



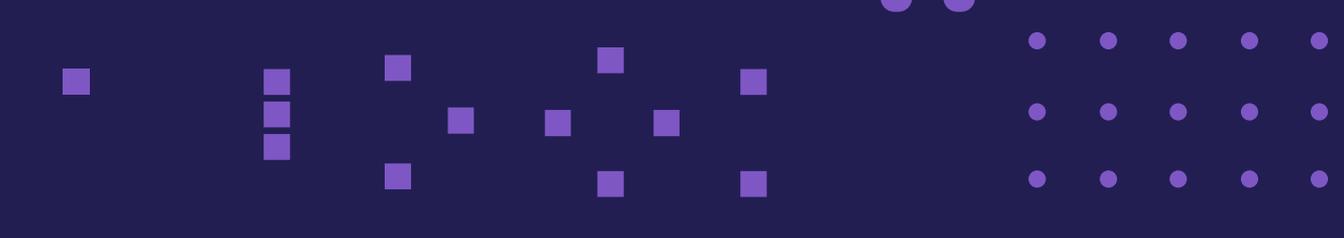
**Ibec
Academy**



We know business

Applied, Accredited, Impactful, Learning

Programmes 2024

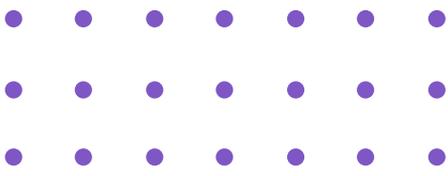


“Ibec Academy designed and facilitated several programmes to build leadership competencies, as their experience and content met our business requirements and provided a complete solution to our leadership development needs.

Leadership competencies were defined by Directors and HR to include leadership best-practice and Portwest’s mission, vision, values and business strategy. Working with Ibec Academy ensured the leadership programmes were designed around core competencies.

This was ground-breaking for Portwest as Director buy-in and their active input into the creation of the competencies and leadership programmes gave full impetus to the initiative and subsequent alignment by participants”.

Deirdre Clarke,
Group Human Resources Manager



Ibec Academy

Programmes 2024



Future skills for managers staying relevant

Ibec Academy

In 2024, organisations need their managers, at all levels, to lead in new ways. Managers now need to lead hybrid and remote teams, with their people wanting flexibility, improved well-being supports and career opportunities in a highly competitive market, where retaining talent is a key focus. In terms of how people feel about their jobs, the role of the direct manager is very significant, as these critical leaders need to know how to get the best from their teams, building the strengths of every member of their team. As the world of work has changed so significantly in the past few years, the challenge now is to create strong working relationships in every team, where growth, agility, performance and new ideas are central to every team's way of working.

Ibec's 2023 CEO survey showed how 51% of those surveyed said retaining and attracting talent was still a concern, so keeping the right people and leading them in the best way possible, will give every organisation doing this, a competitive advantage.

Therefore, developing inclusive leaders for our constantly changing world of work today, with many people working from home or in a hybrid way, is critical to the success of every organisation. The role of the manager has never been more important.

Our 2024 programmes include a range of accredited, impactful and practical management and leadership programmes addressing those trends that are now shaping the future of work in areas such as diversity and inclusion, managing change, remote and hybrid work, environmental, social & governance (ESG), strategy, innovation and employee wellbeing.

Ibec's extensive history and experience in the areas of business, HR, management and OSH, informs the programmes we deliver. We advise and represent companies every day, so we know the real issues that employers face. Every Ibec programme is tied to real world applications and this is what makes our learning relevant.

If you would like to discuss designing a unique programme for your people, please contact me and I would be delighted to meet you to discuss further.

Jenny Hayes
Head of Ibec Academy



Programmes

Management/ Leadership Development Programmes

Accredited programmes	22
CPD Diploma in Coaching	22
CPD Diploma in Leadership	24
CPD Diploma in Management	26
CPD Diploma in Human Resource Management	28
EMCC Practitioner level EQA Coaching Accreditation	30
CPD Certificate in Managing People	31
CPD Certificate in Managing People Skills	32
CPD Certificate in Managing Diversity and Inclusion	33
Short programmes	34
Foundations in Management	34
Training Needs Analysis	34
Peak Performance – Getting the best from your people	35
Competency Based Interviewing Skills	35
Critical Conversations	36
Coaching Skills For Line Managers	36
Managing Learning and Development	37
Building a Workplace Wellbeing Strategy	37
Wellbeing Awareness for Mangers	38

Business, Operations & Environmental, Social, Governance (ESG) Programmes

Accredited programmes	42
CPD Diploma in Project Management	42
CPD Certificate in Corporate Sustainability ESG	44
Short programmes	45
Foundations in Sustainability and ESG for business	45
Developing and Implementing Strategy	45
Corporate Governance	46

Personal Development Programmes

Short programmes	50
Train the Trainer	50
Leading with Emotional Intelligence	50
Manage Your Time Effectively	51
Influencing Skills and Personal Impact	51
Effective Presentation Skills	52

Employment Law Programmes

Accredited programmes	56
CPD Diploma in Employment Law	56
CPD Certificate in Employment Law	58
Short programmes	59
A-Z of Employment Law: For HR Professionals	59
Foundations in Employment Law	59
Employment Law Update	60
Running Effective Disciplinary Processes	60
Managing Absence	61
Dignity at Work: Investigations and Dealing with Complaints	61
Dignity at Work: Support Contact Person	62
Dignity at Work: The Nominated Person	62

Employee/Industrial Relations Programmes

Accredited programmes	66
CPD Diploma in Industrial Relations	66
CPD Diploma in Mediation	68
Certificate in Mediation	70
CPD Certificate in Managing Employee Relations	71
Short programmes	72
Conducting Investigations within the Workplace	72
Mediation Skills	72

Occupational Safety and Health Programmes

Development programmes	76
CPD Diploma in Occupational Safety and Health	76
CPD Certificate in Occupational Safety and Health	78
CPD Managing Safety	79
Safety Officer and Co-ordinator	80
Safety Representatives	80
Safety Awareness for Managers	81
First Aid Response	81
DSE/VDU Risk Assessor	82

Workplace Wellness Accreditation

Embrace the Ibec Academy experience





Our credentials 2022-2023

About Us

36

Over 36 years
developing managers

Innovative portfolio of
customised programmes,
online courses, seminars
and short courses nationwide

70

70 highly qualified
facilitators

9.0

NPS score as of 2023, with
excellent customer satisfaction
and repeat business

Our Accreditations



17

17 years of
ISO accreditation

Many of our programmes are
accredited by Technological
University Dublin, EMCC, MII,
IOSH, and are on the National
Framework of Qualifications

T
DUBLIN
TECHNOLOGICAL
UNIVERSITY DUBLIN

Our Graduates

5,700

Over 5,700 managers developed

1,100

1100 graduates from accredited programmes



Our Programmes



374

374 customised programmes

91

91 accredited programmes

143

143 open programmes

Customised programmes

Why customise?

1. Our approach is practical but effective
2. We work with you to identify what's needed, delivering real results
3. We share best practice examples and focus on the real issues you face
4. TU Dublin is our strategic partner, so our courses can also be accredited

Areas of expertise

Management/ Leadership Development



Business, Operations & Environmental, Social, Governance (ESG)



Employee/Industrial Relations



Personal Development



Employment Law



Occupational Safety and Health



Our approach

1. Discovery

We spend time with you to ensure we have a clear understanding of your needs and specific goals to build on your values, culture and people



2. Design

We work with you to design a practical programme with actionable takeaways that allow participants to embed the learning in a practical way



3. Delivery

We match the right trainer to your organisation who will support your people in developing the core competencies and bringing about the changes required



4. Debrief

Feedback and assessments are completed during and post programme to ensure the learning makes a real impact



Contact

Jenny Hayes, Head of Ibec Academy

T: 01 605 1613

E: jenny.hayes@ibec.ie

Customised Programmes

Added features

Occupational Safety & Health (OSH)

Ibec Academy have in depth knowledge of legislative and policy changes at the earliest stages through Ibec's work with the HSA (Health and Safety Authority) and EU OSHA (European Agency for Safety and Health at Work). We also have direct access to Occupational Safety and Health (OSH) trends and best practice through our large membership base across all sectors and regions.

Our OSH programmes can be tailored to your industry and company size. We blend theory with practical toolkits to give you the best opportunity to implement the learning within your business immediately.



Coaching

Coaching is a powerful way to unlock individual and organisational performance potential as well as ensuring the learning from one of our programmes is applied in practice by those who take part. In this one-to-one partnership, the coach and coachee can work together to apply the learning, tools and techniques from one of our training and development courses, or on a personal action plan in the areas that count.



Graduate Development

The Graduate programme equips emerging talent with essential commercial, leadership, and critical thinking skills required in today's workplace. By nurturing their development, you fast-track the journey to managerial roles for promising graduates, aligning their aspirations with your company's objectives, fostering problem-solving, effective communication, and teamwork abilities.



Customised Testimonials

Beacon Hospital, Dublin

“Working with Ibec Academy is efficient and easy. The course administration is well run, and the quality of programme delivery is consistently high.

“In Beacon Hospital our values include collegiality, communication and excellence. Whilst patient care is at the centre of everything we do, we are only as good as the people that deliver the care to our patients.”

Working with Ibec Academy we have developed a suite of development programmes that emphasise the importance of the Hospital’s goals and deliver real tangible results for both our managers and our staff.

Ibec Academy is a trusted partner in people development with Beacon Hospital. We plan to continue to run programmes and adapt these to our ever-changing environment. A focus for this year will be to enhance our diversity and inclusion learning in the hospital where we currently have 50 nationalities! This is closely aligned with our key value of dignity for all of our employees and patients.”

Natasha Tobin,
HR Operations Manager
Beacon Hospital, Dublin



Customised Testimonials

Glennon Brothers, Longford

“Glennon Brothers experience of Ibec Academy from a HR/company and participant perspective has been extremely positive.”

“The customised programmes are addressing our L&D requirements from a talent management and succession planning perspective. We look forward to continuing this strategically important relationship with Ibec Academy.

Glennon Brothers has partnered with the Ibec Academy in the delivery of our L&D strategy. Ibec Academy were chosen for their experience designing and delivering accredited Management Development Programmes and their broader business expertise and reputation in the market. They took time to collaborate with us on our requirements and the proposed content was comprehensive and strong.

