



TRAINING & DEVELOPMENT WORKSHOPS AND PROGRAMMES 2023/2024

WORKSHOPS

<p>☆ RECRUITMENT: THE UCC PROCESS</p> <p>Date: Tuesday 12th September 2023 Time: 10am- 12pm Location: Online</p> <p>Click here for more information</p>	<p>☆ THE EFFECTIVE EMPLOYEE: EFFECTIVE TEAM WORKING - YOUR ROLE</p> <p>Date: Thursday 14th September 2023 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>
<p>☆ RECRUITMENT AND SELECTION COMMITTEE TRAINING</p> <p>Date: Tuesday 19th September 2023 Time: 10am- 12pm Location: Online</p> <p>Click here for more information</p>	<p>☆ THE SUCCESSFUL TEAM LEADER: INFLUENCING & PERSUADING OTHERS</p> <p>Date: Thursday 21st September 2023 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>
<p>☆ A FRESH START: BALANCING WORKLOAD & TIME FOR SELF</p> <p>Date: Tuesday 26th September Time: 2pm - 4pm Location: Online</p> <p>Click here for more information</p>	<p>☆ ORIENTATION</p> <p>Date: Wednesday 27th September Time: 9.30am - 1pm Location: Western Gateway Building, 226</p> <p>Click here for more information</p>
<p>☆ A FRESH START: BALANCING WORKLOAD & TIME FOR SELF</p> <p>Date: Friday 29th September Time: 2pm - 4pm Location: Online</p> <p>Click here for more information</p>	<p>☆ RESPONDING COMPASSIONATELY & EFFECTIVELY IN CHALLENGING SITUATIONS</p> <p>Date: Tuesday 3rd October Time: 2pm - 4pm Location: North Wing Conference Room</p> <p>Click here for more information</p>

<p>☆</p>	<p>AN INTRODUCTION TO NEURODIVERSITY</p> <p>Date: Tuesday 3rd October Time: 2.30pm - 4.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>THE EFFECTIVE EMPLOYEE: INFLUENCING OTHERS EFFECTIVELY</p> <p>Date: Thursday 5th October 2023 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>EA INFORMATION SESSION</p> <p>Date: Friday 6th October 2023 Time: 10am - 11am Location: North Wing Council Room</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>RESPONDING COMPASSIONATELY & EFFECTIVELY IN CHALLENGING SITUATIONS</p> <p>Date: Friday 6th October Time: 2pm - 4pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>TAKE 60 MINUTES TO DEVELOP SKILLS IN SEEKING AND RECEIVING FEEDBACK</p> <p>Date: Wednesday 11th October 2023 Time: 12pm - 1pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>COMMUNICATION AND HOLDING A ROOM</p> <p>Date: Wednesday 11th October 2023 Time: 2.30pm - 4pm Location: North Wing Conference Room</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>ENGAGING WITH PEOPLE WHO ARE ANGRY, ANXIOUS, SAD OR PANICKED</p> <p>Date: Wednesday 11th October 2023 Time: 3.15pm -4.15pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: IMPOSTER SYNDROME & OUR INNER CRITIC</p> <p>Date: Thursday 12th October 2023 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE RIGHT TO DISCONNECT</p> <p>Date: Thursday 12th October 2023 Time: 2pm - 3pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>OVERCOMING A CHALLENGING WORKLOAD - FOCUS / PLAN / DO IT</p> <p>Date: Friday 13th October 2023 Time: 9.30am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MENTORING BRIEFING</p> <p>Date: Tuesday 17th October 2023 Time: 10am - 11am Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>FREEDOM OF INFORMATION: A BRIEFING SESSION FOR UCC STAFF</p> <p>Date: Tuesday 17th October 2023 Time: 11.30am - 1pm Location: Online</p> <p><u>Click here for more information</u></p>

