

## Online Specialist-Led Training and Webinar Events: January to June 2022\*

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. Most courses outlined below will be delivered remotely and facilitated by subject matter experts. A small number of programmes will be delivered in person. Please see [www.ipa.ie](http://www.ipa.ie) for further details.

### IPA & PROFESSIONALLY ACCREDITED PROGRAMMES

#### IPA Certificate in GDPR and Data Protection (3 Days)

13, 20 & 27 Jan | 9, 16 & 23 Feb | 10, 24 & 31 Mar | 5, 12 & 19 May | 9, 16 & 23 June

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

24-26 January | 23-25 February | 11-13 April | 9-11 May

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

3-4 March | 2-3 June

#### Certified Associate in Project Management (CAPM) (3 Days) 25-27 April

#### Certified Mediation Training Programme (MII Accredited) (In Person Training)

Mod 1: 25-26 January | Mod 2: 22-23 February | Mod 3: 22-23 March

Mod 1: 8-9 March | Mod 2: 29-30 March | Mod 3: 26-27 April

#### Certificate in International Public Financial Management (CIPFA)

Financial Management Module: 10-11 January, 7-8 February and 7-8 March

Management Accounting Module: 24-25 January, 21-22 February and 21-22 March

#### Certificate in Audit Skills (CIPFA)

Mod 1: 16-18 February | Mod 2: 14-16 March | Mod 3: 5-7 April | Mod 4: 4-6 May

### SHORT AND MODULAR TRAINING COURSES

#### AUDIT AND GOVERNANCE

**Audit (and Risk) Committee Member Training (½ Day)** 10 February | 2 June

**Board Secretary: Duties and Priorities** 15 March

**Code of Practice for the Governance of State Bodies** 29 March

**Corporate Governance State & Public Sector Bodies** 8 February | 19 May

**Culture, Ethics and Governance for Public Sector Bodies (½ Day)** 5 May

**Essentials of Internal Audit (Webinar)** 15 March | 4 April

**Introduction to Fraud in Public Sector Organisations (Webinar)** 5 April | 14 June

**Introduction to Internal Audit (4 Days)** 12-13 Jan & 2-3 Feb | 25-26 May & 15-16 June

**Managing Relations with Charities: Regulation, Funding & Oversight (½ Day)** 12 May

**Oversight of State Bodies: Oversight Agreements, Performance Delivery Agreements and KPIs (½ Day)** 27 April

**Periodic Critical Reviews for Non-Commercial State Bodies (½ Day)** 7 April

**Risk Management for Public Service Organisations & State Bodies** 3 March | 14 June

**Statutory Obligations for Public Bodies (½ Day)** 2 February

**Strategy Development and Review for State Bodies and Public Sector Organisations (½ Day)** 15 February

**Whistleblowing & the Protected Disclosures Act 2014 (½ Day)** 22 February

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#### HUMAN RESOURCE MANAGEMENT

##### Competency Based Interviewee Preparation

12 January | 7 February | 8 March | 5 April | 10 May | 9 June

##### Psychometric Testing Preparation for Candidates (Webinar)

15 February | 25 March | 18 May

##### Competency Based Interviewer Preparation

28 January | 22 February | 22 March | 26 April

**Conducting a Job Analysis for HR & Line Management Personnel** 12 April

**Training Needs Analysis / Learning Needs Analysis** 2 March

**Dignity at Work – Bullying and Harassment Awareness** 10 March | 5 May

**Employment Law – The Law & Practice of Remote Working (½ Day)** 20 January

**Employment Law – Preventing Bullying and Harassment and Protecting Dignity in the Workplace** 22 February

**Employment Law – Discipline, Grievance & Workplace Investigations** 15 March

**Employment Law – Essentials** 24 March

**Freedom of Information for Decision Makers (Two x ½ Days)** 12-13 January | 23-24 February | 5-6 April

**Grievance and Discipline Management** 23 March | 16 June

**Managing the Performance of My Team (½ Day)** 9 February | 14 April | 7 June

**Managing Your Personal Safety at Work** 11 March

### LEADERSHIP AND MANAGEMENT DEVELOPMENT, PROJECT AND PROGRAMME MANAGEMENT

**Building Your Resilience (½ Day)** 20 January

**Change Management** 8 February

**Effective Business Writing** 19 January

**Excellent Customer Service** 26 January | 22 March

**Working in a Hybrid Environment** 3 February

**Managing in a Hybrid Environment** 15 February

**Managing People (2 x ½ Days)** 10-11 February

**New Manager Training (2 x ½ Days)** 29-30 March

**Managing Virtual Teams Effectively** 16 Feb | 14 April

**Mastering Effective Teamwork: SCRUM** 28-29 March

**Presentation Skills (2 x ½ Days)** 18 and 25 January

**Time Management** 15 February | 26 April

**LinkedIn Fundamentals** 4 March | 13 May

**Social Media Strategy & Management for Public Sector Organisations (2 Days)** 10-11 February | 24-25 March | 28-29 April | 2-3 June

**Introduction to Data Protection and GDPR** 25 February | 20 May

**GDPR Awareness Briefing (½ Day)** 27 January | 1 April

**Introduction to PRINCE2®** 25 March | 10 June

**Governance for Project Boards** 2 March | 9 June

**Agile Project Management (PMI-ACP) (3 Days)** 20-22 April

**Project Management in Practice (2 Days)** 27-28 Jan | 22-23 Mar | 9-10 May

**Fundamentals of Programme Management in Government** 25 April | 13 June

**Introduction to Business Process Innovation (2 Days)** 21-22 February | 25-26 April

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\*Dates are correct at time of printing but may be subject to change. Please see our website [www.ipa.ie](http://www.ipa.ie) for the latest information.