This collaboration has allowed our business to design programmes that match the needs of the business and can easily transfer the learning objectives of such programmes into tangible job- and work-related knowledge and skills requirements. Within the last 18 months, we have continuously invested in programmes such as “Managing People Skills” as part of our Advanced Management Development; “Sales Management Programme” as part of our Sales Leadership journey and “Diploma in Coaching” to advance the coaching culture within the organisation.”

Philip Ducie,
Group Head of Human Resources,
Glennon Brothers, Longford

GLENNON 
BROTHERS





Portwest, Westport

“Working with Ibec Academy has transformed leadership development in Portwest. The leadership programmes have been the greatest investment in people in recent years.”

“Robust planning and collaboration with Ibec Academy has aligned leaders across the organisation to our culture and shared purpose, embedding learning and leadership styles and developing leaders to perform at their peak.

“The learning objectives for the leadership programmes is to develop our leaders to perform at their peak, as ‘business as usual.’ A leadership practice is now embedded across the organisation. It has been one of the best investments in people we have engaged in recent years.”

“To identify potential successors for leadership roles and to navigate rapid company growth, the Line Manager and Future Leader programmes will run annually in HQ and are a key feature of Portwest’s Learning & Development Programme.

Currently, the Line Manager programme is also being introduced to the leadership team in our Sales Office and Warehouse

in the United States. Ibec Academy Future plans Following the evaluation of the 2021-2022 programmes, Line Managers and Future Leaders have been offered the opportunity to undertake 1:1 coaching with Ibec Academy and this will be part of the programmes moving forward. From 2022, the group training sessions will include blended delivery, with both in-person and virtual sessions.

Feedback from participants will continue to shape the programmes. Our staff will also continue to attend short courses and seminars offered by Ibec Academy, in areas such as employment law, train the trainer and personal development skills. Portwest has worked with Ibec Academy for many years and our relationship will continue to grow long into the future.”

Deirdre Clarke,
Group Human Resources Manager,
Portwest



Customised Testimonials

daa

“Ibec Academy was chosen as the management training partner for daa, developing leaders across the business to perform at their peak.”

The programmes were chosen to support daa in their goal of “developing great people and teams that are ready for tomorrow,” under the umbrella of daa’s *Leading our Future* Learning and Development strategic theme.

Through a collaborative approach, the programmes addressed the need to build leadership competencies for people leaders and individuals in influential roles totalling 680 people. These included frontline supervisors, operations, middle managers, and individual contributors in the Central Function to the Group CEO. Programmes include management fundamentals, managing performance, masterclasses and more recently a graduate development programme. Future plans will address the specific needs of the business for growth, ensuring ongoing adaptability to business needs, driving forward the vision to be airport leaders, delivering excellence in a sustainable future.

“Our relationship with the Ibec Academy facilitators has been positive from the very beginning. They have been engaging, cooperative and always collaborate on a creative level.

Our working relationship over the past 5 years has evolved and adapted. Their knowledge, genuine interest and understanding of our business and our people is second to none, and they have walked many tough miles with daa as a business.

David Nugent,
Organisational Capability Manager



Our customers





Management/ Leadership Development Programmes

Ibec Academy



CPD Diploma in Coaching

Develop your skills as a business coach and learn how to apply a range of practical coaching and management skills in the workplace. Today's managers need to be able to give support and guidance to their teams, so they get the best from the people they lead.

LEVEL: CPD LEVEL 8 NFQ (20 ECTS)

**ACCREDITED BY TECHNOLOGICAL
UNIVERSITY DUBLIN**

This interactive course will give you the skills and confidence to develop your own style and approach as a coach.

This accredited programme with TU Dublin is delivered over a series of 12 full day sessions, spread over 6 months to fit in with a full-time work schedule.

80% of people who receive coaching report increased self-confidence, with over 70% benefitting from improved work performance, relationships, and more effective communication skills.

- Delivered by subject industry experts with over 20 years of combined experience in business coaching and people management
- Real case studies and current best practice examples shared throughout the programme
- Three 1:1 personal coaching sessions with a professional coach
- Practical application of knowledge during your programme as participants will also be required to coach 4 people x 5 hour sessions

- On completion participants can apply to be accredited at Practitioner Level by the EMCC
- Over 80 cpd Diploma in Coaching students are part of this growing alumni from a range of industries
- Individual insights are gained through the personality profiling and management style feedback used on the programme, the Thomas International profiling tool
- Can be customised to a team in house

Programme Outcomes:

On completion of this programme, participants will be able to

- Describe the underlying models governing effective business coaching, their application and role in the workplace
- Explain the differing styles of coaching and personality types and use the learnings to plan an approach to your role and team
- Conduct a coaching session with increased confidence and skill in a safe environment
- Gain an integrated theoretical and practical perspective on management and coaching
- Learn and understand the steps involved in ensuring all business coaching interventions are ethical and suited to the individual client

Approach

The use of practical exercises will ensure a high degree of participation and self-learning, applied in a real way. A flexible approach will be used throughout, and priority will be given to the interests and learning of the group.

Submissions

To achieve accreditation, this course is assessed by exam and assignment submissions as follows:

- Two closed book exams - 40%
- Project based on 20 hours of coaching sessions (3,500 - 5,000 words) - 30%
- Learning journal and class participation - 30%
- 70% attendance required

Who Should Attend?

This CPD Diploma in Coaching is designed to meet the needs of all levels of management, developing your knowledge, skills and confidence as a coach. Those attending should currently occupy managerial roles or expect to move into managerial positions where they are responsible for coaching others.

Programme Schedule:

Module 1.
Coaching and Management Models and Theories

Module 2.
Coaching Skills and the Psychology of Behaviour

Module 3.
Self-Awareness, Understanding Others and Personality Profiling

Module 4.
The Change Process, Organisational Behaviour and Performance management



Programme Director

Paddy Ryan

Paddy is an experienced qualified executive and business coach with Ibec Academy for 25 years. He has spent most of his career as a senior HR director in Irish, American and Global businesses both in Ireland and Europe.

As an executive and business coach, he works with individuals and teams to plan and execute on change and development, getting the best results by working on the executive's ownership of ideas.

Testimonial

"I thoroughly enjoyed the CPD Diploma in Coaching and the learnings, very appropriate for career advancement. With knowledgeable and approachable trainers, who are experts in their field, I would highly recommend the course for personal and professional development."

Shauna Heaney
Talent Acquisition Specialist, HID Global

Rates:

Member: €3455 | Non-member: €3875

Delivery:

Online / Classroom / Blended

Start Dates:

23 April 2024

02 October 2024

CPD Diploma in Leadership

This course will develop core and new skills in leadership to ensure you become an effective leader in your organisation. Advance your understanding of the different styles of leadership as well as determining your own unique style and strengths as a leader as a core element of this programme.

LEVEL: CPD LEVEL 8 NFQ (20 ECTS)

**ACCREDITED BY TECHNOLOGICAL
UNIVERSITY DUBLIN**

This accredited programme with TU Dublin is delivered over a series of 12 full day sessions, spread over 7 months to fit in with a full-time work schedule.

- Delivered by subject industry experts with over 40 years of combined experience in business and people management
- Real case studies and current best practice examples shared throughout the programme
- Over 100 Diploma in Leadership graduates are part of this growing alumni from a range of industries
- Individual insights are gained through the personality profiling and management style feedback with the Thomas International profiling tool
- Can be customised to a team in house

Programme Outcomes:

On completion of this programme, participants will be able to:

- Identify personal strengths and weaknesses as a leader, develop self-awareness and your own action plan towards your leadership goals
- Strengthen your understanding of the different styles of leadership and how to identify the most successful approach to adopt in a range of situations
- Achieve a real understanding of strategic planning in action, learning how to implement this in your own area, to make a real impact
- Understand personality and how it affects leadership behaviour and culture in organisations, building on your own style and strengths as a leader through the Thomas International leadership style profiling tool
- Improve your leadership potential with skills in the areas of strategic thinking, driving performance, empathetic leadership, powerful communications and strong decision making

Approach

There are a number of activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. Best practice examples in all areas will be highlighted and discussed during the programme, giving participants plenty of opportunities to build on the elements of these that could be applied in their own organisations.

Students get access to the new Ibec Academy portal for all material and their course schedule.

Submissions

To achieve accreditation this course is assessed by exam and assignment submissions. Individual assessments are an integral part of the programme and count towards end of year results as follows:

- Closed book exam - 35%
- Project (3,500-5,000 words) - 35%
- Learning journal and class participation - 30%
- 70% attendance is required

This programme is for

Those in current management roles who aspire to grow their career in leadership or incorporate leadership principles into their area of expertise, as well as leaders with a number of years' experience, who would like to gain an accredited award.

Programme Schedule:

Module 1. Self Awareness

Module 2. Leadership

Module 3. Interpersonal Skills

Module 4. Strategy and the Environment

Module 5. Planning



Programme Director

Olive Fives

Olive is an experienced, innovative and successful organisational development consultant in Ibec Academy with experience in a wide variety of public, private and third sector organisations in Ireland, Europe, Africa and India. Her industry experience ranges from food manufacturing to retail and NGO sectors.

Orla Sherlock

Orla is a senior learning and development specialist and executive coach with Ibec Academy with over 28 years' experience. She has expertise in working with managers at all levels helping them develop their leadership skills.

Testimonial

“The CPD Diploma in Leadership was excellent and was delivered by extremely knowledgeable trainers. I found that the learning was made easier with the use of breakout sessions to discuss topics - it helped me understand how the topics could relate to everyday scenarios.”

Mark Finnerty
Senior Manufacturing Engineer, 3M

Rates:

Member rate: €3455 | Non-member rate: €3875

Delivery:

Online / Classroom / Blended

Start Dates:

09 May 2024
20 September 2024

CPD Diploma in Management

This course will develop your core skills in the management of others, learn more about your own management style, how best to lead and motivate others, and best practice in this area, with our industry experts.

LEVEL: CPD LEVEL 6 NFQ (20 ECTS)

**ACCREDITED BY TECHNOLOGICAL
UNIVERSITY DUBLIN**

Investing in the development of your people in the workplace is fundamental to achieving business growth. A people-centric approach puts you in the strongest position to out compete those around you and develop valuable employee engagement for your business.

This accredited programme with TU Dublin is delivered over a series of 12 full day sessions, spread over 7 months to fit in with a full-time work schedule.

