



TRAINING & DEVELOPMENT WORKSHOPS

**SEMESTER 1
2024/2025**

Knowing Yourself & Others More Effectively (MBTI)

Date: Friday 20th September 2024

Time: 10.00 - 12.30

Location: MS Teams

Facilitator: Mary Horgan

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Staff Orientation

Date: Tuesday 24th September 2024

Time: 09.00 - 13.00

Location: North Wing Council Room

Facilitator: Susan O'Mahony

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Recruitment and Selection Committee Training

Date: Tuesday 24th September 2024

Time: 10.00 - 12.00

Location: MS Teams

Facilitators: Grace Conway & Liann Buckley

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Mentoring Briefing

Date: Tuesday 24th September 2024

Time: 10.00 - 11.00

Location: MS Teams

Facilitator: Mary Horgan

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Minute Taking from a UCC Perspective

Date: Wednesday 25th September 2024

Time: 10.00 - 11.10

Location: North Wing Conference Room

Facilitator: Aoife Ní Néill

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Email Etiquette: The Dos and Don'ts of Professional Communication

Date: Tuesday 1st October 2024

Time: 15.00 - 16.00

Location: MS Teams

Facilitator: Adel Coleman

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An Introduction to Neurodiversity

Date: Thursday 3rd October 2024

Time: 10.00 - 12.00

Location: North Wing Conference Room

Facilitator: Eleanor McSherry

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Recruitment: The UCC Process

Date: Thursday 10th October 2024

Time: 10.00 - 12.00

Location: MS Teams

Facilitators: Anne Gannon & Grace Conway

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Introduction to Graphic Design

Date: Thursday 10th October 2024
Time: 10.00 - 11.30
Location: Digital Scholarship Studio
Facilitator: Stephanie Chen

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Workplace Stress: A Cognitive & Philosophical Approach

Date: Thursday 17th October 2024
Time: 10.30 - 11.30
Location: North Wing Conference Room
Facilitator: George Nagle

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Family Friendly Policies Information Session (For Managers)

Date: Thursday 24th November 2024
Time: 12.00 - 13.00
Location: MS Teams
Facilitators: Susan O'Mahony & Kathy O'Connell

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Recruitment and Selection Committee Training

Date: Tuesday 5th November 2024
Time: 10.00 - 12.00
Location: MS Teams
Facilitators: Grace Conway & Orla Forrest

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Take 90 Minutes - Increase Your Awareness of How Change Impacts You & Your Team (MBTI) (For Managers / Team Leaders)

Date: Tuesday 5th November 2024

Time: 10.00 - 11.30

Location: MS Teams

Facilitator: Mary Horgan

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Navigating through Change

Date: Wednesday 6th November 2024

Time: 11.00 - 13.00

Location: Zoom

Facilitator: Career Decisions Ireland

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Creativity in the Workplace

Date: Thursday 7th November 2024

Time: 10.00 - 12.00

Location: North Wing Conference Room

Facilitator: Katie Sandham

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Duty of Respect & Right to Dignity Policy Information Session (For Managers)

Date: Thursday 7th November 2024

Time: 12.00 - 13.00

Location: MS Teams

Facilitator: Paul Ryan, Veronica O'Connell & Susan O'Mahony



An Introduction to Neurodiversity

Date: Tuesday 12th November 2024

Time: 14.30 - 16.30

Location: MS Teams

Facilitator: Eleanor McSherry

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Advanced Use of Canva for Graphic Design

Date: Wednesday 13th November 2024

Time: 14.30 - 16.00

Location: MS Teams

Facilitator: Stephanie Chen

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Engaging With People Who Are Angry, Anxious, Sad or Panicked

Date: Thursday 14th November 2024

Time: 15.30 - 16.30

Location: MS Teams

Facilitator: George Nagle

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Difficult Conversations Part 1 – Supportive and Sensitive Conversations for Line Managers

Date: Tuesday 19th November 2024

Time: 14.00 - 17.00

Location: Zoom

Facilitator: Anne Fogarty, Centre4Learning

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Navigating Difficult Conversations: Building Confidence and Competence in Difficult Dialogues for Line Managers

Date: Wednesday 20th November 2024

Time: 09.30 - 12.30

Location: MS Teams

Facilitator: Julia Rowan, [Performance Matters](#)

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Mentoring Briefing

Date: Wednesday 20th November 2024

Time: 10.00 - 11.00

Location: MS Teams

Facilitator: Mary Horgan

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Email Etiquette: The Dos and Don'ts of Professional Communication

Date: Thursday 21st November 2024

Time: 10.00 - 11.00

Location: North Wing Conference Room

Facilitator: Adel Coleman

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Sick Leave Policy Information Session for Managers

