IPA
AN FORAS RIARACHÁIN
INSTITUTE OF PUBLIC
ADMINISTRATION

IPA ONLINE

ONLINE SPECIALIST-LED
COURSES AND WEBINARS

Specialist-Led Training & Webinar Events: August to December 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
9, 16 and 23 September | 7, 14 and 21 October | 4, 11 and 18 November

Certified Mediation Training Programme (MII Accredited)^
Module 1: 28-29 Sept |Mod 2: 19-20 Oct | Mod 3: 16-17 Nov
Module 1: 9-10 Nov |Mod 2: 30 Nov – 1 Dec | Mod 3: 11-12 Jan

Certificate in International Public Financial Management (CIPFA)
Financial Management Module: 30-31 Aug, 20-21 Sept, 18-19 Oct and 22 Nov
Management Accounting Module: 6-7 Sept, 4-5 Oct, 1-2 Nov and 15 Nov

Certificate in Audit Skills (CIPFA)
Module 1: 14-16 Sept | Mod 2: 12-14 Oct | Mod 3: 16-18 Nov | Mod 4: 7-9 Dec

Agile Project Management (PMI ACP) 13-15 December

Certified Associate in Project Management (CAPM) 18-20 October

PRINCE2® Foundation: Exam Preparation & Certification)
8-10 September | 13-15 October | 10-12 November| 20-22 December

PRINCE2® Practitioner: Exam Preparation & Certification
16-17 September | 18-19 November

SHORT AND MODULAR TRAINING COURSES*

AUDIT AND GOVERNANCE

Audit (and Risk) Committee Member Training *(½ Day)* 22 Sept | 7 Dec
Board Secretary: Duties and Priorities 5 October
Code of Practice for the Governance of State Bodies 14 October
Corporate Governance State & Public Sector Bodies 15 Sept | 1 Dec
Culture, Ethics and Governance for Public Sector Bodies (½ Day) 3 Nov
Essentials of Internal Audit (Webinar) 2 September | 10 November
Introduction to Fraud in Public Sector Organisations (Webinar)
23 September | 16 November
Introduction to Internal Audit 7-8 & 28-29 Sept | 22-23 Nov & 1-2 Dec
Managing Relations with Charities: Regulation, Funding & Oversight
(½ Day) 9 December
Oversight of State Bodies: Oversight Agreements, Performance Delivery Agreements and KPIs (½ Day) 17 November
Periodic Critical Reviews for Non-Commercial State Bodies *(½ Day)* 20 Oct
Risk Management for Public Service Organisations & State Bodies
30 September | 25 November
Strategy Development and Review for State Bodies and Public Sector Organisations *(½ Day)* 9 November

FINANCIAL MANAGEMENT

Accounting for Civil Service & Vote Funded Bodies 6 October | 10 December
Accounting Fundamentals 9 September | 18 November
Budget Management and Costing 18 October
Finance for Non-Financial Managers 13-14 Sept | 22-23 November
Public Spending Code 27 September | 8 November
Public Spending Code – Data for Evaluation 11 October | 13 December
Sectoral Financial Statements Series (3 Webinars) 30 Sept | 29 November
- **Central Government Appropriation Accounts**
- **State Bodies Financial Statements**
- **Local Authority Financial Statements**
Understanding Financial Reports of Public Bodies 22 Sept | 15 November

*Dates are correct at time of printing but may be subject to change. Please see our website www.ipa.ie for further information. All courses are subject to minimum participant numbers.
^ In-Person Training.*

HUMAN RESOURCE MANAGEMENT

Competency Based Interviewee Preparation
20 August | 17 September | 13 October | 17 November | 8 December
Psychometric Testing Preparation for Candidates (Webinar)
27 August | 10 November | 16 December
Competency Based Interviewer Preparation
25 August | 21 September | 22 October | 26 November
Using Selection Tools for Effectiveness in Recruitment & Selection
(Webinar) 30 September | 16 December
Dignity at Work – Bullying and Harassment Awareness
18 August | 12 October | 2 December
Employment Law:
- **Employment Law Essentials** 1 December
- **Discipline, Grievance & Workplace Investigations** 16 November
- **The Law & Practice of Remote Working** *(½ Day)* 5 October
- **Preventing Bullying & Harassment and Protecting Dignity at Work** *(½ Day)* 23 November
Freedom of Information for Decision Makers *(Two x ½ Days)*
12&13 Aug | 23&24 Sept | 21&22 Oct | 25&26 Nov | 9&10 Dec
Grievance and Discipline Management 25 Aug | 28 Oct | 14 Dec
Managing the Performance of Staff 20 September | 16 November
Managing Your Personal Safety at Work 27 September
Training Needs Analysis / Learning Needs Analysis 20 October
Conducting a Job Analysis for HR & Line Managers 9 November

LEADERSHIP & MANAGEMENT DEVELOPMENT, PROJECT AND PROGRAMMME MANAGEMENT

Minute Taking for Meetings *(½ Day)* 20 October | 1 December
Managing Meetings 10 November
Effective Business Writing 22 October
Time Management 12 November
LinkedIn Fundamentals 24 September | 22 October | 10 December
Social Media Strategy & Management for Public Sector Organisations 15-16 September | 20-21 October | 8-9 December
Introduction to GDPR and Data Protection 10 Sept | 8 Oct | 5 Nov
GDPR Awareness Briefing *(½ Day)* 17 Sept | 15 Oct | 12 Nov
Introduction to PRINCE2® 7 October | 16 December
PRINCE2® for Project Boards: Project Governance 8 Oct | 17 Dec
Project Management in Practice 14-15 Sept | 19-20 Oct| 16-17 Nov
Introduction to Programme Management in Government
12-13 October | 14-15 December
Introduction to Business Process Innovation 27-28 September
Managing Virtual Teams Effectively 20 September | 17 November
Mastering Effective Teamwork: SCRUM 4-5 November

LOCAL GOVERNMENT | HOUSING

Dealing with Anti-Social Behaviour 12 October | 24 November
Debt Management Series (Six Webinars) Commences 7 September
Planning and Part V for Housing Practitioners 30 September
Preventing and Combating Mortgage Arrears 19 Aug | 18 Nov
Preventing and Combating Rent Arrears 18 August | 17 November
Standards for Rented Houses 6, 7, 13 and 14 October
Understanding Local Government Finance 17 November