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

Programme Topics & Dates

Session Title	Facilitators	Date	Time	Location
Performance Management	Briona Ryng & Aoife Howard Ring	Tuesday 28th May 2024	10am - 11am	MS Teams
Employee Relations – Policies and Procedures & Managing challenging situations	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
Please include your staff number in your email.

THE EFFECTIVE EMPLOYEE: IMPOSTER SYNDROME & OUR INNER CRITIC

Date: Tuesday 28th May
Time: 10am – 12.30pm
Location: Online
Facilitator: Mary Horgan, Staff Wellbeing & Development
Target Audience: All Staff (who **are not** currently participating in the Successful Team Leader programme)

Overview:
- What is Imposter Syndrome?
- Some symptoms
- Role of Self-Belief
- Discuss the practical aspects of team engagement
- Growth V. Fixed Mind-set
- Triggers
- Strategies to deal with it

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Click here for more information

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

RECRUITMENT AND SELECTION COMMITTEE TRAINING

Date: Tuesday 28th May
Time: 10am – 12pm
Location: Online
Facilitator: Grace Conway, Staff Wellbeing & Development, & Carol O'Dwyer, HR Coordinator
Target Audience: Staff appointed to a Selection Committee only

Overview:
- Understand legal and organisational framework surrounding UCC recruitment process
- Understand and exercise your role and responsibilities as a selection committee member
- Recognise the impact of implicit bias
- Develop skills in ensuring a fair and confidential recruitment and selection process and to understand the shared responsibility of the selection committee membership
- Understand actions PIs are required to take to effectively complete the recruitment of researchers (i.e. postdocs, research assistants)

Now Open for Booking via ESS

Click here for more information

MENTORING BRIEFING (FOR INTERESTED MENTORS & MENTEES)

Date: Wednesday 29th May
Time: 10am – 11am
Location: Online
Facilitator: Mary Horgan, Staff Wellbeing & Development
Target Audience: All Staff

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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5	## THE SUCCESSFUL TEAM LEADER: DEVELOPING TEAM CAREERS

Date: Thursday 30th 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

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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Click here for more information

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. |
| 6 | ## DEALING MORE EFFECTIVELY WITH STRESS (HARNESSING THE POWER OF MBTI)

Date: Thursday 30th May
Time: 10am – 12pm
Location: Online
Facilitator: Mary Horgan, Staff Wellbeing & Development
Target Audience: All Staff

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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| 7 | ## MANAGING CHALLENGES AND UNCERTAINTY FOR MANAGERS

Date: Thursday 30th May
Time: 2pm – 3.30pm
Location: Online
Facilitator: Susan O'Mahony, Staff Wellbeing & Development
Target Audience: Team leaders / managers / supervisors

Overview:
- Develop a more positive and confident approach to managing challenges and uncertainty
- Create a culture where uncertainty is accepted and managed constructively
- Adopt strategies to help manage uncertainty better

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8	## THE EFFECTIVE EMPLOYEE: GROWING MY NETWORK AND VISIBILITY

Date: Thursday 6th June
Time: 10am– 12.30pm
Location: Online
Facilitator: Dr Anne Gannon & Susan O'Mahony, Staff Wellbeing & Development
Target Audience: All Staff (who **are not** currently participating in the Successful Team Leader programme)

Overview:
- Explore the role and benefits of networking and importance of workplace visibility
- Review approaches to Identifying your network
- Examine visibility at work
- Explore ways to expand your network and visibility at work

Now Open for Booking via ESS

Click here for more information

Individuals who attend at least 6 Effective Employee workshops within an 18-month period & submit a reflective statement will be awarded The Effective Employee Digital Badge. |
| 9 | ## PRESIDENT'S ORIENTATION / INFORMATION CAFÉ

Date: Tuesday 11th June
Time: Drop in any time between 12.30pm – 2.30pm
Location: Aula Maxima
Facilitator: Staff Wellbeing & Development
Target Audience: All Staff

ALL Staff Welcome!

Overview:
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 **UCC services, supports, clubs and societies for staff**. 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 & Social Committee, EDI, CIRTL, CDE, Skills Centre, Advantage Scheme, Language Centre, Visitor Centre, Trade Unions, Book Club, Mná, **plus many more**. This is a fantastic opportunity to network with new colleagues.

No need to sign up, just come along!

Click here for more information |

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 **NEW!**
- 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 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 <u>one</u> keyword into the search box.** If you experience any difficulty in booking, please refer to our [ESS My Training Guides](#).

<u>Cancellation Policy</u>
- Places for all online programmes are limited. **If you are unable to attend a programme you have booked, <u>please cancel</u> 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
- We reserve the right to cancel a programme if we do not have sufficient bookings or if a facilitator is unavailable at short notice.