- Delivered by subject industry experts with over 40 years of combined experience in business and people management
- Real case studies and current best practice examples shared throughout the programme
- Over 300 Management Diploma in management graduates are part of this growing alumni from a range of industries
- Individual insights are gained through the personality profiling and management style feedback with the Thomas International profiling tool
- Can be customised to a team in house

Programme Outcomes:

On completion of this programme, participants will:

- Develop an awareness of the human factors in the business environment and how individual differences (eg. attitude , behaviour and personality) impact on organisational performance
- Enhance an awareness and understanding of style of leadership / management and how these impacts on others
- Adapt an integrated theoretical and practical perspective on Management and Leadership
- Understand how to inspire and lead others, creating a vision for your team
- Develop a plan to get the best from those around you in terms of their performance and reaching their potential

Approach

There are a number of activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. The programme leader encourages group discussion and involvement throughout each session, ensuring questions and real issues are discussed. Best practice examples in all areas will be highlighted and discussed throughout the programme, giving participants plenty of opportunities to build on the elements of these that could be applied in their own organisations.

Students get access to the new Ibec Academy portal for all material and their course schedule.

Assessment & Accreditation

To achieve CPD Level 6 NFQ accreditation by TU Dublin, the course is assessed as follows:

- Closed book exam 60%
- Project (3,500 - 5,000 words) 30%
- Learning journal and class participation 10%
- 70% attendance is required

This programme is for

Participants who are looking to improve their knowledge and skills in the management area, advance their career, whilst gaining an accredited qualification. Those in management roles who aspire to grow their career in management or incorporate management principles into their area of expertise, as well as managers with a number of years experience, who would like to gain an accredited award.

Programme Schedule:

Module 1.
Organisational Behaviour
Communications in Organisations
Performance Management
Leadership
Strategic Management

Module 2.
Finance for Managers

Module 3.
Employment Law



Programme Director

Matthew Tye

Matthew brings extensive experience from indigenous and multinational companies across a wide range of industries. After many years in operational management, Matthew decided to specialise in learning and development. He has worked with Ibec Academy since 2007 and has earned an enviable reputation with our clients, delivering development programmes and initiatives that add real value to both the organisation and the individual.

Testimonial

“I’d like to thank Ibec Academy trainers for a really rewarding course, that has definitely changed my outlook dramatically at work. It was very stimulating and thought-provoking and unlike other courses I’ve attended.”

Michéal Hopkins,
Financial Accountant, Grassland Agro

Rates:

Member rate: €3140 | Non-member rate:
€3560

Delivery:

Online

Start Dates:

23 May 2024
10 October 2024

CPD Diploma in Human Resource Management

This programme will also comprehensively cover the area of employment law, helping students to ensure that they have the most up to date information available.

**ACCREDITED BY TECHNOLOGICAL UNIVERSITY
DUBLIN**

LEVEL: CPD LEVEL 6 NFQ (20 ECTS)

This accredited programme with TU Dublin is delivered over a series of 12 full day sessions, spread over 6-9 months to fit in with a full-time work schedule.

- Delivered by subject industry experts with over 20 years of combined experience in business and people management
- Real case studies and current best practice examples shared throughout the programme
- Access to Ibec's HR Management guide; 15 sections that include information on over 1,000 human resource and employee relations topics and information, and with over 100 customisable sample documents
- Over 200 Diploma in HRM graduates are part of this growing alumni from a range of industries

Programme Outcomes:

On completion of this programme, participants will be able to

- Understand the key concepts/elements of HRM and how they apply in practice
- Demonstrate an understanding of strategic management, employee engagement, talent management, competency modelling, change management, succession planning, performance management and how to implement each of them in the workplace
- Have a strong knowledge of employment law and how to deal with issues that may arise in this area
- Be able to apply the skills central to HRM at work and to discuss these with confidence, using real examples to show their application. Understand how leadership behaviours affect how others perform at work
- Develop new strategies to improve levels of employee motivation

Approach

This programme is delivered over a series of 12 full day sessions spread over 6-9 months to fit in with a full-time work schedule. There are activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. Best practice examples in all areas of HRM will be highlighted and discussed throughout the programme, giving participants plenty of opportunities to build on the elements of these that could be applied in their own organisations.

This programme is for:

Those who are looking for an in-depth knowledge, understanding and an accreditation in the whole area of HRM. It is also aimed at those thinking about advancing their career in HR or people management.

Submissions & Accreditation

To achieve CPD Level 6 NFQ accreditation by TU Dublin, this course is assessed by exam and assignment submissions as follows:

- Exam: 60%
- Project; 3000-5000 words: 30%
- Learning Journal and class participation: 10%
- 70% attendance is required

Programme Schedule:

Module 1: Overview of HRM

Module 2: Strategic Human Resource Management and HR Data Metrics and Analytics

Module 3: Employee Engagement

Module 4: HR Leadership

Module 5 and Module 6: Employment Law

Module 7: Performance Management

Module 8: Organisational Development / Change Management

Module 9: Talent Management, Competency Modelling and Succession Planning

Module 10: Learning and Development

Module 11: Recruitment and Selection

Day 12: Recap/Review



Programme Director

Claire Jones

Claire is a Senior Executive working in Ibec Academy. Claire has worked in Ibec for more than 20 years and worked in the Legal Department within Ibec prior to moving into Ibec Academy. Claire is a lead trainer and her areas of speciality includes employment law, human resource management and industrial relations.

Testimonial

“The content of the CPD Diploma in Human Resources was very informative especially if you are only starting out in HR. The trainer’s knowledge was invaluable, and for an online class, the breakout sessions gave us an opportunity to get to know each other. There was always time for us to interact together as a class as we came from different business sectors and each student had something to bring to the table.”

Deirdre Clarke
Group HR Manager, Portwest

Rates:

Member: €3140 | Non-member: €3560

Delivery:

Blended

Start Dates:

08 May 2024
28 November 2024

EMCC Practitioner Level EQA Coaching Accreditation

ADD-ON

Upon successful completion of Ibec's Diploma in Coaching programme, participants can complete this programme to receive additional accreditation at Practitioner Level and 1-year membership from the European Mentoring Coaching Council.

Accredited by:
European Mentoring Coaching
Council (add-on programme
to the Diploma in Coaching)

Content includes:

- Individual coaching sessions with an experienced Ibec coach
- One to One coaching sessions with their coachees

This programme is for:

Participants who have been awarded the Ibec Diploma in Coaching and interested in receiving practitioner level and who are from EMCC.

Rate:
€1785

Delivery:
Online / Classroom / Blended

Start Dates:
Contact ibecacademy@ibec.ie
for upcoming dates



CPD Certificate in Managing People

HR, Management, IR and Employment Law

4 DAYS

The primary objective of this programme is to enable managers to make a more effective contribution to their organisation by developing core skills central to managing people at work.

Accredited by:
Technological University Dublin

CPD Special Purpose Award –
Level 6 on the NFQ (5 ECTS)

Content includes:

- Leadership
- Communication and interpersonal skills
- Employment legislation
- Negotiation skills
- Grievances
- Industrial Relations Institutions
- Giving feedback and managing difficult situations
- Motivation
- Discipline and dismissals
- Counselling and coaching
- Employment of staff
- Assertiveness and conflict resolution



What you said:

“I feel that this was the first online course I have done that kept me engaged the entire way through. I think the key was the trainers themselves that were absolutely excellent and a small class size. It gave everyone a chance to take part. Excellent course, I got so much from it.”

Stephen Stuart, Facilities, Maintenance & EHS
Manager, Conductix Wampfler

Rates:

Member rate: €2090
Non-member rate: €2300

Delivery:

Online

Start Dates:

07 March 2024
09 May 2024
11 July 2024
10 October 2024
14 November 2024

CPD Certificate in Managing People Skills

Leadership, Teams and Performance

4 DAYS

This programme is designed to assist managers in developing their management, leadership and interpersonal skills. Participants will gain a greater understanding of their communication and management style and its impact on those they manage.

Accredited by:
Technological University Dublin

CPD Special Purpose Award Level:
6 NFQ (5 ECTS)

Content includes:

- The role of the manager
- Personality profiling
- Communication skills
- Managing performance
- Presentation skills
- Communicating with confidence
- Motivation
- Time management/stress management
- Managing meetings
- Effective team building



What you said:

“The Managing People Skills programme specifically addressed my learning and development needs as it increased my skills and behaviours for managing a large team of people. The trainer made the programme engaging and enjoyable but more importantly relevant to me.”

Denis Healy
Maintenance Manager Ireland,
Glennon Brothers

Rates:

Member rate: €2090
Non-member rate: €2300

Delivery:

Online

Start Dates:

19 March 2024
19 September 2024
20 November 2024

CPD Certificate in Managing Diversity and Inclusion

4 DAYS

Build your knowledge and skills when creating an organisational culture that delivers on the positive benefits of diversity and inclusion.

Accredited by:
Technological University Dublin

CPD Special Purpose Award –
Level 6 on the NFQ (5 ECTS)

Content includes:

- Diversity and equality legislation
- Assessing policies and practices
- Workplace identity
- Recruitment & performance management
- Succession planning, mentorship & sponsorship
- Unconscious Bias
- Evidence-based approach to action planning
- Understanding models of organisational culture
- Inclusion practice
- Evaluating your team & organisation

This programme is for:

Managers, HR managers and D&I professionals tasked with, or committed to driving diversity and inclusion in their organisations.

What you said:

“I attended the CPD Certificate in Managing Diversity and Inclusion & I highly recommend Ibec Academy as a course provider. The delivery, content and trainer were all excellent and provided invaluable insight. The course material was very helpful, and I learned a lot each day. The most valuable aspect for me was how to conduct research and find reputable evidence. I also loved the breakout rooms as it allowed the participants to voice our thoughts and learn from each other’s experiences.”

Nicole Merriman
Executive officer, CORU

Rates:

Member rate: €2090
Non-member rate: €2300

Delivery:

Online

Start Dates:

14 May 2024
16 October 2024

Foundations in Management

2 DAYS

This programme aims to give managers, or those moving into management roles, the fundamental skills of effective management. Participants will learn how to improve their leadership and communication skills, how to deal with challenging staff while increasing motivation levels among those in the team. The programme will also give participants the ability to deal with a grievance or disciplinary issue in an effective way.

