

January to December 2023

IPA and Professionally Accredited Programmes

IPA Certificate in GDPR and Data Protection (Three Days)
5, 12 & 19 January | 2, 9 and 16 February | 8-10 March* | 6, 13 & 20 April | 10-12 May*
8, 15 and 22 June | 12-14 July* | 7, 14 & 21 September | 11-13 October* | 9, 16 & 23 November

ITIL Foundation (Three Days)
1-3 March* | 29-31 May* | 4-5 October*

PRINCE2® Foundation: Exam Preparation & Certification (Three Days)
25-27 January | 15-17 February* | 22-24 March | 19-21 April* | 24-26 May | 28-30 June*
19-21 July | 25-27 September | 18-20 October* | 15-17 November | 6-8 December*

PRINCE2® Practitioner: Exam Preparation & Certification (Two Days)
23-24 February* | 27-28 April* | 6-7 June* | 23-24 October* | 11-12 December*

CIPD Foundation Certificate in People Management (11 Days | CIPD Accredited)
Dates to be confirmed. Commencing September 2023

Certified Mediation Training Programme (Six Days | MI1 Accredited)
Programme One: 24-25 January*, 15-16 February* and 21-22 March*
Programme Two: 8-9 March*, 28-29 March* and 27-28 April*
Programme Three: 19-20 September*, 3-4 October* and 7-8 November*
Programme Four: 17-18 October*, 14-15 November* and 5-6 December*

Certificate in Audit Skills (12 Days | CIPFA Accredited)
Programme One: 21-23 February | 21-23 March | 24-26 April and 23-25 May*
Programme Two: 19-21 September | 24-26 October | 14-16 November and 5-7 December*

Audit, Governance and Risk Management

Audit (and Risk) Committee Member Training (Half Day)
8 February | 1 June | 20 September | 28 November

Board Secretary: Duties and Priorities
21 February | 26 September

Code of Practice for the Governance of State Bodies.
30 March | 13 September

Corporate Governance for State & Public Sector Bodies
9 February | 18 May | 7 September | 30 November

Culture, Ethics & Governance for Public Sector Bodies (Half Day).
4 May | 8 November

Essentials of Internal Audit (Webinar)
4 April | 22 May | 4 October

Introduction to Fraud and Control in Public Sector Organisations (Webinar)
2 February | 4 April | 14 September | 10 October | 12 December

Fraud Awareness (Half Day)
3 May | 29 November

Introduction to Internal Audit (Four Days)
24-25 January & 8-9 February | 8-9 & 29-30 March | 30-31 May & 14-15 June
6-7 and 27-28 September | 23-24 November & 13-14 December

The Sustainability Agenda for Public Sector Bodies
11 May | 7 December

Oversight of State Bodies: Oversight Agreements, Performance Delivery Agreements and KPIs (Half Day)
27 April | 16 November

Periodic Critical Reviews for Non-Commercial State Bodies (Half Day)
28 March | 18 October

Risk Management for Public Service Organisations & State Bodies
2 February | 15 June | 3 October | 21 November

Strategy Development & Review for State Bodies & Public Sector Organisations (Half Day)
7 February | 7 November

Human Resource Management

Competency Based Interviewee Preparation (Half Day)
13 January | 3 February | 3 March | 5 April | 5 May | 2 June | 7 July

Psychometric Testing Preparation for Candidates
10 March | 28 April | 26 May

Competency Based Interviewer Preparation
27 January | 17 February | 24 March | 21 April | 19 May | 16 June

Competency Based Shortlisting in Recruitment and Selection (Half Day)
20 January | 10 February | 14 April | 12 May

Training Needs Analysis / Learning Needs Analysis
31 March

Delivering on the HR Agenda at Team Level (Two Days)
27-28 June* | 24-25 October*

Employment Law – Essentials
12 April

Employment Law – Whistle Blowing & Protected Disclosures (Half Day)
14 March

Employment Law – Preventing Bullying and Harassment & Protecting Dignity in the Workplace (Half Day)
8 February

Employment Law – Discipline, Grievance & Workplace Investigations
22 February

Freedom of Information for Decision Makers
26 January* | 9 March* | 27 April* | 22 June* | 21 September* | 23 November*

Managing the Performance of My Team
9 February* | 23 May* | 13 September*

Managing Your Personal Safety at Work
24 July

Managing Grievance & Discipline Issues in the Workplace (Half Day)
14 February | 18 May | 26 September

The Role of the Support Contact Person in the Dignity at Work Process
6 June* | 18 October*