<p>☆ MINUTE TAKING FROM A UCC PERSPECTIVE</p> <p>Date: Wednesday 18th October 2023 Time: 11am - 12.30pm Location: Online</p> <p>Click here for more information</p>	<p>☆ COACHING PANEL INFORMATION SESSION</p> <p>Date: Wednesday 18th October 2023 Time: 2.30pm - 4pm Location: Online</p> <p>Click here for more information</p>
<p>☆ SEA INFORMATION SESSION</p> <p>Date: Thursday 19th October 2023 Time: 10am - 11am Location: North Wing Council Room</p> <p>Click here for more information</p>	<p>☆ RECRUITMENT: THE UCC PROCESS</p> <p>Date: Tuesday 24th October 2023 Time: 10am- 12pm Location: Online</p> <p>Click here for more information</p>
<p>☆ INTERESTED IN BECOMING A MENTOR?</p> <p>Date: Wednesday 25th October 2023 Time: 10am - 11am Location: Online</p> <p>Click here for more information</p>	<p>☆ WORKPLACE STRESS - A COGNITIVE AND PHILOSOPHICAL APPROACH</p> <p>Date: Wednesday 25th October 2023 Time: 3.15pm -4.15pm Location: Online</p> <p>Click here for more information</p>
<p>☆ INTRODUCTION TO GRAPHIC DESIGN</p> <p>Date: Thursday 26th October 2023 Time: 11am - 12.30pm Location: Online</p> <p>Click here for more information</p>	<p>☆ MENTORING FOR RESEARCHERS</p> <p>Date: Friday 27th October 2023 Time: 11am - 12pm Location: Online</p> <p>Click here for more information</p>
<p>☆ THE EFFECTIVE EMPLOYEE: DEVELOPING EFFECTIVE COMMUNICATION AND ACTIVE LISTENING SKILLS</p> <p>Dates: Thursday 2nd November 2023 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>	<p>☆ RECRUITMENT AND SELECTION COMMITTEE TRAINING</p> <p>Date: Tuesday 7th November 2023 Time: 10am- 12pm Location: Online</p> <p>Click here for more information</p>
<p>☆ HOW TO APPROACH AND PLAN A SMALL PROJECT</p> <p>Date: Tuesday 7th November 2023 Time: 10am- 12pm Location: Online</p> <p>Click here for more information</p>	<p>☆ RETIREMENT PLANNING (RETIREMENT COUNCIL OF IRELAND)</p> <p>Dates: Wednesday 8th November 2023 Time: 9.15am -5pm Location: Online</p> <p>Click here for more information</p>

<p>☆</p>	<p>MENTORING FOR EXECUTIVE ASSISTANTS (EAs)</p> <p>Dates: Wednesday 8th November 2023 Time: 10am - 11am Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>HANDLING BULLYING AND HARASSMENT AT WORK</p> <p>Date: Friday 10th November 2023 Time: 9.30am - 4.30pm Location: North Wing Conference Room</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>USING REFLECTIVE PRACTICE IN THE WORKPLACE</p> <p>Date: Tuesday 14th November 2023 Time: 11am - 12.30pm Location: North Wing Conference Room</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>TAKE 60 MINUTES TO DEVELOP ASSERTIVENESS AND LEARNING TO SAY 'NO'</p> <p>Date: Wednesday 15th November 2023 Time: 12pm - 1pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>ENGAGING WITH PEOPLE WHO ARE ANGRY, ANXIOUS, SAD OR PANICKED</p> <p>Date: Wednesday 15th November 2023 Time: 3.15pm - 4.15pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>ORIENTATION (FULL DAY)</p> <p>Date: Thursday 16th November 2023 Time: 9.30am - 5pm Location: Dora Allman (The Hub)</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: ENGAGING YOUR TEAM</p> <p>Date: Thursday 16th November 2023 Time: 10am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>MAKING THE MOST OF HYBRID WORKING FOR MANAGERS / TEAM LEADERS</p> <p>Date: Tuesday 21st November 2023 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>EMAIL ETIQUETTE: THE DO'S AND DON'TS OF PROFESSIONAL COMMUNICATION</p> <p>Date: Wednesday 22nd November 2023 Time: 11am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>ADVANCED USE OF CANVA FOR GRAPHIC DESIGN</p> <p>Date: Wednesday 22nd November 2023 Time: 2.30pm - 4pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MENTORING BRIEFING - OPEN TO MENTORS AND MENTEES</p> <p>Date: Thursday 23rd November 2023 Time: 10am - 11am Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>MAKING FEEDBACK WORK FOR YOU</p> <p>Date: Thursday 23rd November 2023 Time: 10.30am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>

