9 Oct, 16 Oct & 13 Nov (Castlebar) | 17 Oct (Cork)

Understanding Financial Reports of Public Bodies

3 October

Accounting for Civil Service & Vote Funded Bodies

24 Oct | 2 Dec

HUMAN RESOURCE MANAGEMENT

Competency Based Interviewer Preparation

19 Sept | 14 Nov | 3 Dec

Competency Based Interviewee Preparation

1 October | 22 October | 20 November | 10 December

Grievance and Discipline Management

10 October

Freedom of Information for Decision Makers

30 October | 6 December

Mediation Skills for Managers (2 Days)

30-31 October

Designated Person Training

21 November

Performance Management Skills for Line Managers

28 November

LEADERSHIP AND MANAGEMENT DEVELOPMENT

Introduction to Data Protection and GDPR

16 Sept | 18 Nov

Innovation and Collaboration for Growth Seminars

24 Sept & 19 Nov

Minute Taking for Meetings (½ Day)

11 October | 21 November

Time Management

30 October

Managing People (2 Days)

12-13 November

Managing Meetings

13 November

Effective Business Writing

19 November

PROJECT MANAGEMENT

Project Management in Practice (2 Days)

16-17 September | 24-25 October | 25-26 November

Introduction to PRINCE2®

14 October | 19 November

PRINCE2® for Project Boards: Project Governance

22 October

Mastering Effective Teamwork: SCRUM (2 Days)

23-24 Sept | 25-26 Nov

ITIL Foundations

7-9 October | 16-18 Dec

Introduction to Programme Management

9-10 December

CIVIL AND PUBLIC SERVICE

Introduction to Administrative Law (2 Days)

31 October – 1 November

Courtroom Skills/Expert Witness

15 November

Assistant Principal Programme for newly appointed APs (3 Days)

1 and 17 October and 7 November

Executive Officer Programme (2 Days)

8-9 October

Higher Executive Officer Programme (2 Days)

30-31 October

Social Media Strategies for Public Sector Organisations (2 Days)

4-5 November

LOCAL GOVERNMENT AND HOUSING TRAINING

NETWORK

Management Information Systems for Housing Practitioners

11 September (Mullingar) | 3 December (Dublin)

Dealing with Anti-Social Behaviour (1½ Days)

26-27 September (Limerick) | 28-29 November (Dublin)

Debt Management Training (4 Days)

30 Sept – 1 Oct & 14-15 October

New Thinking for Housing (4 Days)

3 October and 19 November 2019 | 27-28 February 2020

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