

Training & Development Workshops

Now open for booking [via ESS](#)

Managers' Insights Hub-Marketing & Communications: Practical Steps for Managers

Date: Monday 28th April 2025

Time: 11am - 12pm

Location: MS Teams

Facilitator: Professor Ursula Kilkelly, Vice President Global Engagement

Target Audience: Team Leaders / Managers / Supervisors



Overview:

In order to optimise the University's strategic development, work has been underway to revise and streamline our approach to marketing and communications across the University. This workshop will provide a briefing on this work and identify practical steps that managers can take to support and contribute to making our new approach a success.

[> BOOK NOW](#)

Work Life Balance: Step by Step Policy Implementation Information Session for School/Unit Managers

Supporting the launch of the new Work Life Balance Policies

Date: Monday 28th April 2025

Time: 2.30pm - 4pm

Location: MS Teams

Facilitators: Dr Anne Gannon & Mary Horgan, Staff Wellbeing & Development

Target Audience: Team Leaders / Managers / Supervisors



Overview:

- Policy details relevant to school/unit management
- Operational challenges and solutions
- Q&A session

[> BOOK NOW](#)

The Successful Team Leader: Creating and Developing a Values-Based Team Culture

Date: Thursday 1st May 2025

Time: 10am - 12.30pm

Location: North Wing Conference Room

Facilitators: 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 how to articulate, communicate and aligning team behaviours, decisions, and actions with the UCC values, promoting consistency and integrity within the team
- Examine strategies in building trust and accountability among team members through reinforcing shared values to foster a supportive and collaborative team environment
- Identify practical ways to create and maintain an enduring values-based team culture

[> BOOK NOW](#)

Finding Work Life Balance: A Workshop for Parents

Date: Wednesday 7th May 2025

Time: 10am - 1pm

Location: MS Teams

Facilitators: Members of the UCC Coaching Panel

Target Audience: All Staff



What You'll Gain:

- A supportive space to reflect on your work-life balance Insights into personal challenges and how to navigate them Actionable strategies to create balance and fulfilment in your daily routine
- This interactive session will provide tools, insights, and support to help you navigate parenthood with more ease and confidence.
- Whether you're juggling a newborn, teenagers, or anything in between, this workshop is here to help you thrive—not just survive!

[> BOOK NOW](#)

Work Life Balance: Step by Step Policy Implementation Information Session for School/Unit Managers

Supporting the launch of the new Work Life Balance Policies



Date: Wednesday 7th May 2025

Time: 2.30pm - 4pm

Location: MS Teams

Facilitators: Dr Anne Gannon & Susan O'Mahony, Staff Wellbeing & Development

Target Audience: Team Leaders / Managers / Supervisors

Overview:

- Policy details relevant to school/unit management
- Operational challenges and solutions
- Q&A session

[> BOOK NOW](#)

Work Life Balance: Leadership of Hybrid Teams

Supporting the launch of the new Work Life Balance Policies



Date: Thursday 8th May 2025

Time: 9.30am - 12.30pm

Location: Western Gateway Building 2.26

Facilitator: Anne Hennessy, Vitae Consulting

Target Audience: Team Leaders / Managers / Supervisors

Overview:

The leadership skills below will be explored during this workshop:

- Principles of team working and performance, actively fostering team collaboration and cohesion
- Consistent and clear communication – clarity on use of tools and process for communication purposes
- Creating and managing expectations in relation to goals and output – how are they measured, focus on results not managing time
- Role modelling trust and psychological safety

[> BOOK NOW](#)

Advanced Use of Canva for Graphic Design

Date: Thursday 8th May 2025

Time: 11am - 12.30pm

Location: MS Teams

Facilitator: Stephanie Chen, UCC Library

Target Audience: All Staff



Overview:

- Articulate how visual designs could be improved
- Describe the different types of designs that can be made in Canva, including presentations, videos, and graphs
- Save time with Canva tips and tricks
- Access and use a variety of Canva integrations, such as Canva apps, videos, and audio
- Turn designs into templates for reuse

[> BOOK NOW](#)

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

Date: Thursday 8th May 2025

Time: 3.15pm - 4.15pm

Location: MS Teams

Facilitator: George Nagle, Student Counselling & Development

Target Audience: All Staff



Learning outcomes:

- Know more about anger, anxiety and panic attacks
- Learn how to understand and empathise with people who are angry, anxious or having a panic attack
- Learn how to engage and communicate helpfully and safely

[> BOOK NOW](#)

Work Life Balance: Policy Awareness and Understanding for Staff

Supporting the launch of the new Work Life Balance Policies



Date: Monday 12th May 2025

Time: 2.30pm - 4pm

Location: North Wing Conference Room

Facilitators: Susan O'Mahony, Staff Wellbeing & Development & Veronica O'Connell, Employee Relations Advisor

Target Audience: All Staff

Overview:

- Policy objectives and scope.
- Roles and responsibilities in policy implementation.
- Q&A session

[> BOOK NOW](#)

The Successful Team Leader: Exploring the Role of the Team Leader in the Context of Workplace Demands, Work-Life Balance and Wellbeing

Date: Tuesday 13th May 2025

Time: 10am - 12.30pm

Location: Western Gateway Building, 2.26

Facilitators: Mary Horgan & Susan O'Mahony, Staff Wellbeing & Development

Target Audience: Team Leaders / Managers / Supervisors who are not currently participating in the Effective Employee programme