<p>☆</p>	<p>ACHIEVING POSITIVE OUTCOMES FROM CHALLENGING CONVERSATIONS</p> <p>Dates: Tuesday 28th November 2023 Time: 9.30am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>GROUPWORK FOR TEAMWORK</p> <p>Date: Wednesday 29th November 2023 Time: 2.30pm - 4pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>WORKPLACE STRESS - A COGNITIVE AND PHILOSOPHICAL APPROACH</p> <p>Date: Wednesday 29th November 2023 Time: 3.15pm - 4.15pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>AN INTRODUCTION TO NEURODIVERSITY</p> <p>Date: Thursday 30th November 2023 Time: 10.30am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MINUTE TAKING FROM A UCC PERSPECTIVE</p> <p>Date: Thursday 30th November 2023 Time: 2.30pm - 3.40pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>HOW TO APPROACH & PLAN A SMALL PROJECT</p> <p>Date: Tuesday 5th December 2023 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>RECRUITMENT: THE UCC PROCESS</p> <p>Date: Tuesday 5th December 2023 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>PRESIDENT'S ORIENTATION / INFORMATION CAFÉ</p> <p>Date: Wednesday 6th December 2023 Time: 12.30pm - 2.30pm Location: Aula Maxima</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>PROJECT MANAGEMENT & ACTION LEARNING SET</p> <p>Dates & Times: Thursday 7th December 2023, 9.30am - 4.30pm & Tuesday 16th January 2024, 10am - 11.30am Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>TACKLING IMPOSTER SYNDROME: CAN COACHING HELP?</p> <p>Date: Thursday 7th December 2023 Time: 12pm - 1pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>TAKE 60 MINUTES: FOSTERING A POSITIVE WORK ENVIRONMENT TO NURTURE GROWTH, DEVELOPMENT AND INCLUSIVITY (FOR MANAGERS / SUPERVISORS / TEAM LEADERS)</p> <p>Date: Friday 8th December 2023 Time: 12pm - 1pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>RECRUITMENT AND SELECTION COMMITTEE TRAINING</p> <p>Date: Tuesday 12th December 2023 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>

<p>☆</p>	<p>TAKE 60 MINUTES TO DEVELOP EFFECTIVE LISTENING SKILLS</p> <p>Date: Wednesday 13th December 2023 Time: 11am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>THE EFFECTIVE EMPLOYEE: HANDLING CONFLICT AT WORK</p> <p>Date: Thursday 14th December 2023 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: LEADING OTHERS EFFECTIVELY THROUGH CHANGE</p> <p>Date: Tuesday 19th December 2023 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>GIVING AND RECEIVING FEEDBACK WITH SKILL AND CONFIDENCE (WORKSHOP 1)</p> <p>Date: Wednesday 10th January 2024 Time: 9.30am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: MANAGING INDIVIDUAL PERFORMANCE</p> <p>Date: Thursday 11th January 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>MENTORING BRIEFING</p> <p>Date: Tuesday 16th January 2024 Time: 10am - 11am Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>GIVING AND RECEIVING FEEDBACK WITH SKILL AND CONFIDENCE (WORKSHOP 2)</p> <p>Date: Wednesday 17th January 2024 Time: 9.30am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>THE EFFECTIVE EMPLOYEE: EMOTIONAL INTELLIGENCE</p> <p>Date: Thursday 18th January 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>A FRESH START: BALANCING WORKLOAD & TIME FOR SELF</p> <p>Date: Friday 19th January 2024 Time: 2pm - 4pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>RECRUITMENT AND SELECTION COMMITTEE TRAINING</p> <p>Date: Tuesday 23rd January 2024 Time: 10am- 12pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>A FRESH START: BALANCING WORKLOAD & TIME FOR SELF</p> <p>Date: Tuesday 23rd January 2024 Time: 2pm - 4pm Location: North Wing Conference Room</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>KNOWING YOURSELF & OTHERS MORE EFFECTIVELY (MBTI)</p> <p>Date: Wednesday 24th January 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>