Content includes:

- The role of the manager
- Prioritising tasks
- Delegation
- Managing vs leading
- Action centred leadership
- Communicating effectively – questioning, listening
- Motivating the team
- Disciplining others
- Handling grievances effectively
- Behaving assertively and handling conflict
- Giving effective feedback

What you said:

“The trainer on the Foundations in Management programme was amazing and extremely knowledgeable in all areas. Everyones’ experiences helped each other with their current position”

Aaron Dunne

Clerical Officer, RVEEH

Rates:

Member rate: €885 | Non-member rate: €995

Delivery:

Online

Start Dates:

20 February 2024

25 April 2024

03 July 2024

04 September 2024

23 October 2024

28 November 2024

Training Needs Analysis

1 DAY

How can we ensure that our employees are receiving the correct training? How should we prioritise training for our team/department and organisation? How can we monitor skill improvement? An effective and comprehensive Training Needs Analysis (TNA) will ensure that resources are channelled towards the right training to the right staff at the right time. The assessment of training needs is not a task solely for the HR team or L&D department. It is a skill for all People Managers, ensuring the appropriate identification, assessment and implementation of top-quality training.

On completion of this programme, participants will be able to:

- Understand TNA principles
- Clarify their TNA objectives and the approach to suit their organisational needs
- Apply the 10 step TNA process
- Confidently apply various research methods to identify training needs
- Apply cost benefit analysis to training options
- Use Ibec’s TNA Toolkit

This programme is for:

Executives, managers and officers who are involved in the area of training and development.

What you said:

“I’m really happy with the training and delivery. The programme pace and group size was ideal and easy to follow. Very interactive training with interesting materials.”

Sreto Jankic, Training manager, Delmec Engineering

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

12 June 2024

20 November 2024

Peak Performance – Getting the best from your people

1 DAY

This programme is designed to assist managers with performance appraisals and the performance management process. Participants will learn the necessary skills to carry out this management function efficiently, effectively and with confidence.

Content includes:

- Managing performance and the employee lifecycle
- Aligned performance management
- The role of managers in performance management
- Objectives and benefits of an effective performance appraisal system
- Managing the appraisal interview – preparation, structure, style
- Key communication skills in performance management
- Delivering feedback to others and dealing with challenging people
- Questions for appraisals
- Managing poor and high performers

This programme is for:

Managers required to carry out performance appraisals and manage the performance of their teams.

What you said:

“The Peak Performance programme I attended was excellent. I have learned a lot of necessary and relevant information to my current occupation. I came in with some expectations and my expectations were exceeded by a mile”

Mark Bakhi
Key Account Manager, Emerald Freight

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

18 November 2024

Competency Based Interviewing Skills

1 DAY

Competency based interviewing is now widely accepted as the most valid and reliable candidate selection method. In this programme participants will comprehensively understand and practice the competency based interview.

Content includes:

- The most reliable methods of selection
- Recruitment life cycle
- The fundamental principles of competency based interviewing
- What is a competency?
- Key preparation required before the interview
- The best interview: “the structured conversation”
- The STAR Model
- How to ask effective questions and listen as an interviewer
- Note taking techniques
- How to score the candidate
- Role-play and feedback

This programme is for:

Executives, managers and those who are involved in the area of recruitment and selection.

What you said:

“I feel that any objectives I had set on arrival the morning of the training were met 100%.”

Nicola McClean,
HR Generalist & Project Manager, Veolia

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

15 May 2024
12 September 2024
14 November 2024

Critical Conversations

1 DAY

This programme will help you to participate and speak up in critical conversations in a confident and assertive way. The course will give you the confidence to make your case in the presence of more senior people and with challenging people. Your confidence and recognition of your strengths will be developed throughout the programme.

Content includes:

- What are critical conversations?
- Our reactions to critical conversations
- What makes an effective conversation?
- Getting your point across
- Types of difficult people and tips for handling them
- Handling questions
- Getting yourself heard
- Saying “No”
- Role-plays – your real life situations

This programme is for:

This programme is designed for those who want to improve how they communicate on the phone, in small or large groups, in formal or informal settings with both individuals and groups.

What you said:

“I enjoyed the Critical Conversations course as the trainer made it more fun based and he was approachable. He also took on board what areas we wanted to address.”

Deborah Creaven
HR Generalist, Advant Medical

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

24 May 2024

11 November 2024

Coaching Skills For Line Managers

1 DAY

This course is designed to introduce managers to the principles of coaching others for effective performance and enhanced team building. Line managers will gain skills to assist with managing and developing the team. Key tools to build trust, facilitate self-awareness and draw out solutions from coaches through effective listening and great questions will be practiced and developed.

Content includes:

- Articulate with impact
- Listen properly
- Use feedback for development
- Understand behaviour
- Identify and set development goals
- Use coaching for conflict reduction
- Use a range of practical tools based on movement and quietening the mind, allowing you to work in a more sustainable way

This programme is for:

Managers who want to develop their skills as a coach, so that they get the best from all those in their team.

What you said:

“This was an excellent training course. The delivery style was interesting and very interactive, and I really enjoyed the day.”

Aoife Buggie
Area Team Leader & Training and Employment Officer, IASIO

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

21 February 2024

11 June 2024

30 October 2024

Managing Learning and Development

1 DAY

This programme is aimed at managers who have responsibility for managing learning and development. It focuses on developing the knowledge and skills involved in managing the training function, as well as covering recent research and trends.

Content includes:

- Learning and development trends
- Strategic HRM and learning and development
- The role of learning and development
- Your responsibilities
- Learning versus development
- Stages in the training process
- Training needs analysis
- Talent management
- Methods and levels of evaluation
- Overcoming resistance and barriers to training

This programme is for:

Those involved in managing the area of learning and development within the organisation, or those moving into this role.

What you said:

“Overall I found the course covered a wide variety of topics relating to training and development. It was a great starting point and I learned a lot of useful information that I will use on a daily basis.”

Kerri Leydon, Talent Acquisition & HR Coordinator, LotusWorks

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

18 June 2024

19 November 2024

Building a Workplace Wellbeing Strategy

1 DAY

The workshop provides the tools required to create employee wellbeing programmes and the opportunity to draft a wellbeing plan

Content includes:

- Background and evolution of workplace wellbeing
- Different models of wellbeing programmes
- Key steps and metrics for measuring success of a workplace wellbeing programme
- Understand the role of OSH in workplace wellbeing

This programme is for:

Those with responsibility for managing wellbeing at work and come from a number of disciplines including, Health and Safety, Human Resources and existing Health and Wellbeing Teams

What you said:

“This was an excellent session, with a good balance of slides, tutor instruction and interaction with participants.”

Michelle Mullen, Learning & Development Manager, Department of Rural and Community Development,

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

11 March 2023

18 September 2024

27 November 2024

Wellbeing Awareness for Managers

HALF DAY

This programme is highly practical and interactive in its approach with actionable takeaways that allow participants to embed the learning in a practical way. The format will encourage participants to discuss challenges or concerns they may have in this area and how to manage them. The workshop will provide the tools required to equip managers and team leaders to support the mental health and well-being of both themselves and team members.

Content includes:

Understanding mental health and well-being:

- Definition of well-being
- Relationship between mental health & well-being and business performance
- Benefits of supporting your teams' mental health & well-being

Building positive relationships at work:

- Understanding your own state of well-being
- Recognising signs of burnout in your team and how to address
- How to manage the well-being conversation

Improving your teams' mental health & well-being:

- Managing well-being at work
- Practical ways you can support your teams' mental health & well-being

This programme is for:

Managers and team leaders who have responsibility for managing people in any organisation in any industry

Rates:

Member rate: €215 | Non-member rate: €235

Start Dates:

15 February 2024

13 May 2024

07 October 2024



**Business,
Operations &
Environmental,
Social,
Governance
(ESG)
Programmes**

Ibec Academy



CPD Diploma in Project Management

This programme will give you a comprehensive knowledge and practical understanding of the whole area of HRM, ensuring your competence and confidence in this area are developed.

LEVEL: CPD LEVEL 7 NFQ (15 ECTS)

**ACCREDITED BY TECHNOLOGICAL
UNIVERSITY DUBLIN**

The programme is structured around real-world project management challenges and internationally recognised best practices, including, PRINCE2, the Project Management Body of Knowledge (PMBOK) and Agile Project Management.

This accredited programme with TU Dublin is delivered over a series of 10 evening sessions spread over 3 months to fit in with a full-time work schedule.

- Delivered by industry experts with over 20 years of combined experience in business and project management
- Real case studies and current best practice examples shared throughout the programme
- Learn to use Microsoft Planner & Project in the planning, execution and monitoring and controlling of projects
- 50 Diploma in project management graduates are part of this growing alumni from a range of industries
- Can be customised to a team in house

Programme Outcomes:

- Understand differences between a project management framework and methodology and be able to develop an appropriate methodology tailored to a unique project environment
- Be able to articulate the role of project and programme management as a vehicle to execute strategy, drive change and foster innovation within an organisation
- Acquire an understanding of the ten knowledge areas of project management as identified in the Project Management Body of Knowledge (PMBOK)
- Gain confidence in how to apply and tailor PRINCE2 key concepts to a unique project environment
- Build a resource driven project schedule, track planned versus actual, and report cost, schedule and scope variance demonstrating progress versus plan at all stages

Approach

This programme is delivered over a series of trainer led evening sessions and self-paced videos spread over a 10 week period to fit in with a full-time work schedule.

There are several activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. The programme Director encourages group discussion and involvement throughout each session.

This programme is for:

Anyone involved in projects, whether as a project manager, team member, scheduler or sponsor. The skills and techniques taught on this programme are relevant to all sectors of business and government.

Those who have completed other training in project management who aspire to an accreditation in this key business discipline.

Assessment & Accreditation

To achieve CPD Level 7 NFAQ accreditation by TU Dublin, this course is assessed by assignment submissions as follows:

- Module 1: Individual Assignment:
- Module 2: Microsoft Project Assignment
- Module 3: Group Project:
- Individual Assignment: Reflective Presentation on Key Learnings
- 70% attendance is required

Programme Schedule:

Module 1: Frameworks & Methodologies

Module 2: Project Management Information Systems – Project Planning with Microsoft Project

Module 3: Programme & Portfolio Management



Programme Director

John McGrath

John has over 20 years as a trusted advisor with many of the largest organisations in the world. He designs and delivers the cpd Diploma in Project Management for Ibec Academy and has a wealth of training experience including Project Sponsorship, OPM3, PM Maturity Assessment Models, Megaprojects, Troubled Projects, Forensic and Dynamic Scheduling, Stakeholder Engagement, Project Analytics, PMP, PMBOK and Agile.

Testimonial

“The CPD Diploma in Project Management is an excellent course with a great trainer, very knowledgeable of the content covered. Working on Microsoft project was very useful, this is an excellent tool.”

