INSTITUTE OF PUBLIC ADMINISTRATION
Learning and Development Programmes:

September to December 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 19-20 September & 15-16 November

Certificate in Audit Skills *(4 Modules)* **(CIPFA Accredited)**
Commencing 26-28 September

CIPD Foundation Certificate in Human Resource Practice
Commencing 5 October

CIPD Foundation Diploma in Human Resource Practice
Commencing 28 September

CIPD Foundation Certificate & Diploma in Learning & Development
Commencing 18-19 October

CompTIA A+	18-20 & 25-27 September
CompTIA Security +	18-19 & 25-26 October and 1-2 November
MTA – Network Fundamentals	12-14 September

Prince2® Foundation *(3 Days)*
20-22 September | 23-25 October | 29 November - 1 December

Prince2® Practitioner *(2 Days)*   25-26 September | 4-5 December

Scrum Master 18-19 September | 2-3 November | 11-12 December

EC-Council Certified Chief Information Security Officer (C|CISO)
4, 10, 20, 27 October and 8 November

Certificate in Data Protection   6-8 November

SHORT AND MODULAR TRAINING COURSES*

HUMAN RESOURCES, LEADERSHIP AND MANAGEMENT DEVELOPMENT

Competency Based Interviewer Preparation
5 September | 4 October

Competency Based Interviewee Preparation
5 September | 25 October

Performance Management Skills for Line Managers
3 October | 28 November

Minute Taking for Meetings *(½ Day)*	5 October	9 November
Grievance and Discipline Management	10 October

An Introduction to Project Management *(2 Days)*
16-17 October | 28-29 November

Introduction to Prince2®	18 October

Practical Workforce Planning *(2 x Half Days)*
24 October & 21 November

Essentials of Organisational Development & Design	9 November
Freedom of Information for Decision Makers	9 November
Managing Meetings	16 November
Managing & Developing People	21-22 November
Effective Business Writing	23 November
Successful Project Leadership	30 November - 1 December
Conflict Management and Negotiating Skills	5 December

Successful Delivery through Business Process Improvement
12-13 December

Prince2® for Project Boards	8 December

AUDIT & GOVERNANCE

Audit Committee Member Training *(½ Day)*	28 September
The Code of Practice for Governance of State Bodies 2016	3 October
Board Secretary: Duties and Priorities	19 October

Managing Relations with Charities: Regulation, Funding and Oversight *(½ Day)*   25 October

Corporate Governance for State and Public Sector Bodies
1 November

Statutory Obligations for Public Bodies *(½ Day)*	6 November
Introduction to Internal Audit *(2 x 2 Days)*	8-9 & 22-23 November

Risk Management for Public Service Organisations and State Agencies
14 November

Whistleblowing & the Protected Disclosures Act 2014 *(½ Day)*
28 November

CIVIL AND PUBLIC SERVICE

Courtroom Skills	6 October
Higher Executive Officer Programme	17-18 October
Administrative Law - Refresher	20 October
Introduction to Administrative Law	2-3 November
Executive Officer Programme	8-9 November
Clerical Officer Programme	6-7 December

FINANCIAL MANAGEMENT

Bookkeeping and Accounting	25 September
Finance for Non-Financial Managers	18 October
Understanding Financial Reports of Public Bodies	8 November

INFORMATION TECHNOLOGY/ CYBER SECURITY

Introduction to Data Protection	13 September
Introduction to Ethical Hacking	22 September	23 October
Hardware & Software	Commencing 16-17 October
Server Fundamentals	Commencing 31 October

NATIONAL HOUSING TRAINING & DEVELOPMENT PROGRAMME (NHTDP)

Dealing with Anti-Social Behaviour *(1 ½ Days)*
28-29 September (Tullamore) | 16-17 November (Galway)

Housing Policy Seminar Series *(4 x 1 Day Seminars)*
17 October | 28 November | 23 January | 20 February

Managing Information Systems for Housing Practitioners	26 October

Social Housing Fundamentals for Local Authorities (Galway)
26-27 October 2017

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

> **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.*