

Training & Development Workshops

Now open for booking [via ESS](#)

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 & Liann Buckley, HR Co-Ordinator

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



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 Rying	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

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



Scenario-Based Facilitated Clinics for Line Managers

Supporting the launch of the new Work Life Balance Policies

Date: Monday 26th May 2025

Time: 2.30pm - 4.30pm

Location: MS Teams

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

Target Audience: Team Leaders / Managers / Supervisors



Objective: Address specific challenges in implementing the policies through facilitated discussions

Overview:

- Group discussions on complex scenarios
- Expert facilitation for solutions
- Opportunities for Peer learning



Recruitment: The UCC Process



Date: Tuesday 27th May 2025

Time: 10am - 12.30pm

Location: MS Teams

Facilitators: Dr Anne Cannon & 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



The Successful Team Leader: Collaborating and Building Connection Within a Team in the Context of Blended Working



Date: Tuesday 27th May 2025

Time: 10am - 12.30pm

Location: MS Teams

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 ways to fostering collaboration among team members in both virtual and in-person settings, promoting synergy and productivity across different work environments
- Identify techniques for clear and inclusive communication that bridge gaps between remote and on-site team members, ensuring shared understanding and alignment
- Examine the team leader's role as a role model in building trust and cultivating strong interpersonal relationships within their teams
- Identify practical ways to facilitate seamless teamwork, enhancing efficiency and effectiveness in blended working environments



Workplace Stress - A Cognitive And Philosophical Approach

Date: Tuesday 27th May 2025

Time: 3.30pm - 4.30pm

Location: MS Teams

Facilitator: George Nagle, Student Counselling & Development

Target Audience: All Staff



Learning outcomes:

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



Work Life Balance Toolkit Review for Line Managers

Supporting the launch of the new Work Life Balance Policies

Date: Wednesday 28th May 2025

Time: 11am - 1pm

Location: MS Teams

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

Target Audience: Team Leaders / Managers / Supervisors



Objective: Introduce the Remote Working and Flexible Working for Caring Purposes policies, and guide attendees through the toolkit.

Overview:

- Policy application in different scenarios
- Demonstration of toolkit resources
- Q&A session



Minute Taking from a UCC Perspective

Date: Thursday 29th May 2025

Time: 10am - 11.10am

Location: MS Teams

Facilitator: Aoife Ni Neill, Academic Secretariat

Target Audience: All Staff



Learning outcomes:

- Recognise the roles and responsibilities of participants at a meeting
- Know more about planning and organising meetings
- Be able to identify approaches for taking minutes
- Consider actions following the meeting



BOOK NOW

The President's Orientation & Information Café

Date: Tuesday 3rd June 2025

Time: Call in any time between 12.30pm - 2.30pm

Location: Aula Maxima

Target Audience: All Staff

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 book a place, just come along!

Work Life Balance: Scenario Based Communications Skills Training for Managers

Date: Wednesday 4th June 2025

Time: 9.30am - 12.30pm

Location: Zoom

Facilitator: Anne Fogarty, Centre4Learning & a Business Actor

Target Audience: Team Leaders / Managers / Supervisors



Overview:

This practical skills-based communications workshop will explore a number of scenarios that may arise in the implementation of the Right to Request Remote Working policy and the Right to Request Flexible Working for Caring Purposes. It will give participants useful frameworks together with tools and techniques to apply to communications with staff together with the opportunity to practice conversations with a business actor. Handling challenging situations together with disagreement and resistance will also be covered.



BOOK NOW

The Effective Employee: Growing my Network and Visibility

Date: Thursday 5th June 2025

Time: 10am - 12.30pm

Location: North Wing Conference Room

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

Target Audience: All Staff



Objectives:

- Explore the role and benefits of networking and importance of workplace visibility
- Review approaches to identifying your network
- Examine visibility at work
- To acquire techniques for engaging with your network consistently and meaningfully, fostering strong professional relationships that endure across hybrid work environments



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.