Richard Aylward
Foreman, Coffey Construction Ltd

Delivery:

Online

Rate:

€2100

Start Dates:

07 March 2024
08 October 2024

CPD Certificate in Corporate Sustainability ESG

4 DAYS

This programme is designed to assist managers with performance appraisals and the performance management process. Participants will learn the necessary skills to carry out this management function efficiently, effectively and with confidence.

Accredited by:
Technological University Dublin

CPD Special Purpose Award Level:
6 NFQ (5 ECTS)

This course aims to meet the learning needs of those involved in the development and/or delivery of a corporate sustainability strategy and who need to develop their knowledge and understanding of corporate sustainability and ESG, in theory and practice.

Content includes:

- Sustainable Development
- Corporate Social Responsibility
- Role of Key Stakeholders
- Benefits of sustainability mindset
- Environmental Issues
- Social Issues
- Governance
- Developing corporate sustainability strategy
- Framework examples
- ESG Reporting & Certification
- Practical action plan
- Being an agent of change

What you said:

“The Ibec Academy CPD Certificate in Corporate Sustainability condensed a huge amount of complex material into four practical & manageable days learning. It taught me how to frame a Sustainability Strategy for TG4, incorporating all of the good work that we are doing already in ESG, with the challenges we still have to face and then put that into a workable plan. All of the presenters were exemplary, with years of practical experience and the interaction with fellow learners was hugely beneficial. Bhí an cúrsa seo ar fheabhas agus chuidigh sé go mór liom tuiscint níos fearr a fháil ar an réimse inbhuanaitheachta agus na dushláin agus deiseanna móra a théann leis sin”

Trevor Ó Clochartaigh, Stiúrthóir Oibríochtaí & Acmhainní Daonna (Operations & HR), TG4

Rates:

Member rate: €20905 | Non-member rate: €2300

Delivery:

Online

Start Dates:

06 February 2024
07 May 2024
10 September 2024
05 November 2024

Foundations in Sustainability and ESG for business

1 DAY

This workshop will equip participants with foundational knowledge on what sustainability means for business and how corporate sustainability/ESG strategies are developed and reported on, learning from best practice approaches and examples.

Content includes:

- Defining sustainability and ESG
- Carbon footprinting
- Circular economy thinking
- Managing social issues
- Sustainability strategy development
- Sustainable Development Goals
- Frameworks, standards and certifications
- ESG ratings

What you said:

“ The Foundations in Sustainability and ESG for Business programme provided a very useful bringing of all elements together in a framework and the future of ESG. An excellent course.”

Brian Collentine
Director , ORS

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

06 March 2024

12 June 2024

02 October 2024

Developing and Implementing Strategy

1 DAY

Research shows that 9 out of 10 strategies fail, often through poor execution. This programme has been designed to give managers the tools and techniques to identify and develop strategies for their organisations and plans for deployment.

Content includes:

- Charting the changing landscape – looking at the external environment
- A reality check – capabilities and resources
- Evaluating the options
- Developing and cascading strategy using the Balanced Scorecard
- Planning for change
- Staying on course

This programme is for:

This programme is designed for senior managers in organisations, as well as business owners who wish to gain an understanding of how to develop and implement strategy in their organisations.

What you said:

“A strategy delivery course that is relevant and understandable. Great discussions generated with practical examples that I can implement and discussions and knowledge from the other participants.”

Yvonne Bogan, Quality Manager, Team Leader, Marine Institute

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

04 June 2024

HALF DAY

This programme will equip you with the tools, frameworks and resources to re-evaluate corporate governance in your business, identify the gaps and make changes.

Content includes:

- The context, evolution and meaning of corporate governance
- The director and the law - legal and regulatory framework
- Who are the directors? Duties and liabilities
- The board's role in corporate governance
- Boundary tensions – the different roles of directors and management
- Board structure and composition factors
- Effective boards – what do they do and what do they look like?
- Corporate governance codes – international influences
- Do's and Don't's as a director – how to protect yourself

This programme is for:

Owners, directors and senior managers who need to understand more about the corporate governance area.

What you said:

“An up to date, concise view on where corporate governance is and where it needs to be, relevant and practical.”

Conor Ryan, CEO, Arrabawn

Rates:

Member rate: €495 | Non-member rate: €550

Delivery:

Online

Start Dates:

27 June 2024

25 October 2024



Personal Development Programmes

Ibec Academy





Train the Trainer

2 DAYS

This practical programme will provide participants with the skills and techniques required to deliver effective training within their organisations. The focus is on developing an essential toolkit to make you an outstanding trainer.

Content includes:

- Identifying where and when training is required
- Designing, planning and delivering appropriate training
- The principles of learning applied to training
- Monitoring and corrective coaching
- Develoeping your message
- Tips to ensuring your training is outstanding

This programme is for:

Participants who are involved in training delivery and who want to develop their skills, style and confidence.

What you said:

“I attended Train the Trainer course. It covers both macro and micro aspects of training, giving you the bigger picture as well as tips and details, which is incredibly useful. The trainer was excellent and I will definitely be applying the contents I learned into my work.”

Antonio Hernandez
LQA Trainer, Keywords Studios Dublin

Rates:

Member rate: €885 | Non-member rate: €995

Delivery:

Online

Start Dates:

29 May 2024
03 July 2024
07 November 2024

Leading with Emotional Intelligence

1 DAY

Leading with Emotional Intelligence is an engaging and interactive one-day workshop in which you explore your Emotional Intelligence in order to develop and enhance your leadership effectiveness.

Content includes:

- Introduction to Emotional Intelligence
- Why it is important - linkage to business results
- Emotional Intelligence toolkit
- Leading with attitude
- Enhancing awareness - of self/others
- Linking feelings to behaviours
- Managing with Emotional Intelligence - giving feedback
- Developing Emotional Intelligence - practical tools
- Habit change
- Action planning

This programme is for:

Participants wishing to improve their awareness of self and others, so they can maximise their interpersonal relationships. This workshop is particularly relevant to anyone moving into or currently in a management or leadership role.

What you said:

“The trainer presented the course in a fantastic manner. There were activities throughout the day and I have tangible takeaways.”

Shane Reid, Wellness Executive, Zevo Health

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

24 May 2024
25 November 2024

Manage Your Time Effectively

1 DAY

This programme will help you prioritise your work effectively and become more productive and efficient. You will learn to become more proactive in how you organise your time, and to take control of your life at work.

Content includes:

- How to ensure your business goals become part of your 'to-do' list
- Develop your planning skills
- Solutions to time stealers
- Manage your professional working relationships
- How to do the right task, at the right time
- How and what to delegate
- How to say 'No'
- Take back control

This programme is for:

All those who want to become more effective managers of their own time, ensuring priorities are identified and achieved.

What you said:

"Very valuable programme with lots of tips and helpful advice on how to be more effective."

Clare Ruddy, European Refreshments

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

28 May 2024

17 September 2024

Influencing Skills and Personal Impact

1 DAY

At the end of this programme participants will understand their own style when persuading/influencing others. Key skills will be highlighted when dealing with others and handling conflict. Clear insights into your own style will also be learned throughout the course.

Content includes:

- What is influencing?
- When should it be used?
- What are the alternatives?
- Influencing skills
- Your style and approach
- Understanding others
- Limiting beliefs
- A powerful approach
- Developing your confidence

This programme is for:

Participants wishing to improve their influencing skills so that they can get the most out of all their interpersonal relationships at work.

What you said:

"I found the Influencing Skills and Personal Impact programme excellent. I learned more about influencing and communication which I can bring to my current role."

Agata Stawiarska
Team Leader, MSA

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

29 February 2024

04 July 2024

04 November 2024

Effective Presentation Skills

1 DAY

This programme will enable participants to develop the confidence and competence to communicate effectively with groups. The programme provides participants with the essential skills to influence others through communication and how to make an impact with their message.

Content includes:

- Preparation
 - Your audience – who they are and what is in it for them
 - Your messages – what do you want your audience to remember?
 - Calls for action
- Design
 - Structure
 - Storytelling techniques
 - The purpose of visual aids and tips for using them effectively
- Delivery
 - Dealing with anxiety
 - Your body language and voice
 - Engaging your audience

This programme is for:

All those who want to develop their personal skills in communication and presentation.

What you said:

“Gets rid of some of the fear. Provides good tips and advice for personal use.”

Claire Lynskey,
Revenue Manager, Dalata Hotel Group

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

17 June 2024
14 October 2024

Employment Law Programmes

Ibec Academy



CPD Diploma in Employment Law

Ibec Academy's Employment Law course is widely acknowledged as Ireland's number one learning experience of its kind. We use our extensive knowledge and expertise to guide you through how to apply the legislation in your industry and business.

LEVEL: CPD LEVEL 6 NFQ (20 ECTS)

ACCREDITED BY TECHNOLOGICAL UNIVERSITY DUBLIN

- Delivered by subject industry experts with over 40 years of combined experience in business and people management
- Real case studies and current best practice examples shared throughout the programme
- Over 500 Diploma in employment law graduates are part of this growing alumni from a range of industries
- Can be customised to a team in house

This programme is for:

Participants who are looking for a comprehensive knowledge and understanding of the whole area of employment law and those contemplating a career in people management, human resource management and related areas by focusing on the need for compliance with employment law

Those who have completed a Certificate in Employment Law as well as those with several years of experience who would like to gain an accredited award.

Programme Outcomes:

On completion of this programme, participants will be able to

- Acquire the ability to look at all situations with a critical eye to ensure that they can deal with a range of employment law issues that arise in their organisations
- Understand the pitfalls of not complying with the legislation
- Have the ability to ensure that all policies and procedures that they have in place comply with employment law
- Have an in-depth knowledge of key areas of employment legislation
- Ibec provides specialist advice and support to our members on all aspects of employee relations and employment law

Approach

This programme is delivered over a series of 12 full day sessions spread over 7-9 months to fit in with a full-time work schedule.

Activities and case studies are used throughout the programme to apply the learning in a real way. The programme is delivered by experienced Ibec trainers who provide members with advice, consultancy and training on a daily basis.

Students get access to the new Ibec Academy portal for all material and their course schedule.

