

September to December 2022

IPA and Professionally Accredited Programmes

- IPA Certificate in GDPR and Data Protection** (Three Days)
1, 8 & 15 September | 6, 13 & 20 October | 9-11 November*
- PRINCE2® Foundation: Exam Preparation & Certification** (Three Days)
12-14 September* | 24-26 October | 28-30 November*
- PRINCE2® Practitioner: Exam Preparation & Certification** (Two Days)
19-20 September* | 5-6 December*
- CIPD Foundation Certificate in People Management** (11 Days | CIPD Accredited)
Cohort 1 Commencing September 2022 | Cohort 2 Commencing November 2022
- Certified Mediation Training Programme** (Six Days | MII Accredited)
Module 1: 27-28 September* | Mod 2: 11-12 October* | Mod 3: 8-9 November*
Module 1: 16-17 November* | Mod 2: 6-7 December* | Mod 3: 10-11 January 2023*
- Certificate in Audit Skills** (12 Days | CIPFA Accredited)
Module 1: 6-8 Sept | Mod 2: 4-6 Oct | Mod 3: 8-10 Nov | Mod 4: 6-8 Dec*

Audit, Governance and Risk Management

- Audit (and Risk) Committee Member Training** (Half Day)
20 September | 13 December
- Board Secretary: Duties and Priorities**
12 October
- Code of Practice for the Governance of State Bodies** 15 September | 29 November
- Corporate Governance for State & Public Sector Bodies** 11 October | 14 December
- Culture, Ethics & Governance for Public Sector Bodies** (Half Day) 8 November
- Essentials of Internal Audit** (Webinar) 7 September | 9 November
- Introduction to Fraud and Control in Public Sector Organisations** (Webinar)
18 October | 14 December
- Fraud Awareness** (Half Day) 23 November
- Introduction to Internal Audit** (Four Days)
13-14 and 27-28 September | 16-17 and 29-30 November
- Managing Relations with Charities: Regulation, Funding & Oversight** 9 December
- Oversight of State Bodies: Oversight Agreements, Performance Delivery Agreements and KPIs** (Half Day) 17 November
- Periodic Critical Reviews for Non-Commercial State Bodies** (Half Day) 18 October

- Risk Management for Public Service Organisations & State Bodies**
4 October | 24 November
- Strategy Development & Review for State Bodies & Public Sector Organisations** (Half Day) 9 November

Human Resource Management

- Competency Based Interviewee Preparation** (Half Day)
2 September | 11 October | 10 November | 8 December
- Psychometric Testing Preparation for Candidates**
30 September | 9 November | 15 December
- Competency Based Interviewer Preparation**
23 September | 25 October | 25 November | 16 December
- Competency Based Shortlisting in Recruitment and Selection** (Half Day)
16 September | 21 October | 21 November
- Training Needs Analysis / Learning Needs Analysis** 7 December
- Employment Law – Essentials** 11 October
- Employment Law – Whistle Blowing & Protected Disclosures** (Half Day) 8 November
- Employment Law – Preventing Bullying and Harassment & Protecting Dignity in the Workplace** (Half Day) 22 November
- Employment Law – Discipline, Grievance & Workplace Investigations** 6 December
- Freedom of Information for Decision Makers**
21 September* | 20 October* | 15 December*
- Managing the Performance of My Team** 7 Sept* | 7 Oct* | 18 Nov*
- Managing Grievance & Discipline Issues in the Workplace** (Half Day) 16 Sept | 9 Nov
- The Role of the Secondary Resolution Process in the Local Authority Sector**
22-23 September* | 22-23 November*
- The Role of the Support Contact Person in the Dignity at Work Process**
8 September* | 18 October*
- Understanding the Cause and Effect of Workplace Bullying Behaviour** (Half Day)
21 October | 9 December

Financial Management

- Accounting for Civil Service & Vote Funded Bodies** 5 October | 13 December
- Accounting Fundamentals** 15 September | 24 November
- Budget Management and Control for Local Government** (Half Day) 4 October
- Budget Management and Costing** 29 September | 12 December
- Finance for Non-Financial Managers** (Two Days) 8-9 September | 21-22 November
- Financial Management Maturity Model** 7 September | 7 November | 5 December
- Public Spending Code: Introduction to Capital Projects**
14 September | 14 November | 7 December
- Public Spending Code: Carrying out a Financial Analysis** 24 October | 14 December
- Public Spending Code: Data for Evaluation** 12 October
- Public Spending Code: The Programme Logic Framework Model** 28 Sept | 29 Nov
- Public Spending Code: Quality Assurance** 10 October | 18 November
- Understanding Financial Reports of Public Bodies** 12 October | 2 December
- Understanding Local Government Finance** 13 October | 15 December

Local Government and Housing

- Commercial Rates Law** 6 October | 16 November
- Courtroom Skills** 14 October
- Debt Collection Techniques** 27 September | 30 November
- Understanding Company Accounts** 4 October
- Dealing with Anti-Social Behaviour** (One and a half Days) 28-29 Sept* | 16-17 Nov*
- Scenarios and Roleplay Training for Housing Practitioners** 9 September* (Tullamore Court Hotel)
- Social Housing Fundamentals** (Pre-recorded Course) Available 26 September
- Standards for Rented Houses** (Four x One Day Modules) 5, 6, 24 and 25 October
- Budget Management and Control for Local Government** (Half Day) 4 October
- Understanding Local Government Finance** 13 October | 15 December
- The Role of the Secondary Resolution Process in the Local Authority Sector** (Two Days) 22-23 September* | 22-23 November*

Management | Personal Development | Project Management

- Clerical Officer Programme** 20 September
- Executive Officer Programme** 4 November
- Higher Executive Officer Programme** 29 September
- Assistant Principal Officer Programme** (Two Days) 16-17 November
- Administrative Law: Introduction to Principals & Practices** (Two Days) 22-23 September
- Courtroom Skills** 14 October
- Introduction to the Legislative Process** (Two Days) 6-7 October
- Chairing and Managing Meetings** (Half Day) 25 October
- Effective Business Writing** (Half Day) 26 September
- Minute Taking for Meetings** (Half Day) 26 September
- Managing Virtual Teams Effectively** 21 October*
- Time Management** 24 November
- LinkedIn Fundamentals for Public Servants** 27 September | 8 November
- Social Media Strategy & Management for Public Sector Organisations** (Two Days)
29-30 September | 27-28 October | 29-30 November
- Introduction to Data Protection and GDPR** 2 September | 14 November*
- GDPR Awareness Briefing** (Half Day) 7 October
- Agile Project Management (PMI-ACP)** (Three Days) 28-30 November*
- PRINCE2® for Managers** 5 October | 30 November
- Project Management in Practice** (Two Days) 13-14 Oct* | 10-11 Nov* | 1-2 Dec*
- Fundamentals of Programme Management in Government** 6 Sept* | 28 Nov*
- Introduction to Business Process Innovation** (Two Days) 1-2 November



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 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 further details.