



The Effective Employee Digital Badge 2025/2026

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**. This 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 over an 18-month period will also count toward the attainment of the digital badge.

With effect from September 2025, these workshops are being held in-person and there will be no facility to join these sessions online. *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 from across the university. Following feedback received from staff, these sessions effective September 2025 take place on campus to promote networking and peer learning amongst UCC colleagues.

Please Note: With effect from September 2025, these workshops are being held in-person and there will be no facility to join these sessions online.

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

By registering for this workshop, you are making a commitment to attend. Spaces are limited. Booking a place means someone else may be unable to attend. Please be considerate of this shared resource. If you are unable to attend, you must cancel at least 48 hours in advance. This allows others the opportunity to take your place.

Unexplained no-shows may result in:

- Temporary suspension from future workshop registrations.
- Prioritisation of others for future bookings.

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 2025/2026

1. Effective Team Working – Your Role

Date:	Thursday 2 nd October 2025
Time:	10:00 – 12:30
Location:	North Wing Conference Room
Facilitator:	Dr Anne Gannon

Objectives:

- Identify the characteristics of effective teams
 - Explore how you can contribute to effective team working
 - Reflect on creating and building connection and collaboration with others particularly in the context of the hybrid/blended working environment
 - Develop techniques to build and maintain trust and team cohesion, overcoming the challenges posed by physical distance and varying work environments
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2. Influencing Others

Date:	Thursday 23 rd October 2025
Time:	10:00 – 12:30
Location:	Western Gateway Building, Room 2.26
Facilitator:	Dr Anne Gannon

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 13th November 2025
Time:	10:00 – 12:30
Location:	Western Gateway Building, Room 2.26
Facilitator:	Dr Anne Gannon

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 and address barriers to effective communications in the current blended/hybrid work environment
 - Understand listening as a key skill and 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:	Tuesday 9 th December 2025
Time:	10:00 – 12:30
Location:	North Wing Conference Room
Facilitator:	Mary Horgan

Objectives:

- Gain a greater understanding of what is meant by Emotional Intelligence & what it looks like in real life
- Examine the ‘Growth & Fixed Mindset’ & how this can enhance your EI
- Consider EI under five categories and identify your strengths and areas for development
- Identify a number of simple strategies to improve your own EI

5. Managing Work, Workload and Maintaining Work-Life Balance

Date:	Friday 23rd January 2026
Time:	10:00 – 12:30
Location:	Western Gateway Building, Room 2.26
Facilitator:	Mary Horgan & Susan O’Mahony

Objectives:

- How to identify and prioritise tasks effectively leading to increased productivity and reduced stress
 - Identify workload management strategies, such as delegation, time-blocking, and the use of productivity tools
 - Exploring practical techniques for maintaining a healthy work-life balance such as boundary and time management and self-care routines
 - Recognise signs of stress and employ techniques to mitigate it to foster a healthier and more sustainable work environment
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6. Giving, Receiving and Asking for Effective Feedback

Date:	Thursday 12 th February 2026
Time:	10:00 – 12:30
Location:	North Wing Conference Room
Facilitator:	Susan O’Mahony

Objectives:

- Explore the purpose of feedback and its benefits
- Identify individual needs around giving and receiving and asking for feedback
- Learn techniques for delivering clear, specific, and constructive feedback that fosters positive working relationships.
- Explore how to tailor their feedback delivery to suit both in-person and virtual interactions
- To develop skills to overcome common challenges of receiving and giving feedback in a remote or hybrid environment

7. Handling Conflict at Work

Date:	Tuesday 24 th February 2026
Time:	10:00 – 12:30
Location:	Library Seminar Room
Facilitator:	Susan O'Mahony

Objectives:

- Recognise the sources of conflict in hybrid work settings and develop strategies to address and resolve these conflicts promptly and effectively.
 - Develop skills in using clear, respectful, and assertive communication across both in-person and virtual platforms to manage and de-escalate conflicts.
 - Explore strategies to foster a collaborative and inclusive team culture that proactively minimises conflict by encouraging open communication and mutual respect in both remote and in-office interactions.
 - Identify the resources available in addressing conflict at work
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8. Knowing Yourself and How You Work with Others (MBTI)

Date:	Thursday 26 th March 2026
Time:	10:00 – 12:30
Location:	Western Gateway Building, Room 2.26
Facilitator:	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.

9. Managing Yourself, Your Time and Your Workload Effectively

Date:	Tuesday 14 th April 2026
Time:	10:00 – 12:30
Location:	North Wing Conference Room
Facilitator:	Mary Horgan

Objectives:

- Identify how to effectively manage yourself in order to get the right things done and work more smartly
 - Consider how you allocate your time currently
 - Explore how to better identify your priorities & achieve them
 - Examine the barriers to managing your time
 - Reflect on how we need to adapt in order to effectively manage ourselves in the hybrid
 - Explore models and tips for managing your time more effectively
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10. Dealing Effectively with Change

Date:	Thursday 23 rd April 2026
Time:	10:00 – 12:30
Location:	Western Gateway Building, Room 2.26
Facilitator:	Susan O'Mahony

Objectives:

- Explore change and the personal issues that can arise during a time of change
- Identify individual needs around change
- Explore change readiness and its relevance to change effectiveness
- Review the six steps for managing yourself effectively through change
- Examine the importance of mindset and resilience at times of change
- Identify the supports which are available to assist through change

11. My Values at Work

Date:	Thursday 7 th May 2026
Time:	10:00 – 12:30
Location:	Western Gateway Building, Room 2.26
Facilitator:	Dr Anne Gannon

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 and impact of work values and values-based behaviours in the workplace
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12. That Inner Critic and Imposter Syndrome (Building Confidence)

Date:	Tuesday 19 th May 2026
Time:	10:00 – 12:30
Location:	Library Seminar Room
Facilitator:	Mary Horgan

Objectives:

- Understand what Imposter Syndrome is, the different symptoms & triggers
- Investigate the critical role of self-belief and the potential of the Growth Mindset in combatting it
- Identify implementable techniques you can introduce into their working day to assist in dealing with it
- Develop & commit to a personalised plan of action to overcome its challenges, enabling you to be your best self

13. Growing my Network and Visibility

Date:	Thursday 4 th June 2026
Time:	10:00 – 12:30
Location:	Library Seminar Room
Facilitator:	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
- To acquire techniques for engaging with your network consistently and meaningfully, fostering strong professional relationships that endure across hybrid work environments