Submissions & Accreditation

This programme is accredited by TU Dublin at CPD Level 6 NFQ (20 ECTS). To achieve accreditation this course is assessed by:

- Closed book exam - 50%
- Project (3,500 - 4,500 words) - 20%
- Assignment - 20%
- Learning journal and class participation - 10%
- 70% attendance is required

Programme Schedule:

Module 1: Introduction to Employment Law

Module 2: Contracts of Employment

Module 3: Employment Rights Bodies

Module 4: Equality

Module 5: Atypical Workers

Module 6: Discipline and Dismissals

Module 7: Protective Leaves

Module 8: Introduction to Industrial Relations

Module 9: Organisation of Working Time

Module 10: Redundancy

Module 11: GDPR and Data Protection

Module 12: Occupational Safety and Health

Module 13: Workplace Stress

Module 14: Other Pieces of Legislation



Programme Director

Claire Jones

Claire is a Senior Executive working in Ibec Academy. Claire has worked in Ibec for more than 20 years and worked in the Legal Department within Ibec prior to moving into Ibec Academy. Claire is currently a lead trainer and also course Director on a number of diploma, certificate and short programmes for Ibec Academy. She specialises in the areas of employment law, human resource management and industrial relations.

Testimonial

“The CPD Diploma in Employment Law is an excellent course for both new and existing HR managers, the modules are detailed and relevant. This course has really helped me to provide information to stakeholders in the business on employment law and has given me the confidence to deal with Employment Law issues”

Mary Spillane

HR Manager Ireland, Greenergy Ltd

Dates

14 March 2024

21 May 2024

09 October 2024

12 November 2024

Delivery:

Blended

Cost

Member rate: €3140

Non-member rate: €3560

CPD Certificate in Employment Law

7 DAYS

This course is designed to give participants a comprehensive understanding of the key aspects and practicalities of Employment Law. On completion of the course, participants will be able to identify potential issues within their own organisations, ensure policies and procedures are compliant and current, and answer queries from staff in this area.

Accredited by:
Technological University Dublin

CPD Special Purpose Award –
Level 6 on the NFQ (10 ECTS)

Content includes:

- Sources of Employment Law
- Discipline and dismissals
- Employment rights bodies and OSH
- Employment equality/ bullying and harassment
- Atypical workers and protective leave
- The Organisation of Working Time Act and redundancy
- Transfer of undertakings / managing work related stress
- Data protection: protected disclosure

This programme is for:

Participants who are responsible for HR, employment legislation or managing people at work.

What you said:

“The Peak Performance programme I attended was excellent. I have learned a lot of necessary and relevant information to my current occupation. I came in with some expectations.

What you said:

“My main area of focus is contracts, recruitment and leave so this course allowed me to gain a better understanding of others within HR and the relevance and importance of this not only to the wider HR area but my current position and how my work may have an impact on other areas.”

Gemma Hayes, HR Co-ordinator, University College Cork

Rates:

Member: €2520 | Non-member: €2730

Delivery:

Online

Start Dates:

13 February 2024
12 September 2024

A-Z of Employment Law: For HR Professionals

6 HALF DAYS

This programme is designed to give HR professionals a high-level view of employment Law. It will provide an up-to-date view of employment law including new changes to legislation, new case law and new codes of practice.

Content includes:

- Creating the employment relationship
 - Contracts
 - Employment equality and recruitment processes
- Maintaining the employment relationship
 - Employee relations and working time
 - Family friendly rights and protective leave
 - Health and safety, workplace stress, data protection, protected disclosures legislation and transfer of undertakings
- Terminating the employment relationship – discipline and dismissals

This programme is for:

HR professionals and senior people within organisations with responsibility for the area of HR who require an up to date and current view of employment law

What you said:

“The trainer in the A-Z of Employment Law for HR Professionals was wonderful and provided clear examples and great case studies. It was a great opportunity to look at both the key employment laws and the future laws coming down the line. It was a great reminder of the right procedures and policies and I looked forward to each weeks session.”

Tom Hanlon
Senior Business Partner, Indeed

Rates:

Member rate: €1325 | Non-member rate: €1435

Delivery: Online

Start Dates:

26 January 2024
12 April 2024
07 June 2024
04 October 2024

Foundations in Employment Law

2 DAYS

This programme aims to introduce Employment Law to those who are new to the area and need a clear understanding of their obligations. This programme looks at a range of employment legislation and focuses on the areas that need to be complied with. The programme is presented in a practical manner by those who are dealing with these issues every day.

Content includes:

- Contracts of employment/atypical workers
- Equality legislation
- Protective leave
- Working time/hours of work/holidays/restbreaks
- Grievance handling
- Discipline
- Dismissal

This programme is for:

Participants who are new to the area of Employment Law and need a clear understanding of their obligations.

What you said:

“The trainer on the Foundations in Employment Law programme was a great speaker who helped us understand everything. Having the new legislation explained in an easier way was fantastic; an excellent programme.”

Emily Bennett
HR Operations, Fiserv

Rates:

Member rate: €885 | Non-member rate: €995

Delivery:

Online

Start Dates:

14 February 2024
14 May 2024
09 July 2024
16 September 2024
03 December 2024

Employment Law Update

1 DAY

This programme is designed for those who would benefit from an update on current case law and best practice in the areas of Employment Law and HR. Those attending will build their competence and confidence in these critical areas by ensuring that they have the most up to date legal and case law approaches.

Content includes:

- Discipline and dismissals
- Fair procederes
- Employment equality
- Retirement age
- Reasonable accomodation
- Protective leave
- Atypical workers
- Data protection / GDPR
- New developments
- Case law

This programme is for:

Managers and HR specialists whose responsibilities require them to understand Employment Law and to be up to date with case law and practice.

What you said:

“Excellent informative course, moved at a very good pace, pitched at a good level, and very good reference slides provided also. The trainer was extremely knowledgable.”

Catherine O'Brien, HR Business Partner, Metamo

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

06 March 2024

20 June 2024

20 September 2024

06 November 2024

Running Effective Disciplinary Processes

1 DAY

This programme will give managers and HR specialists the confidence to deal effectively with problems that arise in the context of the Unfair Dismissals Acts.

Content includes:

- The poor or incompetent performer at work
- The dishonest employee – dealing with a breach of trust
- Dealing with misconduct and gross misconduct at work
- Identifying the essential elements of a fair disciplinary procedure
- The framework of the Unfair Dismissals legislation
- Discriminatory dismissals

This programme is for:

Managers and HR specialists who manage people at work.

What you said:

“The trainer was excellent in delivering the course and made what can be a difficult subject easy to follow and understand.”

Graham Geraghty, HR Administrator, CLS

Rates:

Member rate: €425 | Non-member rate: €470

Delivery:

Online

Start Dates:

16 February 2024

15 May 2024

06 September 2024

15 November 2024

Managing Absence

1 DAY

Absence is one of the most persistent problems affecting productivity, profitability and competitiveness. All companies must have a comprehensive and continuing absence management policy in an effort to confront the issue. However, dealing with staff who have an attendance problem can be a problematic issue which tests the skills of the line manager and the HR practitioner.

Content includes:

Absence – Practical Considerations for Managers

- Defining and measuring absence
- Absence policies
- Tools of absence management

Managing Absence within the Law

- Dismissal on the Grounds of Incapacity
- Fair Procedures
- Equality Issues
- Medical Reports
- Short-term Absence
- Long-term absence
- Stress Related Absence
- Case Studies – at various stages above

This programme is for:

Managers and HR specialists who wish to improve their knowledge, competencies and skills in the area of absence management. Also suitable for line managers with responsibility for managing absence within their teams.

What you said:

“I attended the Managing Absence programme and found the the discussion with other participants and how the material covered in the training was linked back to absence very useful.”

Jenny O’Murchu, HR Admin, Veolia

Rates:

Member: €425 | Non-member: €470

Delivery:

Online

Start Dates:

10 July 2024 & 26 November 2024

Dignity at Work: Investigations & Dealing with Complaints

1 DAY

The objective of this programme is to look at how to deal with an issue that may arise within a company. This programme looks at dealing with the initial complaint, right through to the completion of an investigation and appeals process.

Content includes:

- The legislation that applies to bullying and harassment
- The company policy
- The initial complaint
- The options
 - informal
 - supported informal
 - mediation
 - formal
- The rules of investigation
- The terms of reference
- Carrying out investigatory meetings
- The investigation report
- Disciplinary action

This programme is for:

HR managers or those with responsibility within their organisations for dealing with issues of bullying and harassment.

What you said:

“I found that the skills on the Dignity at Work programme have better equipped me to deal with a complaint/investigation should they arise. A brilliant training session, the trainer is excellent and has a wealth of knowledge.” Emma O’Gorman, HR Generalist, Cornmarket Group Financial Services Ltd.

Rates:

Member: €425 | Non-member: €470

Delivery:

Online

Start Dates:

21 March 2024

27 September 2024

Dignity at Work: Support Contact Person

1 DAY

This programme supplies the appropriate training required by the code of practice on prevention and resolution of bullying at work. The code states that employers should designate a trained contact person with whom employees can discuss a case of bullying before making an official complaint.

Content includes:

- Defining bullying and harassment – the law
- Statutory agencies
- The role of the support contact person
- Conflict resolution
- Communication
- Counselling
- Policy and procedures

This programme is for:

Participants who have been assigned the role of support person and those who manage this role at work.

What you said:

“I attended the Dignity at Work: Support Contact Person course. The trainer was a great instructor, friendly and knowledgeable and did a fantastic job sharing their knowledge and getting everyone involved.” Niall Connaughton, Senior Compliance, Information Security and Data Protection Officer, CPAS (CIF Pensions Administration Services)

Rates:

Member: €425 | Non-member: €470

Delivery:

Online

Start Dates:

08 February 2024
20 March 2024
29 May 2024
01 October 2024

Dignity at Work: The Nominated Person

1 DAY

This programme provides all those who will act as a ‘nominated person’ with an in-depth understanding of the role in a clear and concise manner.

Content includes:

- Effects of Bullying and Harassment
- Prevention – Company Obligations
- Defining Bullying and Harassment
- Issue Resolution
- Informal Procedure
- The role and responsibilities of the nominated person
- Note-taking
- Mediation
- The Formal procedure
- The Principles of Natural Justice
- Interpersonal Skills
- Seeking solutions

Rates:

Member: €425 | Non-member: €470

Delivery:

Online

Start Dates:

22 May 2024
23 October 2024





Employee & Industrial Relations Programmes

Ibec Academy





CPD Diploma in Industrial Relations

Acquire the theory, law and the practical skills required for those who work in industrial relations, human resource management and related areas. Ibec Academy's industrial relations programme is widely acknowledged as Ireland's number one learning experience of its kind.

