



# TRAINING & DEVELOPMENT WORKSHOPS

**\*\*NOW OPEN FOR BOOKING\*\***

**Your punctual arrival at workshops is much appreciated.**

**To ensure you get the most from attending, you are encouraged to have your camera on and are in a position to verbally participate in the discussions.**

## ORIENTATION FOR NEWLY APPOINTED HEADS & MANAGERS PROGRAMME

### Overview:

**Are you a Newly Appointed Head or Manager? Are you now dealing with HR related areas such as Leave Management, Employee Relations, Recruitment & Selection & Contract Management?**

If so, come along to the HR Orientation workshops for all new Heads and Managers to find out more about your role as a Head/Manager throughout the employee lifecycle.

These will take place over five sessions in May. Please see the full schedule below. This programme is open to all new, current and soon-to-be Heads and Managers. Each session will take place via Microsoft Teams.

**To book a place on any of these sessions, please email [traininganddevelopment@ucc.ie](mailto:traininganddevelopment@ucc.ie)**

### Programme Topics & Dates

Session Title	Facilitators	Date	Time	Location
<i>Introduction to HR and the role of the Head/Manager throughout the employee lifecycle</i>	Ashley Flaherty, Mags Walsh & Mary Ward	Monday 20th May 2024	3pm – 5pm	MS Teams
<i>Research HR, Leave and leave management, Garda vetting and Staff Development and Wellbeing</i>	Mary O'Regan, Mary Horgan, Grace Conway & Kathy O'Connell	Tuesday 21st May 2024	3pm – 5pm	MS Teams
<i>Recruitment and Selection &amp; Contract Management</i>	Maeve Doyle & Niamh Healy	Wednesday 22nd May 2024	2pm - 4pm	MS Teams

Session Title	Facilitators	Date	Time	Location
<i>Performance Management</i>	Briona Ryng & Aoife Howard Ring	Tuesday 28th May 2024	10am - 11am	MS Teams
<i>Employee Relations – Policies and Procedures &amp; Managing challenging situations</i>	Paul Ryan, Kieran Creedon & Dr Anne Gannon & Susan O'Mahony	Wednesday 29th May 2024	10am - 12pm	MS Teams

To book a place on any of these sessions, please email [traininganddevelopment@ucc.ie](mailto:traininganddevelopment@ucc.ie)  
Please include your staff number in your email.

## SEA INFORMATION SESSION

**Date:** Tuesday 21<sup>st</sup> May

**Time:** 10am - 11am

**Location:** North Wing Council Room

**Facilitator:** Susan O'Mahony, Staff Wellbeing & Development

**Target Audience:** Senior Executive Assistants (SEAs)



### Overview:

- Learn about the range of personal and professional opportunities available for Senior Executive Assistants
- Introduce a UCC colleague at Grade V to talk about their experience as an SEA
- Provide an opportunity to meet with other SEAs from across the University
- Q&A

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## TAKE 60 MINUTES: MANAGING YOUR WELLBEING AND RESILIENCE

**Date:** Wednesday 22<sup>nd</sup> May

**Time:** 11am - 12pm

**Location:** Online

**Facilitator:** Dr Anne Gannon, Staff Wellbeing & Development

**Target Audience:** All Staff



### Overview:

- Understand what workplace wellbeing is
- Explore the 5 F model in reviewing your workplace wellbeing
- Identify the role of choice and influence in responding to situations
- Examine ways to accept what cannot be changed
- Have some tips to mind your mental health and wellbeing