<p>☆ TAKE 90 MINUTES: TIME MANAGEMENT & MAKING IT WORK FOR YOU</p> <p>Date: Thursday 25th January 2024 Time: 10am - 11.30am Location: Online</p> <p>Click here for more information</p>	<p>☆ EMOTIONAL INTELLIGENCE FOR ENHANCED COMMUNICATION</p> <p>Date: Friday 26th January 2024 Time: 9.30am - 12.30pm Location: North Wing Conference Room</p> <p>Click here for more information</p>
<p>☆ RESPONDING COMPASSIONATELY & EFFECTIVELY IN CHALLENGING SITUATIONS</p> <p>Date: Friday 26th January 2024 Time: 2pm - 4pm Location: Online</p> <p>Click here for more information</p>	<p>☆ RECRUITMENT: THE UCC PROCESS</p> <p>Date: Tuesday 30th January 2024 Time: 10am- 12pm Location: Online</p> <p>Click here for more information</p>
<p>☆ HARNESS YOUR INTRINSIC MOTIVATION</p> <p>Date: Wednesday 31st January 2024 Time: 10am - 11.30am Location: Online</p> <p>Click here for more information</p>	<p>☆ HOW TO WIN THE DAY IN HYBRID WORKING</p> <p>Date: Wednesday 31st January 2024 Time: 2.30pm - 4.30pm Location: Online</p> <p>Click here for more information</p>
<p>☆ THE EFFECTIVE EMPLOYEE: GIVING, RECEIVING AND ASKING FOR EFFECTIVE FEEDBACK</p> <p>Date: Thursday 1st February 2024 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>	<p>☆ BE YOUR BEST SELF AT WORK - SOME KEY TIPS</p> <p>Date: Friday 2nd February 2024 Time: 10am - 11.30am Location: Online</p> <p>Click here for more information</p>
<p>☆ TAKE 60 MINUTES TO DEVELOP ASSERTIVENESS & LEARNING TO SAY 'NO'</p> <p>Date: Tuesday 6th February 2024 Time: 12pm - 1pm Location: Online</p> <p>Click here for more information</p>	<p>☆ MINUTE TAKING FROM A UCC PERSPECTIVE</p> <p>Date: Wednesday 7th February 2024 Time: 2pm - 3pm Location: Online</p> <p>Click here for more information</p>
<p>☆ STAFF ORIENTATION</p> <p>Date: Thursday 8th February 2024 Time: 9am - 12pm Location: Dora Allman</p> <p>Click here for more information</p>	<p>☆ THE SUCCESSFUL TEAM LEADER: KNOWING YOURSELF AND LEADING OTHERS (MBTI)</p> <p>Date: Thursday 8th February 2024 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>





