

The Effective Employee Digital Badge 2026/2027

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.

When enrolling for the Digital Badge, participants are encouraged to briefly mention this to their manager, as part of their ongoing career development conversations.

These workshops are held in-person. *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.

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)	Before submitting your statement, briefly discuss your key reflections and learnings with your manager as part of your ongoing career development conversations.
d)	Email your statement to traininganddevelopment@ucc.ie & we will be in touch regarding the outcome shortly thereafter.

The Effective Employee Workshops 2026/2027

1. Managing Your Time, Workload and Wellbeing

Date:	Tuesday, 22 nd September 2026
Time:	10:00 – 12:30
Facilitator:	Mary Horgan
Venue	Library Conference Room

Objectives:

- Identify how to effectively manage yourself and your time in order to work more smartly and get the right things done
 - Examine the barriers to managing your time and explore models and tips for managing it more effectively
 - Explore practical techniques for maintaining a healthy work-life balance, such as boundary setting, time management and self-care routines
 - Recognise signs of stress and employ techniques to mitigate it, fostering a healthier and more sustainable way of working
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2. Giving, Receiving and Asking for Effective Feedback

Date:	Thursday 29 th October 2026
Time:	10:00 – 12:30
Facilitator:	Susan O'Mahony
Venue	Library Seminar Room

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

3. Developing Effective Communication and Active Listening Skills

Date:	Tuesday, 10 th November 2026
Time:	10:00 – 12:30
Facilitator:	Mary Horgan
Venue	Library Seminar Room

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. Handling Conflict at Work

Date:	Tuesday 24 th November 2026
Time:	10:00 – 12:30
Facilitator:	Susan O'Mahony
Venue	North Wing Conference Room

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

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

Date:	Tuesday, 19 th January 2027
Time:	10:00 – 12:30
Facilitator:	Mary Horgan
Venue	Library Seminar Room

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
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6. Dealing Effectively with Change

Date:	Tuesday 26th January 2027
Time:	10:00 – 12:30
Facilitator:	Susan O'Mahony
Venue	Library Seminar Room

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 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

7. Developing Emotional Intelligence for Greater Self-Awareness and Workplace Effectiveness

Date:	Tuesday, 23 February 2027
Time:	10:00 – 12:30
Facilitator:	Mary Horgan
Venue	Library Seminar Room

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
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8. My Values at Work

Date:	Tuesday 9 th March 2027
Time:	10:00 – 12:30
Facilitator:	Susan O'Mahony
Venue	Library Seminar Room

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
- To explore the UCC values and how we can incorporate these effectively in our work activities in our communications, decision making and engagement with colleagues

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

Date:	Thursday, 22 nd April 2027
Time:	10:00 – 12:30
Facilitator:	Mary Horgan
Venue	Library Seminar Room

Building Self-Awareness Through MBTI:

- Find out more about your own personality and working style, using the Myers Briggs Type Indicator (MBTI)
- Consider individual differences and their impact in the workplace
- 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) profiling tool. It is a simple, yet highly versatile developmental tool which help us develop a deeper understanding of ourselves, how we interact with others & them with us & how we approach our work.

10. Growing my Network and Visibility

Date:	Tuesday, 27 th April 2027
Time:	10:00 – 12:30
Facilitator:	Susan O'Mahony
Venue	Library Seminar Room

Objectives:

- Explore the role and benefits of networking and the importance of workplace visibility in building a sense of inclusion and belonging
- Review approaches to identifying your network
- Examine visibility at work and how being visible can help foster connection and belonging within the university community
- Acquire techniques for engaging with your network consistently and meaningfully, fostering strong professional relationships and a sense of belonging that endure across hybrid work environments

11. Influencing Others

Date:	Tuesday 11 th May 2027
Time:	10:00 – 12:30
Facilitator:	Susan O'Mahony
Venue	Library Seminar Room

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
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12. Effective Team Working – Your Role

Date:	Tuesday 1 st June 2027
Time:	10:00 – 12:30
Facilitator:	Susan O'Mahony
Venue	Library Seminar Room

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