

INSTITUTE OF PUBLIC ADMINISTRATION

Learning and Development Programmes:

September to December 2016

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 upcoming public training course schedule is outlined below. Unless otherwise stated, our short courses are one day in duration and will take place at the IPA Training and Education Centre 57-61 Lansdowne Road, Ballsbridge, Dublin 4, D04 TC62.



PROFESSIONALLY ACCREDITED PROGRAMMES

Certified Mediation Training Programme (*MII Accredited*)
2 programmes commencing 27-28 September & 15-16 November

Certificate in Audit Skills (CIPFA) Commencing 18-20 October

CIPD Certificate (& Diploma) in HR Practice Commencing 6 Oct

CIPD Certificate (& Diploma) in L&D Practice Commencing 19 Oct

CompTIA A+ 26-30 September

CompTIA Security+ 19-23 September or
7-9 November & 21-23 November

Microsoft Technology Associate (MTA) - Security Fundamentals
12-14 September | 28-30 November

Microsoft Technology Associate (MTA) - Network Fundamentals
3-5 October

PRINCE2® Foundation
21-23 Sept | 19-21 Oct | 16-18 Nov | 14-16 Dec

PRINCE2® Practitioner
26-27 September | 24-25 October | 21-22 November

PMI Agile Certified Practitioner (PMI ACP) 5-7 October

Certified Chief Information Security Officer (EC Council) 24-27 Oct

Certified Ethical Hacker (EC Council) 14-18 November

SHORT AND MODULAR TRAINING COURSES*

AUDIT AND GOVERNANCE

Risk Management, Assurance and Internal Control Systems
1 September | 3 October | 12 December

Risk Management for Public Service Organisations & State Bodies
14 September | 16 November

Audit Committee Member Training (½ Day)
For Local Authority Audit Committees (Cork) 20 September
For Public Sector Bodies (Dublin) 25 October

Introduction to Corporate Governance & Risk Management for State and Public Sector Bodies 26 September | 1 December

Update on Code of Practice for Governance of State Bodies (½ Day) 6 October

Introduction to Internal Audit (Two x Two Days)
Module 1: 8-9 November & Module 2: 23-24 November

Corporate Governance Requirements for Public Bodies
24 November

Audit Committees: Role & Evaluation (½ Day) 30 November

Audit Reports with Impact 12 December

FINANCIAL MANAGEMENT

CPD Seminar for Professional Accountants 15 September

Debt Management for Local Authorities 6-7 & 20-21 October

Finance for Non-Financial Managers 11 October

Understanding Financial Reports of Public Bodies 22 November

Bookkeeping and Accounting 1 December

IT AND CYBER SECURITY

Microsoft Project 19 September | 12 December

Foundations of Web Design Commencing 6 October

Hardware and Software Commencing 10-11 October

Introduction to Ethical Hacking 12 October | 4 November

HUMAN RESOURCES, LEADERSHIP AND MANAGEMENT DEVELOPMENT

Competency Based Interviewee Preparation (½ Day) 9 Sept | 25 Oct

Competency Based Interviewer Preparation 30 Sept | 17 Nov

FOI for Decision Makers 15 Sept | 11 Oct | 10 Nov | 12 Dec

Minute Taking for Meetings (½ Day) 4 October

Introduction to Programme Management 5 October

Courtroom Skills 7 October

Managing Meetings 11 October

Understanding PRINCE2® for Project Boards 17 Oct | 14 Nov

Time Management 18 October

Introduction to Project Management 18-19 October

Developing an Effective Business Case 24 Oct | 22 Nov

FOI for Internal Reviewers 25 Oct | 15 Nov | 29 Nov

Developing a Positive Working Environment (½ Day) 28 Oct | 15 Dec

Effective Business Writing 8 November

Presentation Skills 9 November

Introduction to Administrative Law 10-11 November

Advanced Project Management 15-16 November

Internal Communications 16 November

Managing Grievance and Discipline Conversations 18 November

Performance Management Skills for Line Managers 25 November

Managing and Developing People 1-2 December

Introduction to HRM M1: 15-16 December & M2: 17 January

CIVIL AND PUBLIC SERVICE

Introduction to Data Protection (½ Day) 23 Sept | 2 Dec

Executive Officer Programme 11-12 October

Assistant Principal Officer Programme 18 Oct, 15 Nov & 13 Dec

Higher Executive Officer Programme 2-3 November

Clerical Officer Programme 22-23 November

**Dates are correct at time of printing but may be subject to change.*

NATIONAL HOUSING TRAINING & DEVELOPMENT PROGRAMME

Housing Policy Seminar Series (*Tullamore*) Commencing 4 October 2016

Social Housing Fundamentals for Local Authorities (*Regional*) 10-11 Oct | 10-11 Nov | 14-15 Nov

Social Housing Fundamentals for Approved Housing Bodies 21-22 November

Planning for Housing Practitioners (*Tullamore*) 28-29 November



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