



The Effective Employee Digital Badge 2022/2023

Individuals who attend at least 6 Effective Employee workshops within an 18-month period & complete a short reflective statement (600-word limit) will be awarded **The Effective Employee Digital Badge**. The reflective statement should discuss the learnings which the participant has taken away from the workshops & applied to their own work practice. Reflective statements should be returned to traininganddevelopment@ucc.ie.

Workshops completed as part of previous Effective Employee programmes will also count toward the attainment of the digital badge.

The Effective Employee is a programme of short (2.5 hour) sessions facilitated by HR Managers and colleagues in Staff Wellbeing & Development, designed to provide specific work-related knowledge and guidance and practical skills enhancement to UCC staff across the University. The sessions are intended to provide support for staff through the sharing of information and guidance and the opportunity for skills and knowledge development. The programme also provides staff with opportunities to network with colleagues across the university.

To book a place on any one or number of *The Effective Employee* workshops, please do so via the 'My Training' tab on ess.ucc.ie.

To obtain The UCC Effective Employee Digital Badge	
a)	Complete at least 6 <i>Effective Employee</i> within an 18-month period.
b)	Write a 600-word reflective statement on the learnings taken from the programme.
c)	Email your statement to traininganddevelopment@ucc.ie & we will be in touch regarding the outcome shortly thereafter.

The Effective Employee Workshops 2022/2023

1. Effective Team Working – Your Role

Date: Thursday 22nd September 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan & Susan O'Mahony

Objectives:

- Identify the characteristics of effective teams
 - Explore how you can contribute to effective team working
 - Recognise the roles that individuals play within teams and to review your own personal team style
 - Discuss approaches to resolving team issues that arise
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2. Influencing Others Effectively

Date: Thursday 20th October 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

- Understand what influence is, why it is important and how it works
- Explore the barriers to influence
- Consider your own influencing style and how to influence others more effectively at work
- Identify ways of developing effective influencing skills

3. Developing Effective Communication and Active Listening Skills

Date: Thursday 10th November 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

- 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
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4. Handling Conflict at Work

Date: Thursday 8th December 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Susan O'Mahony

Objectives:

- 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

5. Emotional Intelligence - EQI

Date: Thursday 26th January 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- Demonstrate Emotional Intelligence in its everyday form
- Provide practical tips and tools to participants, allowing them to build their emotional intelligence.

The workshop will combine discussion, group exercises and video clips; reading materials will be provided as a follow up resource. Participants will have the option to complete an EI self-assessment after the workshop & meet with a Staff Wellbeing & Development advisor to discuss.

6. Giving, Receiving and Asking for Effective Feedback

Date: Thursday 9th February 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

- 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

7. Knowing Yourself and How You Work with Others (MBTI)

Date: Thursday 2nd March 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- Consider individual differences and their impact in the workplace
- Learn how your personality influences your work (with reference to MBTI Type indicator)
- Explore how to appreciate and leverage on our differences for improved team working
- Reflect on strategies for better engagement with colleagues

Following this workshop attendees will be offered a follow up one to one feedback session using the MBTI (Myers Briggs Type Indicator). MBTI is a simple yet highly versatile developmental tool which helps us develop a deeper understanding of ourselves, how we interact with others & them with us & how we approach our work.

8. Dealing Effectively with Change

Date: Thursday 9th March 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

- Explore the concept of change and the personal issues that can arise during a time of change
- Look at individual needs around change
- Review the six steps for managing yourself effectively through change
- Identify the HR supports which are available to assist individuals through change
- Put in place an action plan for effectively dealing with change

9. Managing Yourself, Your Time and Your Workload Effectively

Date: Thursday 23rd March 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan & Susan O'Mahony

Objectives:

- Explore tools and strategies required to effectively manage yourself to get things done
 - Examine ways of effectively managing interruptions
 - Develop strategies for effectively managing email communication
 - Develop a personal improvement plan for addressing what you want to accomplish
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10. My Values at Work

Date: Thursday 27th April 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives:

- Define what work values are and why they are important
- Identify your own work values through a work value inventory
- Examine the influence of work values in the workplace

11. Imposter Syndrome & Our Inner Critic

Date: Thursday 11th May 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- What is Imposter Syndrome?
 - Some symptoms
 - Role of Self-Belief
 - Discuss the practical aspects of team engagement
 - Growth V. Fixed Mind-set
 - Triggers
 - Strategies to deal with it
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12. Growing my Network and Visibility

Date: Thursday 8th June 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives

- Explore the role and benefits of networking and importance of workplace visibility
- Review approaches to Identifying your network
- Examine visibility at work
- Explore ways to expand your network and visibility at work