<p>☆ TAKE 60 MINUTES TO UNDERSTAND CONFLICT AND WHERE IT COMES FROM</p> <p>Date: Thursday 8th February 2024 Time: 12pm - 1pm Location: Online</p> <p>Click here for more information</p>	<p>☆ MENTORING BRIEFING</p> <p>Date: Tuesday 20th February 2024 Time: 10am - 11am Location: Online</p> <p>Click here for more information</p>
<p>☆ THE EFFECTIVE EMPLOYEE: HANDLING CONFLICT AT WORK</p> <p>Date: Tuesday 20th February 2024 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>	<p>☆ USING REFLECTIVE PRACTICE IN THE WORKPLACE</p> <p>Date: Tuesday 20th February 2024 Time: 2.30pm - 4pm Location: North Wing Conference Room</p> <p>Click here for more information</p>
<p>☆ THE RIGHT TO DISCONNECT</p> <p>Date: Wednesday 21st February 2024 Time: 09.30am - 10.30am Location: Online</p> <p>Click here for more information</p>	<p>☆ ENGAGING WITH PEOPLE WHO ARE ANGRY, ANXIOUS, SAD OR PANICKED</p> <p>Date: Wednesday 21st February 2024 Time: 3.15pm -4.15pm Location: Online</p> <p>Click here for more information</p>
<p>☆ THE EFFECTIVE EMPLOYEE: KNOWING YOURSELF AND HOW YOU WORK WITH OTHERS (MBTI)</p> <p>Date: Thursday 22nd February 2024 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>	<p>☆ THE SUCCESSFUL TEAM LEADER: CHALLENGING CONVERSATIONS & HOW TO MANAGE THEM</p> <p>Date: Thursday 22nd February 2024 Time: 10am- 12.30pm Location: Online</p> <p>Click here for more information</p>
<p>☆ AN INTRODUCTION TO NEURODIVERSITY</p> <p>Date: Friday 23rd February 2024 Time: 10.30am- 12.30pm Location: Online</p> <p>Click here for more information</p>	<p>☆ RECRUITMENT AND SELECTION COMMITTEE TRAINING</p> <p>Date: Tuesday 27th February 2024 Time: 10am- 12pm Location: Online</p> <p>Click here for more information</p>
<p>☆ HANDLING BULLYING AND HARASSMENT AT WORK</p> <p>Date: Wednesday 28th February 2024 Time: 9.30am - 4.30pm Location: North Wing Conference Room</p> <p>Click here for more information</p>	<p>☆ TAKE 60 MINUTES TO DEVELOP SKILLS IN COMMUNICATING MORE ASSERTIVELY AND CONFIDENTLY</p> <p>Date: Wednesday 28th February 2024 Time: 12pm - 1pm Location: Online</p> <p>Click here for more information</p>

<p>☆ RESPONDING COMPASSIONATELY & EFFECTIVELY IN CHALLENGING SITUATIONS</p> <p>Date: Thursday 29th February 2024 Time: 2pm - 4pm Location: North Wing Conference Room</p> <p><u>Click here for more information</u></p>	<p>☆ LEADING THROUGH CHANGE (FOR MANAGERS & THOSE LEADING TEAMS)</p> <p>Date: Friday 1st March 2024 Time: 9.30am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆ OVERCOMING A CHALLENGING WORKLOAD - FOCUS / PLAN / DO IT</p> <p>Date: Wednesday 6th March 2024 Time: 9.30am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆ INTRODUCTION TO GRAPHIC DESIGN</p> <p>Date: Wednesday 6th March 2024 Time: 10am - 11.30am Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆ THE EFFECTIVE EMPLOYEE: MANAGING YOURSELF, YOUR TIME & YOUR WORKLOAD</p> <p>Date: Thursday 7th March 2024 Time: 10am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆ EMAIL ETIQUETTE: THE DOS AND DON'TS OF PROFESSIONAL COMMUNICATION</p> <p>Date: Friday 8th March 2024 Time: 10.30am - 11.30am Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆ TAKE 60 MINUTES: MANAGING OUR WORK EXPECTATIONS OF OURSELVES & OTHERS</p> <p>Date: Tuesday 12th March 2024 Time: 11am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆ BUILDING SELF CONFIDENCE FOR POSITIVE RESULTS</p> <p>Date: Tuesday 12th March 2024 Time: 2pm - 5pm Location: North Wing Conference Room</p> <p><u>Click here for more information</u></p>
<p>☆ TAKE 90 MINUTES TO DEVELOP EFFECTIVE LISTENING SKILLS</p> <p>Date: Wednesday 13th March 2024 Time: 10.30am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆ NAVIGATING THROUGH CHANGE</p> <p>Date: Wednesday 13th March 2024 Time: 2pm - 4pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆ THE SUCCESSFUL TEAM LEADER: EMOTIONAL INTELLIGENCE</p> <p>Date: Thursday 14th March 2024 Time: 10am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆ TAKE 60 MINUTES TO DEVELOP SKILLS IN SEEKING AND RECEIVING FEEDBACK</p> <p>Date: Thursday 14th March 2024 Time: 12pm - 1pm Location: Online</p> <p><u>Click here for more information</u></p>

