



The Effective Employee Digital Badge 2023/2024

This popular digital badge programme is open to all staff. 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 the Staff Wellbeing & Development team, 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.

In order to afford sufficient time, space and opportunity to reflect and embed all your programme learnings from development programmes organised by Staff Wellbeing and Development, we would suggest that staff participate in only ONE of our digital badge programmes at any given time.

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 2023/2024

1. Effective Team Working – Your Role

Date: Thursday 14th September 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Susan O’Mahony

Objectives:

- Identify the characteristics of effective teams
 - Explore how you can contribute to effective team working
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2. Influencing Others

Date: Thursday 5th October 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Horgan

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 2nd November 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Horgan

Objectives:

- Discuss communication in all its forms – both verbal and non-verbal
 - Identify the ingredients of effective listening and the benefits of active listening
 - Identify barriers to effective communications
 - Understand the process of active listening
 - Reflect on your own personal communication style and its strengths and those areas which need attention
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4. Emotional Intelligence

Date: Thursday 18th January 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- What is Emotional Intelligence?
- Why is it worth developing?
- Growth V. Fixed Mindset
- Areas of Emotional Intelligence
- Your strengths and areas for development

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.

5. Giving, Receiving and Asking for Effective Feedback

Date: Thursday 1st February 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Susan O’Mahony

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
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6. Handling Conflict at Work

Date: Tuesday 20th February 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Susan O’Mahony

Objectives:

- Consider sources of conflict
- Identify the skills involved in handling conflict at work
- Explore how to keep conflict cognitive
- Develop further confidence in handling conflict in the workplace and developing responsive communications
- Identify the resources available in addressing conflict at work

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

Date: Thursday 22nd February 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Using the Myers Briggs Type Indicator (MBTI):

- Find out more about your own personality & how it influences the way you work
- Consider individual differences & their impact in the workplace
- Explore how to appreciate & 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. Managing Yourself, Your Time and Your Workload Effectively

Date: Thursday 7th March 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- Identify how to effectively manage yourself in order to get things done (remotely)
- Identifying your priorities & setting goals
- Explore models and tips for managing your time more effectively
- Procrastination & Flow
- Managing ourselves in the hybrid world

9. Dealing Effectively with Change

Date: Thursday 11th April 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Susan O’Mahony

Objectives:

- Explore change and the personal issues that can arise during a time of change
 - Look at individual needs around change
 - Explore change readiness
 - Review the six steps for managing yourself effectively through change
 - Examine mindset and resilience
 - Identify the supports which are available to assist through change
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10. My Values at Work

Date: Thursday 9th May 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Horgan

Objectives:

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

11. That Inner Critic and Imposter Syndrome (Building Confidence)

Date: Thursday 23rd May 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

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

Date: Thursday 6th June 2024
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Susan O'Mahony

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