



# 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.**

## TAKE 60 MINUTES TO DEVELOP SKILLS IN SEEKING AND RECEIVING CONSTRUCTIVE FEEDBACK

**Date:** Thursday 25<sup>th</sup> April

**Time:** 10am - 11am

**Location:** Online

**Facilitator:** Dr Anne Gannon, Staff Wellbeing & Development

**Target Audience:** All Staff



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### **Overview:**

- Explore the purpose of feedback and its benefits
- Identify individual needs around giving and receiving and asking for feedback
- Review the steps in effectively giving, receiving and asking for feedback
- Practice the skills of giving, receiving and asking for feedback

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## MINUTE TAKING FROM A UCC PERSPECTIVE

**Date:** Tuesday 30<sup>th</sup> April

**Time:** 11.30am - 12.40pm

**Location:** Online

**Facilitator:** Aoife Ní Néill, Academic Secretariat

**Target Audience:** All Staff



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### **Overview:**




- 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

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3	<p><b>HOW TO APPROACH AND PLAN A SMALL PROJECT</b></p> <p><b>Date:</b> Wednesday 1<sup>st</sup> May  <b>Time:</b> 10am - 12pm  <b>Location:</b> Online  <b>Facilitator:</b> Martha Henchion, Admissions Office  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Basic Project Management Terminology</li> <li>• How to approach and manage a small project successfully</li> <li>• How to build an effective project team</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p> 
4	<p><b>TAKE 60 MINUTES TO DISCUSS DEALING WITH CHALLENGING CHANGE</b></p> <p><b>Date:</b> Wednesday 1<sup>st</sup> May  <b>Time:</b> 12pm - 1pm  <b>Location:</b> Online  <b>Facilitator:</b> Dr Anne Gannon, Staff Wellbeing &amp; Development  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Explore experiences around challenging change</li> <li>• Identify individual needs around challenging change</li> <li>• Examining our thoughts and beliefs during a time of change</li> <li>• Discuss what you can do to support yourself during times of change</li> <li>• Exploring adaptive action to managing yourself through challenging change</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p>  
5	<p><b>THE SUCCESSFUL TEAM LEADER: DEVELOPING A VALUES-BASED TEAM CULTURE</b></p> <p><b>Date:</b> Thursday 2<sup>nd</sup> May  <b>Time:</b> 10am - 12.30pm  <b>Location:</b> Online  <b>Facilitator:</b> Dr Anne Gannon, Staff Wellbeing &amp; Development &amp; Mary Ward, HR Business Manager  <b>Target Audience:</b> <b>Team leaders / managers / supervisors</b> who <b>are not</b> currently participating in the Effective Employee programme</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Define what values are and why they matter</li> <li>• Consider our own value system and how it aligns with UCC values</li> <li>• Explore the impact of different values at work</li> <li>• Examine how a team leader can embed a values-driven culture</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p> <p>Individuals who attend at least 6 Successful Team Leader workshops within an 18-month period &amp; submit a reflective statement will be awarded The Successful Team Leader Digital Badge.</p> 

6	<p><b>ADJUSTING YOUR COMMUNICATION STYLE TO MAXIMISE IMPACT (WITH MBTI)</b></p> <p><b>Date:</b> Thursday 2<sup>nd</sup> May  <b>Time:</b> 10am - 11.30am  <b>Location:</b> Online  <b>Facilitator:</b> Mary Horgan, Staff Wellbeing &amp; Development  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Self-assess your current communication style</li> <li>• Increase your understanding of differences in communication styles within your team</li> <li>• Develop greater awareness of the impact of personality type when communicating with your team</li> <li>• Identify where you may need to adjust your communication style to maximize your impact</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b>  <a href="#">Click here for more information</a></p>	 
7	<p><b>ENGAGING WITH PEOPLE WHO ARE ANGRY, SAD, ANXIOUS OR PANICKED</b></p> <p><b>Date:</b> Thursday 2<sup>nd</sup> May  <b>Time:</b> 3.15pm - 4.15pm  <b>Location:</b> Online  <b>Facilitator:</b> George Nagle, Student Counselling &amp; Development  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Know more about cognitive techniques and philosophical perspectives that will help you prepare for your working day</li> <li>• Learn how to manage workplace stress continually throughout your working day</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b>  <a href="#">Click here for more information</a></p>	
8	<p><b>DIGITAL CONFIDENCE IN UCC: KNOW WHERE TO GO</b></p> <p><b>Date:</b> Friday 3<sup>rd</sup> May  <b>Time:</b> 11am - 12pm  <b>Location:</b> Online  <b>Facilitator:</b> Clíodhna O'Callaghan, Technology Enhanced Learning  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b></p> <p>Do you ever wonder who to ask a technology/digital related question in UCC? Do you ever feel overwhelmed by the number of resources, but not quite sure which one is for you?</p> <ul style="list-style-type: none"> <li>• Understand the structure of UCC's digital/technology supports &amp; departments/offices</li> <li>• Be able to access the central digital resources that will benefit you and your work today</li> <li>• Develop your personal and professional digital confidence</li> <li>• Learn 2-3 basic digital skills that will create efficiencies in your day-to-day work</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b>  <a href="#">Click here for more information</a></p>	