<p>☆</p>	<p>HOW TO APPROACH AND PLAN A SMALL PROJECT</p> <p>Date: Friday 15th March 2024 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>EMBRACING CHANGE TOGETHER (HARNESSING THE POWER OF MBTI)</p> <p>Date: Tuesday 19th March 2024 Time: 11am - 1pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>TAKE 90 MINUTES: TIME MANAGEMENT & MAKING IT WORK FOR YOU</p> <p>Date: Wednesday 20th March 2024 Time: 10am - 11.30am Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>ADVANCED USE OF CANVA FOR GRAPHIC DESIGN</p> <p>Date: Wednesday 20th March 2024 Time: 2.30pm - 4pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: MAKING MEETINGS WORK</p> <p>Date: Thursday 21st March 2024 Time: 10am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>WORKPLACE STRESS - A COGNITIVE AND PHILOSOPHICAL APPROACH</p> <p>Date: Thursday 21st March 2024 Time: 3.15pm - 4.15pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>ENHANCE YOUR COMMUNICATION STYLE (HARNESSING THE POWER OF MBTI)</p> <p>Date: Tuesday 9th April 2024 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>MENTORING BRIEFING (FOR INTERESTED MENTORS & MENTEES)</p> <p>Date: Wednesday 10th April 2024 Time: 10am - 11am Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE EFFECTIVE EMPLOYEE: DEALING EFFECTIVELY WITH CHANGE</p> <p>Date: Thursday 11th April 2024 Time: 10am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>EA INFORMATION SESSION</p> <p>Date: Friday 12th April 2024 Time: 10am - 11am Location: North Wing Conference Room</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MANAGING CHALLENGING CONVERSATIONS</p> <p>Date: Tuesday 16th April 2024 Time: 9.30am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>RECRUITMENT: THE UCC PROCESS</p> <p>Date: Tuesday 16th April 2024 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>

<p>☆</p>	<p>AN INTRODUCTION TO NEURODIVERSITY</p> <p>Date: Wednesday 17th April 2024 Time: 10.30am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>STAFF ORIENTATION</p> <p>Date: Thursday 18th April 2024 Time: 9am - 12pm Location: Dora Allman</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MANAGING CHALLENGING CONVERSATIONS</p> <p>Date: Thursday 18th April 2024 Time: 9.30am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: MOTIVATING YOUR TEAM</p> <p>Date: Thursday 18th April 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MENTORING FOR RESEARCHERS</p> <p>Date: Friday 19th April 2024 Time: 11am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>TAKE 60 MINUTES TO DEVELOP SKILLS IN SEEKING AND RECEIVING FEEDBACK</p> <p>Date: Thursday 25th April 2024 Time: 10am - 11am Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MINUTE TAKING FROM A UCC PERSPECTIVE</p> <p>Date: Tuesday 30th April 2024 Time: 11.30am - 12.40pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>HOW TO APPROACH AND PLAN A SMALL PROJECT</p> <p>Date: Wednesday 1st May 2024 Time: 2.30pm - 4.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: DEVELOPING A VALUES-BASED TEAM CULTURE</p> <p>Date: Thursday 2nd May 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>ENGAGING WITH PEOPLE WHO ARE ANGRY, ANXIOUS, SAD OR PANICKED</p> <p>Date: Thursday 2nd May 2024 Time: 3.15pm -4.15pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>DIGITAL CONFIDENCE IN UCC: KNOW WHERE TO GO</p> <p>Date: Friday 3rd May 2024 Time: 11am- 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>TAKE 90 MINUTES: TIME MANAGEMENT & MAKING IT WORK FOR YOU</p> <p>Date: Wednesday 8th May 2024 Time: 10am - 11.30am Location: Online</p> <p><u>Click here for more information</u></p>