LEVEL: CPD LEVEL 6 NFQ (20 ECTS)

ACCREDITED BY TECHNOLOGICAL UNIVERSITY DUBLIN

Our trainers share Ibec's insights from our daily support, representation and advisory capacity across multiple industries, to inform our training programmes so they are updated on a continuous basis

This accredited programme with TU Dublin is delivered over a series of 12 full day sessions, spread over 7 months to fit in with a full-time work schedule.

- Delivered by subject industry experts with over 40 years of combined experience in industrial relations, business and employee relations
- Real case studies and current best practice examples shared throughout the programme
- 100 Diploma in Industrial Relations graduates are part of this growing alumni from a range of industries
- Course structure is designed to allow time for the application of the learning and the opportunities to bring real issues to the class for discussion
- Participants will participate in a mock conciliation conference with an Industrial Relations Officer of the Workplace Relations Commission (WRC).

Programme Outcomes:

On completion of this programme, participants will have:

- An understanding of the legal framework surrounding industrial relations in Ireland, so that participants can demonstrate this in third party negotiations
- A range of effective negotiation and conflict management skills which can be demonstrated in practise
- An understanding of what constitutes industrial action, whether it is lawful, what liabilities may arise for the employee/trade union and what, if any, remedies are open to the employer
- Knowledge of express and implied terms which bind the employer/employee relationship
- Skills in the areas of communications and conflict management and how to apply these

Approach

This programme is delivered over a series of 12 full day sessions spread over 7 months to fit in with a full-time work schedule.

There are a number of activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. The programme leader encourages group discussion and involvement throughout each session. Practice examples in all areas of Industrial Relations will be highlighted and discussed throughout the programme.

This programme is for:

Managers and executives who want to develop their knowledge of industrial relations. Those attending are therefore required to be working in or moving to the area of HR, IR, ER or management.

Assessment & Accreditation

To achieve CPD Level 6 NFAQ accreditation by TU Dublin, this course is assessed by exam and assignment submissions as follows:

- Closed book exam 50%
- Project (3,500 - 4,500 words) 20%
- Group assignment 20%
- Learning journal and class participation 10%
- 70% attendance is required

Programme Schedule:

Module 1. Introduction to Industrial Relations (1 Day)

Module 2. Collective Bargaining Practice and Dispute Resolutions (1 Day)

Module 3. Introduction to Employment Law (1.5 Days)

Module 4. Legal Framework of Industrial Relations (0.5 Day)

Module 5. Resolving Conflict Effectively (1 Day)

Module 6. Effective Negotiation Skills (4 Days)

Module 7. Managing Change (1 Day)

Module 8. Revision/Exam techniques (1 Day)

Module 11: Recruitment and Selection

Day 12: Recap/Review



Programme Director

Patricia Sugrue

Patricia joined Ibec Academy in 1990. She has been actively involved in training managers in managing people skills throughout her career. She currently runs a number of specialised Ibec programmes including diploma and certificate courses in industrial relations, discipline and dismissals and negotiations workshops.

Testimonial

“This programme gave practical learning and support for third party preparation and involvement. The collation of a submission and participation in a Labour Court hearing was extremely useful.”

Evelyn Ryan
HR Manager
Avista

Rates:

Member: €3140 | Non-member: €3560

Delivery:

Blended

Start Dates:

14 May 2024
04 October 2024



CPD Diploma in Mediation

This course introduces participants to the concept of mediation, its use in settling disputes and conflict and how best to introduce mediation into an organisation for effective conflict resolution. It also equips participants with a range of skills useful, in both conflict resolution and many other interpersonal situations including people management.

LEVEL: CPD LEVEL 6 NFQ (20 ECTS)

**ACCREDITED BY TECHNOLOGICAL
UNIVERSITY DUBLIN AND THE MEDIATORS
INSTITUTE OF IRELAND**

With the introduction of the Mediation Act, 2017, this is an area that has gained increasing momentum and this course provides the ideal preparation.

This accredited programme with TU Dublin is delivered over a series of 12 full day sessions, spread over 7 months to fit in with a full-time work schedule.

- Delivered by subject industry experts with over 20 years of combined experience in mediation in the workplace
- Real case studies and current best practice examples shared throughout the programme
- Participants learn a tried-and-tested four stage mediation process
- Guest speakers contribute their experience of mediation from a real-world employee relations perspective and present successful case studies from their own organisations
- Over 60 Diploma in Mediation graduates are part of this growing alumni from a range of industries
- Can be customised to a team in house

Programme Outcomes:

On completion of this programme, participants will be able to:

- Explain and demonstrate with confidence the differences between mediation, arbitration, conciliation and other approaches to dispute resolution
- Articulate the process and skills involved in mediation and have demonstrated this in practice
- Understand the advantages and disadvantages of using mediation and where to apply appropriately in an organisation
- Understand the behavioural differences between individuals and how conflict is dealt with in different ways with real life examples
- Adapt and practice a range of skills for effective conflict resolution and gain an insight into one's own approach to conflict and how to hone this more effectively in the workplace

This programme is for:

Those who wish to develop mediation skills for application in their area of work, for developing a career in mediation, or as a general developmental opportunity, particularly in understanding people and cultivating listening and concentration capabilities. Those in Human Resource Management or the Management team who want to add to their management and people management skills.

Approach

This programme is delivered over a series of 12 full day sessions spread over 6 months to fit in with a full-time work schedule. A learning environment is created which is supportive, encouraging and welcomes participation to support learning and applying it in practice.

Assessment & Accreditation

This course is fully accredited by the Mediators Institute of Ireland for Associate membership level and has academic accreditation by the Technological University Dublin. An optional extra day will be arranged for those who may be interested in proceeding to Certified membership level of the MII.

This course is assessed as follows:

Module 1:

- Project; 2500-3000 words 50%
- Role play 30%
- Learning Journal 20%

Module 2:

- Project; 2500-3000 words 50%
- Exam 30%
- Learning Journal 20%
- 70% attendance is required

Programme Schedule:

Module 1.
Mediation Process and Skills

Module 2.
Mediation and the Organisation



Programme Director

Brendan Schutte

Brendan is a consultant and trainer with over 20 years' experience in human resource management, development and employee relations in the areas of manufacturing, services, education and healthcare and not-for-profit, in addition to 20 years' experience as an independent consultant and trouble-shooter.

Testimonial

“I attended the CPD Diploma in Mediation; the instructor is fantastic and really makes the learning enjoyable and thought provoking. The course is very relevant to the working environment.”

Kieran Joyce, Head of HR, Mayo, Sligo and Leitrim Education and Training Board

Suzanne Mullins
Director Organisation Support and Development, Cork ETB

Rates:

Member: €3455 | Non-member: €3875

Delivery:

Blended

Start Dates:

14 May 2024
05 November 2024

Certificate in Mediation

6 DAYS

This programme introduces participants to the concept of mediation and its use in settling arguments, disputes and conflict. The process of mediation and the various tasks involved in each step and the skills for effective conflict resolution are developed throughout the course.

This programme is accredited by the Mediators Institute of Ireland

Content includes:

- Why people disagree
- Mediation – what it is and what it is not
- The mediation process in detail
- Skills practice
- Communication, coaching and dealing with conflict
- The role of the mediator
- Half day filmed practical assessment

This programme is for:

Human resource professionals, supervisors, managers, other professionals and those with an interest in learning how to deal effectively with conflict and disagreement.

What you said:

“This was a very enjoyable course, the time went really quick and there was great engagement with the instructor, guest speakers and participants. I found applying the concepts and learnings to real time work situations very useful as was the understanding gained in relation to mediation as a concept in order to developing a new internal initiative for conflict resolution.”

Suzanne Mullins, Director Organisation Support and Development, Cork ETB

Rates:

Member rate: €2835 | Non-member: €3045

Delivery:

Online / Classroom / Blended



CPD Certificate in Managing Employee Relations

4 DAYS

This course aims to develop the key knowledge and skills required of middle level managers to deal effectively and confidently with interpersonal conflicts, bullying and harassment, grievances and disciplinary matters.

Accredited by:
Technological University Dublin

CPD Special Purpose Award –
Level 6 on the NFQ (5 ECTS)

Content includes:

- Learn how to develop a positive employee relations culture within a team or organisation
- Develop the critical skills needed to deal with grievances, disciplinary meetings and issues around bullying and harassment
- Gain an insight into critical areas of employment law and industrial relations
- Act with greater confidence and be more self aware when holding critical conversations
- Acquire key skills tools for conducting investigations effectively
- Learn how to mediate between two parties and achieve a positive outcome

This programme is for:

Those that manage performance, handle grievances, disciplinary meetings and who need to understand the key employment legislation in this area. Additionally, managers who want to build the skills and knowledge to maintain and grow positive employee relations in their organisation.

Rates:

Member rate:
€2090 | Non-member rate: €2300

Delivery:

Online

Start Dates:

08 May 2024
02 October 2024

Conducting Investigations within the Workplace

2 DAYS

This programme focuses on the practices and procedures to be followed if an investigation into a grievance, disciplinary or bullying and harassment issue was needed.

Content includes:

- Key areas requiring an investigation
- Relevant legislation
- Requirement for fair procedures
- Understanding disciplinary procedures
- Dealing with disciplinary issues
- Poor performance, absence, general misconduct
- Dealing with serious/gross misconduct
- Dealing with grievances
- Dealing with complaints of bullying and harassment

This programme is for:

All managers wishing to improve their investigation skills and their understanding of the investigative process.

What you said:

“This course was excellent well thought out and clearly delivered and goes into lots of detail. I really enjoyed it.”

Lisa Gibson
HR Generalist, St Francis Hospice

Rates:

Member rate: €885 | Non-member rate: €995

Delivery:

Online

Start Dates:

13 February 2024
18 April 2024
22 August 2024
15 October 2024

Mediation Skills

2 DAYS

This programme is aimed at introducing participants to the needs, benefits and uses of mediation in the workplace. A focus of the course is on the development of practical skills which will enable participants to use mediation skills in workplace disputes and build their confidence in this area.

Content includes:

- What is mediation?
- Types of mediation
- Core skills of a mediator
- The mediation process
- Industrial Relations and Employment Law
- Conflict resolution
- Case examples/role-play

This programme is for:

All those interested in learning how to mediate in workplace disputes to try to ensure the best possible outcome for both the organisation and the individuals involved.

What you said:

“The Mediation Skills programme is a brilliant course. The trainer is excellent with a depth of experience to share with the course participants.”

