

September to December 2023

IPA and Professionally Accredited Programmes

IPA Certificate in GDPR and Data Protection (Three Days)	7, 14 & 21 September 11-13 October* 9, 16 & 23 November
CIPD Foundation Certificate in People Management (11 Days CIPD Accredited)	Central Programme (Online) commencing 27 September 2023 South East Programme (In Person) commencing 21 September 2023*
Certificate in Management and Financial Accounting (14 Days CIPFA Accredited)	Financial Accounting Module Commences: 15 September Management Accounting Module Commences: 21 September
Certified Mediation Training Programme (Seven Days MII Accredited)	Programme Three: 19-20 September*, 3-4 October* and 7-9 November* Programme Four: 17-18 October*, 14 -15 November* and 5-7 December*
Certificate in Audit Skills (12 Days CIPFA Accredited)	19-21 September 23-25 October 14-16 November and 5-7 December*
ITIL Foundation (Three Days)	25-27 October*
PRINCE2® Foundation: Exam Preparation & Certification (Three Days)	25-27 September 18-20 October* 8-10 November 6-8 December*
PRINCE2® Practitioner: Exam Preparation & Certification (Two Days)	23-24 October* 11-12 December*

Audit, Governance and Risk Management

Audit (and Risk) Committee Member Training (Half Day)	20 September 28 November
Board Secretary: Duties and Priorities	26 September
Code of Practice for the Governance of State Bodies	13 September
Corporate Governance for State & Public Sector Bodies	7 September 30 November
Culture, Ethics & Governance for Public Sector Bodies (Half Day)	8 November
Essentials of Internal Audit (Webinar)	4 October
Introduction to Fraud and Control in Public Sector Organisations (Webinar)	14 September 5 October 12 December 29 November
Fraud Awareness (Half Day)	29 November
Introduction to Internal Audit (Four Days)	6-7 and 27-28 September 23-24 November & 13-14 December
The Sustainability Agenda for Public Sector Bodies	7 December
Oversight of State Bodies: Oversight Agreements, Performance Delivery Agreements and KPIs (Half Day)	16 November
Periodic Critical Reviews for Non-Commercial State Bodies	18 October
Risk Management for Public Service Organisations & State Bodies	3 October 21 November
Strategy Development and Review for State Bodies & Public Sector Organisations (Half Day)	7 November

Financial Management

Accounting for Civil Service & Vote Funded Bodies	13 September 9 November
Accounting Fundamentals	17 October
Budget Management and Costing	26 September 7 November
Finance for Non-Financial Managers (Two Days)	12-13 October
Basic Finance for Non-Financial Directors	6 September 8 November
Intermediate Finance for Non-Financial Directors	20 September 15 November
Informed Decision Making for Non-Financial Directors	11 October 22 November
Financial Management Maturity Model	11 September 14 November
Introduction to the Public Spending Code (Webinar)	12 September 18 October 21 November 19 October 10 November
Building a Business Case for the Public Spending Code	27 September 24 October 7 November
Public Spending Code: Introduction to Capital Projects	10 October 6 December
Public Spending Code: Carrying out a Financial Analysis	15 September
Public Spending Code: The Programme Logic Framework Model	22 September 25 October 5 December
Public Spending Code: Quality Assurance	21 November
Sectoral Financial Statements (3 x One Hour Webinars)	8 November
Understanding Financial Reports of Public Bodies	

Human Resource Management

Competency Based Interviewee Preparation (Half Day)	18 September 6 October 10 November 4 December
Psychometric Testing Preparation for Candidates	25 September 31 October 29 November
Competency Based Interviewer Preparation	22 September 13 October 22 November 8 December
Competency Based Shortlisting in Recruitment and Selection (Half Day)	11 December
Training Needs Analysis / Learning Needs Analysis	15 December
Delivering on the HR Agenda at Team Level (Two Days)	24-25 October*
Employment Law - Essentials	28 September
Employment Law - Whistle Blowing & Protected Disclosures (Half Day)	5 October
Employment Law - Preventing Bullying and Harassment & Protecting Dignity in the Workplace (Half Day)	11 October
Employment Law - Discipline, Grievance & Workplace Investigations	19 October
Freedom of Information for Decision Makers	21 September* 23 November*
Managing the Performance of My Team	13 September*
Managing Grievance & Discipline Issues in the Workplace (Half Day)	26 September
The Role of the Support Contact Person in the Dignity at Work Process	18 October*

Leadership | Management | Personal Development |

Project Management

The Leadership Challenge for Senior Public Servant	Commencing 11-12 October
The Civil Servant in the Democratic Process (Two x Half Days)	19 & 27 October*
Moving into Management	25-26 October*
Strategic Management	11 October 29 November*
Clerical Officer Programme	29 September* 22 November
Executive Officer Programme	3-4 October* 21 & 28 November
Higher Executive Officer Programme (Two Days)	20 & 25 September 18-19 October* 9 & 16 November 4-5 December*
Assistant Principal Officer Programme (Two Days)	26-27 September* 17 & 24 October 13-14 November* 6 & 13 December
Administrative Law: Introduction to Principles & Practices (Two Days)	25-26 October
Introduction to the Legislative Process (Two Days)	11-12 October
Courtroom Skills	20 October*
Chairing and Managing Meetings (Half Day)	7 November
Effective Business Writing (Half Day)	17 October
Minute Taking for Meetings (Half Day)	17 October 7 November 29 November
Time Management	29 November
Quality Customer Service (One Day)	4 October
LinkedIn Fundamentals for Public Servants	18 October 13 December
Social Media Strategy & Management for Public Sector Organisations (Two Days)	28-29 September
GDPR Awareness Briefing (Half Day)	24 November
Project Management in Practice (Two Days)	7-8 September* 9-10 November
Fundamentals of Programme Management in Government	15 September 13 November

Local Government

Budget Management and Control for Local Government (Half Day)	3 October 11 December
Understanding Local Government Finance	5 September 22 November
The Role of the Secondary Resolution Process in the Local Authority Sector (Two Days)	5-6 October



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. Please see www.ipa.ie for the most up-to-date information.