9	<p><b>TAKE 90 MINUTES: TIME MANAGEMENT &amp; MAKING IT WORK FOR YOU</b></p> <p><b>Date:</b> Wednesday 8<sup>th</sup> May  <b>Time:</b> 10am - 11.30am  <b>Location:</b> Online  <b>Facilitator:</b> Mary Horgan, Staff Wellbeing &amp; Development  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Explore tools and strategies required to effectively manage yourself in order to get things done</li> <li>• Examine ways of effectively managing interruptions</li> <li>• Develop strategies for effectively managing email communication</li> <li>• Develop a personal improvement plan for addressing what you want to accomplish</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p>	
10	<p><b>THE EFFECTIVE EMPLOYEE: MY VALUES AT WORK</b></p> <p><b>Date:</b> Thursday 9<sup>th</sup> May  <b>Time:</b> 10am- 12.30pm  <b>Location:</b> Online  <b>Facilitator:</b> Dr Anne Gannon &amp; Mary Horgan, Staff Wellbeing &amp; Development  <b>Target Audience:</b> All Staff (who <b>are not</b> currently participating in the Successful Team Leader programme)</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Define what work values are and why they are important</li> <li>• Identify your own work values through a work value inventory</li> <li>• Examine the influence of work values in the workplace</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p> <p>Individuals who attend at least 6 Effective Employee workshops within an 18-month period &amp; submit a reflective statement will be awarded The Effective Employee Digital Badge.</p>	
11	<p><b>DIGITAL RESILIENCE TODAY &amp; YOU</b></p> <p><b>Date:</b> Thursday 9<sup>th</sup> May  <b>Time:</b> 3pm - 4pm  <b>Location:</b> Online  <b>Facilitator:</b> Clíodhna O'Callaghan, Technology Enhanced Learning  <b>Target Audience:</b> All Staff</p> <p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Reflect on how you currently use technology/digital in your work using the DigCompEdu framework.</li> <li>• Identify areas of challenge as well as opportunity in the context of digital skills &amp; competencies</li> <li>• Learn about the UCC supports available to you in the context of Technology &amp; Digital Education</li> <li>• Access a toolkit approach of tips and tricks which will build on your digital confidence and foster greater digital resilience strategies</li> </ul> <p><b>Now Open for Booking via <a href="#">ESS</a></b></p> <p><b><a href="#">Click here for more information</a></b></p>	

## AN INTRODUCTION TO EMPOWERING YOURSELF AND YOUR WORK THROUGH JOB CRAFTING

**Date:** Friday 10<sup>th</sup> May  
**Time:** 11am - 12pm  
**Location:** Online  
**Facilitator:** Dr Anne Gannon, Staff Wellbeing & Development  
**Target Audience:** All Staff



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### Overview:

- Understand the concept and component parts of job crafting and its benefits
- Be able to consider ways of to proactively shaping and personalising how you approach your work
- Know how to create a more meaningful and fulfilling work experience
- Enable more deliberate use of your strengths and interests in your work
- Enhance your own job satisfaction and performance

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## 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](mailto:traininganddevelopment@ucc.ie)**

### Programme Topics & Dates

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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 20th May 2024	3pm – 5pm	MS Teams
<i>Research HR, Leave and leave management, Garda vetting and Staff Development and Wellbeing</i>	Mary O'Regan, Mary Horgan, Grace Conway & Kathy O'Connell	Tuesday 21st May 2024	3pm – 5pm	MS Teams
<i>Recruitment and Selection &amp; Contract Management</i>	Maeve Doyle & Niamh Healy	Wednesday 22nd May 2024	2pm - 4pm	MS Teams


<i>Performance Management</i>	Briona Ryng & Aoife Howard Ring	Tuesday 28th May 2024	10am - 11am	MS Teams
<i>Employee Relations – Policies and Procedures &amp; Managing challenging situations</i>	Paul Ryan, Kieran Creedon & 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](mailto:traininganddevelopment@ucc.ie)

[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](#) 
- [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](mailto: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](mailto: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.