Date: Thursday 21st November 2024

Time: 12.00 - 13.00

Location: MS Teams

Facilitator: Susan O'Mahony & Kathy O'Connell



Duty of Respect and Right to Dignity at Work Policy Training (for Managers)

Date: Friday 22nd November 2024

Time: 10.00 - 13.00

Location: Zoom

Facilitator: Reg Friddle

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Difficult Conversations Part 2 – Powerful Discussions Line Managers

Date: Tuesday 26th November 2024

Time: 14.00 - 17.00

Location: Zoom

Facilitator: Anne Fogarty, Centre4Learning

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Take 90 Minutes - Understanding Our Stress Triggers with MBTI

Date: Tuesday 26th November 2024

Time: 10.00 - 11.30

Location: MS Teams

Facilitator: Mary Horgan

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Staff Orientation

Date: Wednesday 27th November 2024

Time: 09.00 - 13.00

Location: Dora Allman (top floor of The Hub)

Facilitator: Susan O'Mahony

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Workplace Stress: A Cognitive & Philosophical Approach

Date: Thursday 28th November 2024

Time: 15.30 - 16.30

Location: MS Teams

Facilitator: George Nagle

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How to Approach and Plan a Small Project

Date: Tuesday 3rd December 2024

Time: 10.00 - 12.00

Location: MS Teams

Facilitator: Martha Henchion

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Minute Taking from a UCC Perspective

Date: Tuesday 3rd December 2024

Time: 14.30 - 15.40

Location: MS Teams

Facilitator: Aoife Ní Néill

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Engaging With People Who Are Angry, Anxious, Sad or Panicked

Date: Wednesday 4th December 2024

Time: 10.30 - 11.30

Location: North Wing Conference Room

Facilitator: George Nagle

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Tackling Imposter Syndrome: Can Coaching Help?

Date: Thursday 5th December 2024

Time: 12.00 - 13.00

Location: MS Teams

Facilitator: Dearbhail O'Callaghan

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Recruitment: The UCC Process

Date: Tuesday 10th December 2024

Time: 10.00 - 12.00

Location: MS Teams

Facilitators: Anne Gannon & Grace Conway

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Recruitment and Selection Committee Training

Date: Tuesday 17th December 2024

Time: 10.00 - 12.00

Location: MS Teams

Facilitators: Grace Conway & Gemma Hayes

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Mentoring Briefing

Date: Tuesday 14th January 2025

Time: 10.00 - 11.00

Location: MS Teams

Facilitators: Mary Horgan

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Recruitment: The UCC Process

Date: Tuesday 21st January 2025
Time: 10.00 - 12.00
Location: MS Teams
Facilitators: Anne Gannon & Grace Conway

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Bringing a Coaching Mindset to Your Management Style

Date: Thursday 23rd January 2025
Time: 10.00 - 12.00
Location: Zoom
Facilitators: Pat O'Leary

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Recruitment and Selection Committee Training

Date: Tuesday 11th February 2025
Time: 10.00 - 12.00
Location: MS Teams
Facilitators: Grace Conway

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Staff Orientation

Date: Wednesday 12th February 2025
Time: 9.00 - 13.00
Location: Dora Allman
Facilitators: Susan O'Mahony

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Mentoring Briefing

Date: Wednesday 26th February 2025

Time: 10.00 - 11.00

Location: MS Teams

Facilitators: Mary Horgan

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Recruitment: The UCC Process

Date: Tuesday 4th March 2025

Time: 10.00 - 12.00

Location: MS Teams

Facilitators: Anne Gannon & Grace Conway

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GenAI/Copilot...? What are these and can they really make my life easier in finding information?

Date: Thursday 6th March 2025

Time: 11.00 - 12.30

Location: MS Teams

Facilitators: Stephanie Chen, Ronan Madden & Benjamin Williamson

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Navigating Difficult Conversations (for Managers)

Date: Tuesday 11th March 2025

Time: 09.30 - 12.30

Location: Online

Facilitators: Julia Rowan

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Recruitment and Selection Committee Training

Date: Tuesday 25th March 2025

Time: 10.00 - 12.00

Location: MS Teams

Facilitators: Grace Conway

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Creativity in the Workplace

Date: Wednesday 26th March 2025

Time: 10.00 - 12.30

Location: Library Seminar Room

Facilitator: Katie Sandham

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Engaging With People Who Are Angry, Anxious, Sad or Panicked

Date: Wednesday 26th March 2025

Time: 15.30 - 16.30

Location: MS Teams

Facilitator: George Nagle

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The Effective Employee

First Steps into Management

SPEAK

Current Leaders Level 1

The Successful Team Leader

Continuing Steps into Management

Aurora

Current Leaders Level 2