IPA
AN FORAS RIARACHÁIN
INSTITUTE OF PUBLIC
ADMINISTRATION
IPA ONLINE

ONLINE SPECIALIST-LED
COURSES AND WEBINARS

Online Specialist-Led Training and Webinar Events: January to July 2021

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 public training course and webinar schedule is outlined below.   Courses are typically delivered remotely and facilitated by subject matter experts. Please see www.ipa.ie for further details.

IPA & PROFESSIONALLY ACCREDITED PROGRAMMES

IPA Certificate in GDPR and Data Protection *(3 Days)*
4, 11 &18 Feb | 4, 11 &18 Mar |6, 13 & 20 May | 3, 10 & 17 June | 8, 15 & 22 July

PRINCE2® Foundation: Exam Preparation & Certification *(3 Days)*
27-29 Jan | 24-26 Feb | 24-26 March | 26-28 May | 23-25 June | 28-30 July

PRINCE2® Practitioner: Exam Preparation & Certification *(2 Days)*
4-5 February | 5-6 July

Certified Mediation Training Programme (MII Accredited)
Mod 1: 2-3 February |Mod 2: 23-24 February | Mod 3: 22-23 March
Mod 1: 27-28 April |Mod 2: 11-12 May | Mod 3: 1-2 June

Certificate in International Public Financial Management (CIPFA)
Financial Management Module: 4-5 March, 22-23 March & 20-21 April
Management Accounting Module: 22-23 Feb, 6-7 April & 4-5 May

Certificate in Audit Skills (CIPFA)
Mod 1: 14-16 April | Mod 2: 11-13 May | Mod 3: 15-17 June | Mod 4: 6-8 July

SHORT AND MODULAR TRAINING COURSES*

AUDIT AND GOVERNANCE

Audit (and Risk) Committee Member Training *(½ Day)*	26 Feb	3 June
Board Secretary: Duties and Priorities	2 March
Code of Practice for the Governance of State Bodies	11 March
Corporate Governance State & Public Sector Bodies	4 Feb	19 May
Culture, Ethics and Governance for Public Sector Bodies *(½ Day)*	5 May
Essentials of Internal Audit (Webinar)	18 January	14 June

Introduction to Fraud in Public Sector Organisations (Webinar)
26 January | 12 April | 24 May

Introduction to Internal Audit	1-2 & 24-25 Feb	1-2 & 22-23 June

Managing Relations with Charities: Regulation, Funding & Oversight (½ Day)
13 May

Oversight of State Bodies: Oversight Agreements, Performance Delivery Agreements and KPIs *(½ Day)*
23 April

Periodic Critical Reviews for Non-Commercial State Bodies *(½ Day)* 22 April

Risk Management for Public Service Organisations & State Bodies
4 March | 17 June

Strategy Development and Review for State Bodies and Public Sector Organisations *(½ Day)*
9 February

HUMAN RESOURCE MANAGEMENT

Competency Based Interviewee Preparation
`14 January | 5 February | 4 March | 6 May

Psychometric Testing Preparation for Candidates
26 January | 10 February | 15 March | 12 April | 20 May

Competency Based Interviewer Preparation
27 January | 15 February | 19 March | 22 April

Using Selection Tools for Effectiveness in Recruitment & Selection
22 February | 10 May

Dignity at Work – Bullying and Harassment Awareness
9 February | 24 March | 13 May

Employment Law – The Law & Practice of Remote Working *(½ Day)*	5 May
Employment Law Essentials	11 May

Freedom of Information for Decision Makers
27 January | 24 February | 30 March | 22 April | 27 May

Grievance and Discipline Management	19 May
Managing the Performance of Staff	14 Jan	17 Feb	26 March	29 April
Managing Your Personal Safety at Work	2 March	20 April
Mediation Skills for Managers	2-3 and 13 March

LEADERSHIP AND MANAGEMENT DEVELOPMENT, PROJECT AND PROGRAMMME MANAGEMENT

New Manager Programme	12-13 January
Minute Taking for Meetings *(½ Day)*	26 January	23 March	28 April
Managing Meetings	16 February	26 March
Managing People	9-10 February
Personal Resilience and Wellbeing	5 February	10 March
Time Management	17 February	27 April
Mastering Conflict for Effective Leadership *(½ Day)*	1 March
LinkedIn Fundamentals	19 March	21 May	2 July

Social Media Strategy & Management for Public Sector Organisations
25-26 February | 25-26 March | 27-28 May | 17-18 June

Introduction to GDPR and Data Protection	19 Feb	7 May	9 July
GDPR Awareness Briefing *(½ Day)*	5 March	4 June
Introduction to PRINCE2®	8 March	14 June
PRINCE2® for Project Boards	9 March	8 June
Agile Project Management	19-21 July
Project Management in Practice	17-18 Feb	21-22 Apr	16-17 July

Introduction to Programme Management in Government
10-11 March, | 19-20 May | 14-15 July

Introduction to Business Process Innovation	29-30 March	28-29 June
Managing Virtual Teams Effectively	25-26 January
Mastering Effective Teamwork: SCRUM	29-30 April

FINANCIAL MANAGEMENT

Accounting for Civil Service & Vote Funded Bodies	1 Feb	12 May
Accounting Fundamentals	27 January	14 April	10 June
Budget Management and Costing	20 January	24 February	31 March
Data Frameworks	17 February	19 April
Data for Non Finance Managers	10 May
Finance for Non-Financial Managers	

8-9 February | 15-16 March | 26-27 April | 25-26 May | 15-16 June

Public Spending Code	12 January	16 February	13 April
Sectoral Financial Statements (Series of Four Webinars)	13 April
Understanding Financial Reports of Public Bodies	26 Feb	19 April

CIVIL AND PUBLIC SERVICE

Clerical Officer Programme	20-21 January	2-3 March
Executive Officer Programme	27-28 Jan	17-18 Feb	9-10 March
Higher Executive Officer Programme	2 February	8 March

LOCAL GOVERNMENT AND HOUSING TRAINING

Dealing with Anti-Social Behaviour *(1½ Days)*	11 March
Debt Management Training *(Series of 6 Webinars)*	Commencing 8 March
Introduction to Social Housing *(Pre-recorded course)*	Available February
Planning and Part V for Housing Practitioners	7 April
Preventing and Combating Mortgage Arrears	10 February	14 April
Preventing and Combating Rent Arrears	9 February	13 April
Understanding Local Government Finance	9 March	3 June

*Dates are correct at time of printing but may be subject to change.
Please see our website www.ipa.ie for further information.