Understanding the Cause and Effect of Workplace Bullying Behaviour (Half Day)
20 February | 15 June

Financial Management

Accounting for Civil Service & Vote Funded Bodies
2 March | 19 April | 13 Sept | 9 November

Accounting Fundamentals
17 January | 14 March | 17 October

Budget Management and Costing
27 February | 9 May | 26 September | 7 November

Finance for Non-Financial Managers (Two Days)
19-20 January | 12-13 October

Basic Finance for Non-Financial Directors
23 January | 20 April | 6 September | 8 November

Intermediate Finance for Non-Financial Directors
7 February | 11 May | 20 Sept | 15 November

Informed Decision Making for Non-Financial Directors
22 February | 24 May | 11 October | 22 November

Financial Management Maturity Model
16 January | 6 February | 3 April | 11 Sept | 14 November

Introduction to the Public Spending Code (Webinar)
9 February | 15 March | 27 April | 12 June | 13 September | 18 October | 21 November

Building a Business Case for the Public Spending Code
24 February | 31 March | 19 October | 10 November

Public Spending Code: Introduction to Capital Projects
18 January | 13 March | 17 April | 27 September | 24 October | 7 November

Public Spending Code: Carrying out a Financial Analysis
30 Jan | 8 March | 10 Oct | 6 December

Public Spending Code: The Programme Logic Framework Model
20 Feb | 10 May | 15 September

Public Spending Code: Quality Assurance
27 March | 5 April | 30 May | 22 September | 25 October | 5 December

Sectoral Financial Statements (3 x One Hour Webinars)
21 November

Understanding Financial Reports of Public Bodies
10 May | 8 November

Local Government | Housing

Commercial Rates Law
30 March | 22 June

Courtroom Skills
1 February | 5 May

Debt Collection Techniques
28 March | 21 June

Understanding Company Accounts
31 March | 23 June

Dealing with Anti-Social Behaviour (One and a half Days)
6-7 March* | 19-20 June*

Scenarios & Roleplay Training for Housing Practitioners
23 February* | 25 May*

Social Housing Fundamentals
16 February | 20 April | 8 June

Standards for Rented Houses (Four x One Day Modules)
17-18 April and 8-9 May

Budget Management and Control for Local Government (Half Day)
9 May

Understanding Local Government Finance
7 March | 20 April | 5 September | 22 November

The Role of the Secondary Resolution Process in the Local Authority Sector (Two Days)
9-10 May* | 5-6 September*

Management | Personal Development | Project Management

Essential Skills of Leadership and Management (Five x One Day Modules)
8 March, 3 April, 8 May, 6 & 27 June

Clerical Officer Programme
24 January | 4 April

Executive Officer Programme
30 January | 11 April

Higher Executive Officer Programme (Two Days)
16 & 21 February | 17 & 22 May

Assistant Principal Officer Programme (Two Days)
1 & 6 March | 23 & 30 May

Administrative Law: Introduction to Principals & Practices (Two Days)
16-17 February | 18-19 May

Courtroom Skills
1 February | 5 May

Introduction to the Legislative Process (Two Days)
9-10 February | 11-12 May

Chairing and Managing Meetings (Half Day)
2 February | 12 April

Effective Business Writing (Half Day)
1 February | 28 March

Managing in a Hybrid Environment
28 February | 3 May

Managing People
13 March

Minute Taking for Meetings (Half Day)
1 February | 28 March | 12 April

Personal Resilience and Wellbeing (Half Day)
27 February | 24 June

Time Management
31 January | 10 May

LinkedIn Fundamentals for Public Servants
15 February | 19 April | 18 October | 13 December

Social Media Strategy & Management for Public Sector Organisations (Two Days)
26-27 January | 30-31 March | 25-26 May | 28-29 September

GDPR Awareness Briefing (Half Day)
17 February | 21 April | 22 September | 24 November

PMI Agile Certified Practitioner (PMI-ACP) (Three Days)
20-22 February | 29-31 May | 4-6 September

Project Management in Practice (Two Days)
9-10 March* | 11-12 May* | 14-15 September* | 9-10 November

Fundamentals of Programme Management in Government
24 February | 21 April | 15 September | 13 November

Introduction to Business Process Innovation (Two Days)
28-29 March | 19-20 September



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 above. Most courses will be delivered remotely/online and facilitated by subject matter experts. A small number of programmes will be delivered in person and are noted with an asterisk*.

Course dates are correct at time of publication but may be subject to change. Further dates may be announced in 2023. Please see www.ipa.ie for the most up-to-date information.