



TRAINING & DEVELOPMENT WORKSHOPS

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

GROUPWORK FOR TEAMWORK

Date: Wednesday 29th November
Time: 10.30am - 12pm
Location: Online
Facilitator: UCC Skills Centre
Target Audience: All Staff



Overview:

This workshop looks at how we work and communicate on tasks as a group/team. Within any organisation or project, there will be a need for shared workloads or collaboration on projects. The session combines theory with some practical exercises with an emphasis on problem solving, conflict resolution, and reflection on groupwork performance.

Learning Outcomes:

- Identify skills within a team or group
- Understand the theory and dynamics of working within a team or group
- Develop both teamwork skills and interpersonal skills
- Understand the process of conflict resolution and execute it in necessary scenarios
- Reflect on one's own performance within a team and evaluate that performance

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WORKPLACE STRESS - A COGNITIVE AND PHILOSOPHICAL APPROACH

Date: Wednesday 29th November
Time: 3.15pm - 4.15pm
Location: Online
Facilitator: George Nagle, Student Counselling & Development
Target Audience: All Staff



Overview:

- Learn about cognitive techniques & philosophical perspectives that will help you prepare for your working day
- Learn how to manage workplace stress continually throughout your working day

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ORIENTATION FOR NEWLY APPOINTED HEADS & MANAGERS PROGRAMME

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 December. 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

Please include your staff number in your email.

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 4th December 2023	3pm - 5pm	MS Teams
<i>Performance Management</i>	Briona Ryng & Aoife Howard Ring	Tuesday 5th December 2023	10am - 11am	MS Teams
<i>Recruitment and Selection & Contract Management</i>	Maeve Doyle & Niamh Healy	Wednesday 6th December 2023	10am - 12pm	MS Teams
<i>Research HR, Leave and leave management, Garda vetting and Staff Development and Wellbeing</i>	Paolo Saporito, Kathy O'Connell, Grace Conway & Mary Horgan	Monday 11th December 2023	3pm - 5pm	MS Teams
<i>Employee Relations - Policies and Procedures & Managing challenging situations</i>	Paul Ryan, Kieran Creedon & Susan O'Mahony	Wednesday 13th December 2023	10am - 12pm	MS Teams

To book a place on any of these sessions, please email traininganddevelopment@ucc.ie

RECRUITMENT: THE UCC PROCESS

Date: Tuesday 5th December

Time: 10am - 12pm

Location: Online

Facilitator: Dr Anne Gannon and Grace Conway, Staff Wellbeing & Development

Target Audience: Applicants / Potential Applicants only

Overview:

- Introduce applicants to how the recruitment process system works from advertisement to appointment
- Explore criteria and competencies and the importance of aligning your experience, skills and abilities with the requirements of the role
- Understand how decisions are made at shortlisting and interview by a Selection Committee
- Develop your expertise in preparing for and delivering at interview




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5	<p>PRESIDENT'S ORIENTATION / INFORMATION CAFÉ</p> <p>Date: Wednesday 6th December Time: Drop in any time between 12.30pm - 2.30pm Location: Aula Maxima Facilitator: Susan O'Mahony / Staff Wellbeing & Development Target Audience: All Staff</p> <p>Overview: Would you like to find out more about what is in offer for staff in UCC?</p> <p>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.</p> <p>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.</p> <p>No need to sign up, just come along!</p> <p>Click here for more information</p>	
6	<p>TACKLING IMPOSTER SYNDROME: CAN COACHING HELP?</p> <p>Date: Thursday 7th December Time: 12pm - 1pm Location: Online Facilitator: Dearbhail O'Callaghan, UCC Internal Coaching Panel Target Audience: All Staff</p> <p>Overview:</p> <ul style="list-style-type: none"> • Understand the concept of Imposter Syndrome • Consider the various ways it typically manifests • Learn a number of coping techniques • Understand how working with a coach could be helpful to further explore the syndrome <p>Now Open for Booking via ESS</p> <p>Click here for more information on Coaching</p>	
7	<p>TAKE 60 MINUTES: FOSTERING A POSITIVE WORK ENVIRONMENT TO NURTURE GROWTH, DEVELOPMENT AND INCLUSIVITY (FOR MANAGERS)</p> <p>Date: Friday 8th December Time: 12pm - 1pm Location: Online Facilitator: Dr Anne Gannon, Staff Wellbeing & Development Target Audience: Managers / Supervisors / Team Leaders</p> <p>Overview:</p> <ul style="list-style-type: none"> • What are the ingredients of a positive work environment • The managers role in fostering an engaging, rewarding and supportive workplace • Enabling a values-based team culture • Nurturing growth and development within your team • Ways to promote diversity and inclusion <p>Now Open for Booking via ESS</p> <p>Click here for more information</p>	