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4	<p><b>INCREASE YOUR AWARENESS OF HOW CHANGE IMPACTS YOUR TEAM MEMBERS (MBTI)</b></p> <p><b>Date:</b> Friday 24<sup>th</sup> May  <b>Time:</b> 10am - 11.30am  <b>Location:</b> Online  <b>Facilitator:</b> Mary Horgan, Staff Wellbeing &amp; Development  <b>Target Audience:</b> <b>Managers / Team Leaders / Supervisors</b></p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Develop an understanding of the psychology of change</li> <li>• Increase awareness &amp; understanding of the impact of a team member’s MBTI type on their response to change</li> <li>• Enhance your ability to manage your team’s differing responses to change in a positive &amp; constructive way</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b>  <b><a href="#">Click here for more information</a></b></p>	 
5	<p><b>THE EFFECTIVE EMPLOYEE: IMPOSTER SYNDROME &amp; OUR INNER CRITIC</b></p> <p><b>Date:</b> Tuesday 28<sup>th</sup> May  <b>Time:</b> 10am- 12.30pm  <b>Location:</b> Online  <b>Facilitator:</b> Mary Horgan, Staff Wellbeing &amp; Development  <b>Target Audience:</b> All Staff (who <b>are not</b> currently participating in the Successful Team Leader programme)</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• What is Imposter Syndrome?</li> <li>• Some symptoms</li> <li>• Role of Self-Belief</li> <li>• Discuss the practical aspects of team engagement</li> <li>• Growth V. Fixed Mind-set</li> <li>• Triggers</li> <li>• Strategies to deal with it</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b>  <b><a href="#">Click here for more information</a></b></p> <p>Individuals who attend at least 6 Effective Employee workshops within an 18-month period &amp; submit a reflective statement will be awarded The Effective Employee Digital Badge.</p>	
6	<p><b>RECRUITMENT AND SELECTION COMMITTEE TRAINING</b></p> <p><b>Date:</b> Tuesday 28<sup>th</sup> May  <b>Time:</b> 10am - 12pm  <b>Location:</b> Online  <b>Facilitator:</b> Grace Conway, Staff Wellbeing &amp; Development, &amp; Carol O’Dwyer, HR Coordinator  <b>Target Audience:</b> <b>Staff appointed to a Selection Committee <u>only</u></b></p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Understand legal and organisational framework surrounding UCC recruitment process</li> <li>• Understand and exercise your role and responsibilities as a selection committee member</li> <li>• Recognise the impact of implicit bias</li> <li>• Develop skills in ensuring a fair and confidential recruitment and selection process and to understand the shared responsibility of the selection committee membership</li> <li>• Understand actions PIs are required to take to effectively complete the recruitment of researchers (i.e. postdocs, research assistants)</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b>  <b><a href="#">Click here for more information</a></b></p>	

## MENTORING BRIEFING (FOR INTERESTED MENTORS & MENTEES)

**Date:** Wednesday 29<sup>th</sup> May  
**Time:** 10am - 11am  
**Location:** Online  
**Facilitator:** Mary Horgan, Staff Wellbeing & Development  
**Target Audience:** All Staff



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### Overview:

- Understand what mentoring is and is not
- Clarify the principles of mentoring
- Understand the role of the mentee and mentor
- If interested in progressing, be clear on next steps & forming a mentoring relationship

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## THE SUCCESSFUL TEAM LEADER: DEVELOPING TEAM CAREERS

**Date:** Thursday 30<sup>th</sup> May  
**Time:** 10am - 12.30pm  
**Location:** Online  
**Facilitator:** Dr Anne Gannon, Staff Wellbeing & Development & Mary Ward, HR Business Manager  
**Target Audience:** **Team leaders / managers / supervisors** who **are not** currently participating in the Effective Employee programme

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### Overview:

- Explore the concept of careers and career development
- Examine your role as team leader in developing others
- Identify formal mechanisms and informal approaches to enabling careers
- Recognising career development and celebrating success

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Individuals who attend at least 6 Successful Team Leader workshops within an 18-month period & submit a reflective statement will be awarded The Successful Team Leader Digital Badge.

## DEALING MORE EFFECTIVELY WITH STRESS (HARNESSING THE POWER OF MBTI)

**Date:** Thursday 30<sup>th</sup> May  
**Time:** 10am - 12pm  
**Location:** Online  
**Facilitator:** Mary Horgan, Staff Wellbeing & Development  
**Target Audience:** All Staff

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### Overview:

- Identify your main stress triggers
- Recognise how you behave under stress
- How do others observe or experience you under stress
- Identify strategies to build your resilience in dealing with your stress