Overview:

- Explore the various challenges in relation to finding balance between work and work-life balance in the context of the changing work environment
- Examine the case for adopting strategies and best practices to promote work-life balance among team members
- Acquire knowledge and skills to identify signs of stress and burnout and implement strategies to support wellbeing and mental health in the workplace
- Reflect on the role of the team leader in creating a positive and healthy work environment and to examine the supports available within UCC

[> BOOK NOW](#)

Recruitment and Selection Committee Training

Date: Tuesday 13th May 2025

Time: 10am - 11.30am

Location: MS Teams

Facilitators: Grace Conway, Staff Wellbeing & Development

Target Audience: Staff appointed to a Selection Committee only



Overview:

- Understand legal & organisational framework surrounding UCC recruitment process
- Understand and exercise your role & 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)

[> BOOK NOW](#)

Work Life Balance: FAQ and Scenario-Based Training for Line Managers

Supporting the launch of the new Work Life Balance Policies

Date: Wednesday 14th May 2025

Time: 2.30pm - 4pm

Location: North Wing Conference Room

Facilitators: Dr Anne Gannon & Mary Horgan, Staff Wellbeing & Development

Target Audience: Team Leaders / Managers / Supervisors



Overview:

- Equip attendees with practical answers to frequently asked questions and provide guidance and support in handling real-life scenarios
- Q&A session

[> BOOK NOW](#)

Orientation for Managers Programme

Overview:

Are you a Manager / Team Leader / Supervisor? Are you dealing with HR related areas such as Leave Management, Employee Relations, Recruitment & Selection & Contract Management?

If so, come along to these workshops to find out more about your role as a 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 managers.** Each session will take place via Microsoft Teams.

To book a place on any of these sessions, please email traininganddevelopment@ucc.ie. Please include your staff number in your email.

Session Title	Facilitators	Date	Time	Location
<i>Introduction to People & Culture and the role of the Manager throughout the employee lifecycle</i>	Mary Ward & Mags Walsh	Monday 19th May 2025	10am - 12pm	MS Teams
Research HR, Leave and leave management, Garda vetting and Staff Development and Wellbeing	Carol O'Dwyer, Kathy O'Connell, Grace Conway & Mary Horgan	Tuesday 20th May 2025	10am - 12pm	MS Teams
Recruitment and Selection & Contract Management	Maeve Doyle & Helen O'Donoghue	Thursday 22nd May 2025	10am - 12pm	MS Teams
Performance Management	Briona Ryng	Tuesday 27th May 2025	10am - 11am	MS Teams
Employee Relations – Policies and Procedures & Managing challenging situations	Paul Ryan, Kieran Creedon, Anne Gannon & Susan O'Mahony	Thursday 29th May 2025	10am - 12pm	MS Teams

Creativity in the Workplace

Date: Tuesday 20th May 2025

Time: 10am - 12.30pm

Location: Library Seminar Room

Facilitator: Katie Sandham, Continuous Improvement Lead

Target Audience: All Staff



Learning outcomes:

- Participants will explore their own professional creative potential, reflecting on personal strengths and areas for growth in fostering creativity within their roles.
- Staff will identify common fears and workplace barriers that inhibit creativity and develop strategies to overcome them in a supportive environment.
- Participants will self-reflect on how best to cultivate a personal working environment that encourages creative thinking
- Staff will be introduced to digital tools and platforms that can support creative processes, collaboration, and innovation in their day-to-day responsibilities.

[> BOOK NOW](#)

The Successful Team Leader: Developing Team Careers

Date: Friday 23rd May 2025

Time: 10am - 12.30pm

Location: North Wing Conference Room

Facilitators: 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 career development for team members which aligning with organisational goals and opportunities
- Examine the influence of leadership mentoring and coaching in achieving career goals and professional growth
- Identify strategies for identifying skill gaps and providing relevant training opportunities to enhance the capabilities and career readiness of team members
- Investigate advocacy and advancement opportunities to facilitate career progression and retention
- Focus on enabling your own development as Team Lead and being an active role model

[> BOOK NOW](#)

Book your Team Workshop

Do you know Staff Wellbeing & Development offer **tailored team workshops** within schools, departments and units? In response to addressing specific needs, we are very happy to work with you to meet your team requirements.

In our hybrid work environment, they provide an excellent opportunity to spend time together and build skills and relationships within your team. In addition, team workshops assist in achieving team cohesion and commitment and address unit specific development. Contact us today by emailing traininganddevelopment@ucc.ie to discuss further.

An example of tailored team workshops

- Team training workshop to explore effective communication and working collaboratively
- Myers Briggs Team Dynamics
- Effective time & self management
- An Overview of Staff Wellbeing Supports



[Click here to view The Effective Employee Workshops 2024/25](#)



[Click here to view The Successful Team Leader Workshops 2024/25](#)



[Click here to view the full brochure of Workshops 2024/25](#)



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

Your punctual arrival at workshops is much appreciated.

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

Other Training Available to UCC Staff

- [Professional Skills Digital Badge](#)
- [Staff IT Guide](#)
- [Identifying and Responding to Students in Distress and at Risk](#)
- [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 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

We reserve the right to cancel a programme if we do not have sufficient bookings or if a facilitator is unavailable at short notice.