8	<p>BULLYING AND HARASSMENT POLICY INFORMATION SESSION</p> <p>Date: Monday 11th December Time: 12pm - 1pm Location: Online Facilitator: Paul Ryan, Deputy Director Human Resources, Veronica O’Connell, Employee Relations Advisor & Susan O’Mahony, Staff Wellbeing & Development Target Audience: Managers / Supervisors / Team Leaders</p> <p>Overview:</p> <ul style="list-style-type: none"> • Understand the purpose of the policy • Define the role and responsibilities of managers • Provide practical guidance and support for managers <p>Now Open for Booking via ESS</p> 
9	<p>HOW TO APPROACH AND PLAN A SMALL PROJECT</p> <p>Date: Monday 11th December Time: 2.30pm - 4.30pm Location: Online Facilitator: Martha Henchion, Admissions Office Target Audience: All Staff</p> <p>Overview:</p> <ul style="list-style-type: none"> • Basic Project Management Terminology • How to approach and manage a small project successfully • How to build an effective project team <p>Now Open for Booking via ESS</p> <p>Click here for more information</p> 
10	<p>RECRUITMENT AND SELECTION COMMITTEE TRAINING</p> <p>Date: Tuesday 12th December Time: 10am - 12pm Location: Online Facilitator: Grace Conway, Staff Wellbeing & Development, Dr Paolo Saporito, HR Research & Carol O’Dwyer, HR Coordinator Target Audience: Staff appointed to a Selection Committee only</p> <p>Overview:</p> <ul style="list-style-type: none"> • 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) <p>Now Open for Booking via ESS</p> <p>Click here for more information</p> 

11	<p>TAKE 60 MINUTES TO DEVELOP EFFECTIVE LISTENING SKILLS</p> <p>Date: Wednesday 13th December Time: 11am - 12pm Location: Online Facilitator: Dr Anne Gannon, Staff Wellbeing & Development Target Audience: All Staff</p> <p>Overview:</p> <ul style="list-style-type: none"> • Discuss communication in all its forms - both verbal and non-verbal • Identify the ingredients of effective listening and the benefits of active listening • Develop improved listening skills <p>Now Open for Booking via ESS</p> <p>Click here for more information</p>	 
12	<p>THE EFFECTIVE EMPLOYEE: HANDLING CONFLICT AT WORK</p> <p>Date: Thursday 14th December Time: 10am - 12.30pm Location: Online Facilitator: Dr Anne Gannon & Susan O'Mahony, Staff Wellbeing & Development Target Audience: All Staff (who are who are not currently participating in the Successful Team Leader programme)</p> <p>Overview:</p> <ul style="list-style-type: none"> • Discuss the concept of conflict and its sources • Reflect on your personal conflict management style • Explore strategies for addressing conflict effectively • Discuss the HR supports which are available to assist staff dealing with conflict <p>Now Open for Booking via ESS</p> <p>Click here for more information</p> <p>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.</p>	
13	<p>THE SUCCESSFUL TEAM LEADER: LEADING OTHERS EFFECTIVELY THROUGH CHANGE</p> <p>Date: Tuesday 19th December Time: 10am - 12.30pm Location: Online Facilitator: Dr Anne Gannon, Staff Wellbeing & Development & Mary Ward, HR Business Manager Target Audience: This programme is open to any staff member in a supervisory, management or leadership role, who are who are not currently participating in the Effective Employee programme</p> <p>Overview:</p> <ul style="list-style-type: none"> • Explore individual responses to change • Discuss the role that team leaders & managers play in leading others effectively through change • Identify the practical steps which a team leader can take to support others and create an environment of engagement with change <p>Now Open for Booking via ESS</p> <p>Click here for more information</p> <p>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.</p>	

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

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

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 participate in the discussions.

Other Training Available to UCC Staff

- [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](#)

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.