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10	<p><b>MANAGING CHALLENGES AND UNCERTAINTY FOR MANAGERS</b></p> <p><b>Date:</b> Thursday 30<sup>th</sup> May  <b>Time:</b> 2pm - 3.30pm  <b>Location:</b> Online  <b>Facilitator:</b> Susan O'Mahony, Staff Wellbeing &amp; Development  <b>Target Audience:</b> <b>Team leaders / managers / supervisors</b></p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Develop a more positive and confident approach to managing challenges and uncertainty</li> <li>• Create a culture where uncertainty is accepted and managed constructively</li> <li>• Adopt strategies to help manage uncertainty better</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p>	 
11	<p><b>THE EFFECTIVE EMPLOYEE: GROWING MY NETWORK AND VISIBILITY</b></p> <p><b>Date:</b> Thursday 6<sup>th</sup> June  <b>Time:</b> 10am- 12.30pm  <b>Location:</b> Online  <b>Facilitator:</b> Dr Anne Gannon &amp; Susan O'Mahony, Staff Wellbeing &amp; Development  <b>Target Audience:</b> All Staff (who <b>are not</b> currently participating in the Successful Team Leader programme)</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Explore the role and benefits of networking and importance of workplace visibility</li> <li>• Review approaches to Identifying your network</li> <li>• Examine visibility at work</li> <li>• Explore ways to expand your network and visibility at work</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p> <p>Individuals who attend at least 6 Effective Employee workshops within an 18-month period &amp; submit a reflective statement will be awarded The Effective Employee Digital Badge.</p>	
12	<p><b>PRESIDENT'S ORIENTATION / INFORMATION CAFÉ</b></p> <p><b>Date:</b> Tuesday 11<sup>th</sup> June  <b>Time:</b> Drop in any time between 12.30pm - 2.30pm  <b>Location:</b> Aula Maxima  <b>Facilitator:</b> Staff Wellbeing &amp; Development  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b>  Would you like to find out more about what is in offer for staff in UCC?  The President's Orientation / Information Café showcases the best of <b>UCC services, supports, clubs and societies for staff</b>. This café aims to introduce staff to the wider range of services available across campus in an informal, drop-in style setting. Staff are welcome to visit stands and meet colleagues from across the university including Sports &amp; Social Committee, EDI, CIRT, CDE, Skills Centre, Advantage Scheme, Language Centre, Visitor Centre, Trade Unions, Book Club, Mná, <b>plus many more</b>. This is a fantastic opportunity to network with new colleagues.</p> <p><b>No need to sign up, just come along!</b></p> <p><b><a href="#">Click here for more information</a></b></p>	

[Click here to view the full brochure of Workshops 2023/24](#)

[Watch our Staff Wellbeing and Development Roadshow](#)

### Other Training Available to UCC Staff

- [Professional Skills Digital Badge](#) 
- [Staff IT Guide](#)
- [M365 and more for a Digital Workplace Digital Badge](#)
- [The Right to Disconnect Online Training](#)
- [The Bystander Intervention Digital Badge Programme](#)
- [Brainpower Digital Badge for UCC staff](#)
- [Postgraduate Certificate in Teaching and Learning in Higher Education](#)
- [The Connected Curriculum Digital Badge Programme](#)
- [Committee and Meeting Training](#)
- [Other Staff Training Programmes](#)
- [Meet your UCC Training Providers - Part 1 \(January 2024\)](#)
- [Meet your UCC Training Providers - Part 2 \(January 2024\)](#)

Staff working in UCC subsidiaries can email [traininganddevelopment@ucc.ie](mailto:traininganddevelopment@ucc.ie) to make a booking.

Only those who receive a confirmation email will have secured a place on the programme applied for. If a workshop is full when you try to book a place, please check [ESS](#) or contact us [via e-mail](#) the day before to see if there has been a cancellation and a place may have become available.

To book a place on any online session log into <https://ess.ucc.ie> and book available training sessions via the 'My Training' tab. **Make it easier to find a programme on ESS (once it has been advertised via email) by inserting one keyword into the search box.** If you experience any difficulty in booking, please refer to our [ESS My Training Guides](#).

### Cancellation Policy

- Places for all online programmes are limited. **If you are unable to attend a programme you have booked, please cancel at least 48 hours in advance where possible, so we can offer your place to someone else in good time.** To cancel your place, please log on to [ESS](#) and go to the 'My Training' Tab.
- If you need to cancel 24 hours or less before a programme, please also email [traininganddevelopment@ucc](mailto:traininganddevelopment@ucc)
- We reserve the right to cancel a programme if we do not have sufficient bookings or if a facilitator is unavailable at short notice.