

INSTITUTE OF PUBLIC ADMINISTRATION

Learning and Development Programmes:

March to June 2017

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, courses are one day in duration and will take place at the IPA Training and Education Centre, 57-61 Lansdowne Road, Ballsbridge, Dublin D04 TC62.



PROFESSIONALLY ACCREDITED PROGRAMMES

- Certified Mediation Training Programme**
(MII Accredited) Commencing 4-5 April
- CompTIA Security +** Part 1: 19-21 June and Part 2: 26-28 June
- EC Council – Certified Chief Information Security Officer (C|CISO)**
Part 1 1-2 June | Part 2 15-16 June
- EC Council – Certified Ethical Hacker**
Part 1: 15-17 May | Part 2: 22-23 May | Exam: 29 May
- PRINCE2® Foundation (3 Days)**
22-24 Mar | 19-21 Apr | 22-24 May | 21-23 June
- Prince2® Practitioner (2 Days)**
27-28 Mar | 24-25 Apr | 25-26 May | 26-27 June

SHORT AND MODULAR TRAINING COURSES*

AUDIT AND GOVERNANCE

- Risk Management for Public Service Organisations and State Bodies**
26 April
- Update on Code of Practice for the Governance of State Bodies (½ Day)**
27 April
- Risk Management, Assurance and Internal Control Systems**
1 March | 28 June
- Introduction to Corporate Governance & Risk Management for State and Public Sector Bodies**
29 March | 12 May
- Audit Committee Member Training (½ Day)**
21 March
- Introduction to Internal Audit (2 x 2 Days)**
10-11 April & 25-26 April
- Audit Committee Member Training for Local Authorities (Evening Workshop)**
11 April
- State Body and Public Sector Audit Committees: Role and Evaluation (½ Day)**
26 June

FINANCIAL MANAGEMENT

- Understanding Financial Reports of Public Bodies**
9 May
- Debt Management for Local Authorities**
10-11 & 17-18 May
- Bookkeeping and Accounting**
30 May
- Finance for Non-Financial Managers**
19 June

Tailored In-House Programmes

Many of the IPA's public courses can be tailored to the specific training requirements of your organisation & delivered on an in-house basis at a negotiated rate. Please contact Training & Development (details below) for further information about our tailored training programmes.

INFORMATION TECHNOLOGY/ CYBER SECURITY

- Introduction to Ethical Hacking**
31 March | 26 May
- Hardware & Software**
14-15 March, 4-5 April & 2-3 May
- Big Data and Data Analytics**
Commencing 6 April

HUMAN RESOURCES, LEADERSHIP AND MANAGEMENT DEVELOPMENT

- Leadership Challenge for Senior Public Servants (3 Modules)**
1-3 March | 30 May - 2 June | 29 June
- Developing an Effective Business Case**
6 March | 5 April
- Effective Business Writing**
7 March
- Freedom of Information for Decision Makers**
13 March
- Introduction to Project Management (2 Days)**
14-15 March | 3-4 April
- Leadership in Local Government (4 Modules)**
22-23 March | 17-18 May | 21-22 June | 6-7 September
- Time Management**
28 March
- Competency Based Interviewer Preparation**
31 March
- Train the Trainer (4 Days)**
5-6 April and 10-11 May
- Competency Based Interviewee Preparation (½ Day)**
6 April
- Presentation Skills**
9 May
- Minute Taking for Meetings (½ Day)**
16 May
- Coaching Skills for Managers**
26 May
- Managing and Developing People**
8-9 June

CIVIL AND PUBLIC SERVICE

- Principles of Data Protection (2 Days)**
30-31 March | 12-13 June
- Administrative Law – Refresher**
10 March
- Courtroom Skills/Expert Witness**
24 March
- Executive Officer Programme**
26-27 April
- Strengthening the Assistant Principal Leadership Profile - for experienced APs**
17 May, 1 and 29 June
- Higher Executive Officer Programme**
17-18 May
- Assistant Principal Officer Programme - for newly appointed APs**
22 May, 7 and 22 June
- Clerical Officer Programme**
30-31 May

NATIONAL HOUSING TRAINING & DEVELOPMENT PROGRAMME (NHTDP)

- Social Housing Fundamentals for Local Authorities**
2-3 March (Limerick) | 23-24 March (IPA)
- Preventing and Combatting Rent Arrears**
4 May (Portlaoise)
- Planning & Part V for Housing Practitioners**
11-12 May (Tullamore)
- Dealing with Anti-Social Behaviour**
17 May (IPA)
- Housing Practitioners' Conference**
25-26 May (Cork)

*Dates are correct at time of printing but may be subject to change. All courses are subject to minimum participant numbers.