<p>☆</p>	<p>THE EFFECTIVE EMPLOYEE: MY VALUES AT WORK</p> <p>Date: Thursday 9th May 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>DIGITAL RESILIENCE TODAY & YOU</p> <p>Date: Thursday 9th May 2024 Time: 3pm - 4pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>USING REFLECTIVE PRACTICE IN THE WORKPLACE</p> <p>Date: Tuesday 14th May 2024 Time: 10.30am- 12pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>WORKPLACE STRESS - A COGNITIVE AND PHILOSOPHICAL APPROACH</p> <p>Date: Tuesday 14th May 2024 Time: 2.30pm - 3.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>ASSERTIVE COMMUNICATION AT WORK</p> <p>Date: Wednesday 15th May 2024 Time: 9.30am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>EXCELLENT CUSTOMER SERVICE</p> <p>Date: Thursday 16th May 2024 Time: 9.30am - 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>SEA INFORMATION SESSION</p> <p>Date: Tuesday 21st May 2024 Time: 10am - 11am Location: North Wing Council Room</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>TAKE 60 MINUTES: MANAGING YOUR WELLBEING AND RESILIENCE</p> <p>Date: Wednesday 22nd May 2024 Time: 11am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>THE EFFECTIVE EMPLOYEE: IMPOSTER SYNDROME & OUR INNER CRITIC</p> <p>Date: Thursday 23rd May 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>RECRUITMENT AND SELECTION COMMITTEE TRAINING</p> <p>Date: Tuesday 28th May 2024 Time: 10am- 12pm Location: Online</p> <p><u>Click here for more information</u></p>
<p>☆</p>	<p>MENTORING BRIEFING (FOR INTERESTED MENTORS & MENTEES)</p> <p>Date: Wednesday 29th May 2024 Time: 10am - 11am Location: Online</p> <p><u>Click here for more information</u></p>	<p>☆</p>	<p>THE SUCCESSFUL TEAM LEADER: DEVELOPING TEAM CAREERS</p> <p>Date: Thursday 30th May 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>

	<p>DEALING MORE EFFECTIVELY WITH STRESS (HARNESSING THE POWER OF MBTI)</p> <p>Date: Thursday 30th May 2024 Time: 10am - 12pm Location: Online</p> <p><u>Click here for more information</u></p>		<p>THE EFFECTIVE EMPLOYEE: GROWING MY NETWORK AND VISIBILITY</p> <p>Date: Thursday 6th June 2024 Time: 10am- 12.30pm Location: Online</p> <p><u>Click here for more information</u></p>
	<p>RECRUITMENT: THE UCC PROCESS</p> <p>Date: Tuesday 11th June 2024 Time: 10am- 12pm Location: Online</p> <p><u>Click here for more information</u></p>		<p>PRESIDENT'S ORIENTATION / INFORMATION CAFÉ</p> <p>Date: Tuesday 11th June 2024 Time: 12.30pm - 2.30pm Location: Aula Maxima</p> <p><u>Click here for more information</u></p>