Marina Prifti
HR manager, Ampersand

Rates:

Member rate: €885 | Non-member rate: €995

Delivery:

Online

Start Dates:

12 June 2024
03 October 2024



Occupational Safety and Health Programmes

Ibec Academy





CPD Diploma in Occupational Safety and Health

Ibec are at the forefront of advising Irish businesses on a range of issues, including OSH, and have therefore built up expertise in OSH across a variety of industry sectors thus ensuring this CPD Diploma in Occupational Safety and Health is current, practical and reflects the needs of Irish industry.

LEVEL: CPD LEVEL 7 NFQ (20 ECTS)

ACCREDITED BY TECHNOLOGICAL UNIVERSITY DUBLIN & ASSOCIATE/TECHNICAL MEMBERSHIP OF IOSH

This accredited programme with TU Dublin is delivered over a series of 12 full day sessions, spread over 7 months to fit in with a full-time work schedule.

- The programme is delivered by experienced chartered OHS professionals with a wealth of knowledge across a variety of industry sectors delivering up-to-date practical OSH solutions to Irish workplaces
- Real case studies and current best practice examples shared throughout the programme
- 700 Diploma in OSH graduates are part of this growing alumni from a range of industry sectors
- Also accredited by OSH

Programme Outcomes:

On completion of this programme, participants will be able to

- Advise management on OSH related issues relevant to the industry sector
- Identify, interpret and advise on key requirements of Irish OSH legislation, codes of practice and published guidance
- Carry out OSH risk assessments in collaboration with relevant stake holders
- Advise on drafting relevant OSH Policies and review existing OSH policies to ensure currency
- Identify the key OSH training, information and instruction programmes required by law ensuring compliance

Approach

A practical approach is used throughout the programme. Where OSH law is introduced, it is applied to workplace situations through case studies, case law, group exercises and various activities.

Students get access to the new Ibec Academy portal for all material and their course schedule.

This programme is for

Those with a professional interest in or involved in the application of Occupational Safety and Health at work.

This Diploma is an ideal way to advance your skills if you hold a Certificate in OSH, have completed other training in this area of expertise or for OSH managers with several years' experience, who would like to gain an accredited award.

Submissions

- To achieve accreditation this course is assessed by written exam and submission of assignments.
- Two 3,500 – 4,500 word projects 40%
- Class participation and Learning journal 10%
- Exam 50%
- 70% attendance is required

Programme Schedule:

Module 1: An introduction to Occupational Safety and Health Law

Module 2: OSH Law 2 – 2005 Act (cont.)

Module 3: OSH Law 3 Introduction to Risk Assessment

Module 4: Workplace Ergonomics and assessments

Module 5: Workplace Equipment, Machinery, Workplace Transport

Module 6: Sensitive Risk Groups

Module 7: Occupational Health

Module 8: Chemical Safety

Module 9: Psycho-social Hazards

Module 10: Physical Agents

Module 11: Emergency Planning

Module 12: Construction Work and Contractors



Programme Directors

Kieran McKenna

Kieran holds a primary degree in Mechanical Engineering and Masters degree in both Engineering Design and Occupational Health & Safety Management. He has over 20 years industry experience in senior environmental health and safety management roles.

Liz Doyle Fleming

Liz is an Ibec Academy trainer and an OSH practitioner. Liz has been a Chartered Member of the Institution of Occupational Safety and Health since 2005. Liz's areas of expertise include developing OSH policy, planning systems to fulfil OSH policy, effective implementation and operation of OSH policy, measuring, auditing and reviewing performance of OSH management systems. She holds a Bachelor of Science in OSH Management (BSc OSH Management). Higher Diploma in Safety, Health and Welfare at Work (HDipSHWW). Certificate in Safety and Health at Work (Cert.SHW).

Testimonial

"I found the CPD Diploma in Occupational Health and Safety to be an excellent introduction into OSH. The handouts and slides were excellent and well structured & will be used for many years as reference."

Trish Crothers, Novo Nordisk Ltd

Rates:

Member: €3140 | Non-member: €3560

Delivery:

Online / Classroom / Blended

Start Dates:

12 January 2024

20 March 2024

25 June 2024

19 September 2024

14 October 2024

20 November 2024



CPD Certificate in Occupational Safety and Health

7 DAYS

Accredited by: Technological University Dublin

CPD - Level 6 on the NFQ (10 ECTS).

Associate/ Technical membership of IOSH

Content includes:

- Safety and health legal system
- Role of the safety representative
- Safety and Health regulations
- Identifying hazards
- Risk assessment
- Manual handling
- Display screen equipment
- Chemicals / noise / fire
- Communication skills
- Psychosocial / human factor hazards
- Role of the Health & Safety Authority
- Accident investigation
- Sources of information



What you said:

“An excellent course, the trainer was very practical and applied all theory to how we could use it in the workplace.”

Niamh Kearney, Health and Safety Advisor,
Kerry Group

Rates:

Member: €2520 | Non-member: €2730

Delivery:

Online

Start Dates:

16 February 2024

02 September 2024

CPD Managing Safety

4 DAYS

The main objective of the course is to enable managers and OSH specialists to make a more effective contribution to their organisations by becoming aware of the legislation, risks, accident investigations and communications needed to build a positive OSH culture among the workforce.

Accredited by:
Technological University Dublin

CPD Special Purpose Award -
Level 6 on the NFQ (5 ECTS)

Content includes:

- OSH and the law
- Safety management systems
- Managing safety
- Communication and consultation
- Do's and Don't's
- Investigating accidents, risks, incidents and hazards
- Improving the safety culture
- The role of the HSA
- Emergency planning
- Audits

This programme is for:

Anyone who wants to improve their skills and competence managing risks, implementing OSH law, investigating accidents and communicating the OSH message in their organisations.

What you said:

"This was a very interesting and interactive training course. I've learned a great amount of valuable information, and I feel that this course really fine tuned my skills, knowledge and competencies."

Susana Pires, Health & Safety Manager, ASL Aviation Holdings

Rates:

Member: €1100 | Non-member: €1320

Delivery:

Online / Classroom / Blended

Start Dates:

16 May 2024

19 September 2024



Safety Officer and Co-ordinator

3 DAYS

This course will provide newly appointed safety officers/co-ordinators or line managers with direct responsibility for the administration and co-ordination of day-to-day safety and health matters in low risk workplaces with the necessary skills and knowledge to co-ordinate and control structures for managing health and safety needs.

Content includes:

- Safety and health legal system
- Role of the safety representative
- Safety and Health regulations
- Identifying hazards
- Risk assessment
- Manual handling
- Display screen equipment
- Chemicals / noise / fire
- Communication skills
- Psychosocial / human factor hazards
- Role of the Health & Safety Authority
- Accident investigation
- Sources of information

This programme is for:

HR/IR officers, co-ordinators or advisors with a role in OSH co-ordination. Managers or supervisors with direct OSH responsibilities or employees new to the OSH co-ordination role.

What you said:

“This course is a good overview - It also gave me the opportunity to really understand our responsibilities regarding the Safety, Health & Welfare at Work Act 2005.”

Grainne Mc Loughlin, St Vincent De Paul

Rates: Member: €680 | Non-member: €880

Delivery: Classroom

Start Dates:

06 March 2024

19 June 2024

10 September 2024

Safety Representatives

3 DAYS

This course seeks to define the roles and responsibilities of all parties within a company's safety and health system and to highlight how consultation plays a role in the vital success of any safety management system.

Content includes:

- Safety and health legal system
- Management of safety and health at work
- Risk assessment & safety statement
- Accident prevention and management
- Role of the safety representative and competent person
- Common hazards including chemicals, manual handling, fire and D.S.E.
- Communication, consultation and the safety committees
- Role of the HSA

This programme is for:

Newly appointed safety representatives and anyone who wishes to gain a greater understanding of their roles and responsibilities in health and safety management.

What you said:

“An informative course, with good mention of websites to source further information and courses that could be done to follow up with.”

Paul Earls, Dansko Foods

Rates: Member: €550 | Non-member: €650

Delivery: Classroom

Start Dates:

08 May 2024

26 June 2024

04 September 2024

13 November 2024

Safety Awareness for Managers

1 DAY

The objective of this course is to provide an overview for managers of their roles and responsibilities when integrating safety and health with operational management. The course will give participants key skills to be able to review and develop systems within their workplace.

Content includes:

- The Safety and Health legal system
- Role of the employer, employees and manager in implementing health and safety at work
- Planning for Safety and Health
- Hazard identification
- Co-operation, competence, communication and control
- Proactive and reactive control
- Accident management
- Principles of manual handling techniques
- Presentation and delivery skills
- Communication skills

This programme is for:

Line managers, or those with a similar responsibility for the day-to-day management of employees and operations.

What you said:

“An excellent course. It brought to my attention things I might have not noticed before.”

Paul Stafford, Operations Manager, GLS Ireland

Rates: Member: €305 | Non-member: €385

Delivery: Online

Start Dates:

24 April 2024

16 July 2024

05 November 2024

First Aid Response

3 DAYS

As part of the requirements for first aid provisions under current legislation, employers may decide that they need one or more first aiders. This course aims to provide participants with the knowledge and skills to be able to deliver essential first aid in their workplace. Successful participants will gain a PHECC certificate valid for 2 years.

Content includes:

- Patient assessment
- Cardiac First Response (CFR)
- Adult and child CPR
- Using an Automated External Defibrillator (AED)
- Choking
- Heart attack
- Bleeding control and shock musculoskeletal injuries
- Unconsciousness
- Medical emergencies
- Asthma
- Diabetes
- Seizures
- Fainting
- Burns/ electrical injuries
- Hypothermia and hyperthermia

Assessment:

Practical skills assessment and 20 Multiple Choice Questions (pass mark 60%).

What you said:

“Confident to act in an emergency.”

Niall Byrne, Lecturer, Study Group

Rates:

Member: €385 | Non-member: €495

Delivery:

Classroom

Start Dates:

08 October 2024

DSE/VDU Risk Assessor

1 DAY

This programme provides participants with the knowledge and skills to carry out Display Screen Equipment (DSE) / Visual Display Unit (VDU) Ergonomic Assessments within your workplace and understand the scope of the legal requirements relating to the use of DSE.

Content includes:

- Safety and Health Legislation
- General Application Regulations 2007
- Ergonomic principles
- Workstation and workplace design and layout
- Posture and anthropometrics
- Identifying hazards of DSE/VDU work
- Assessment techniques and checklists

This programme is for:

Those responsible for managing, supervising, leading, employees in the place of work and are charged with carrying out Display Screen Equipment ergonomic risk assessments.

What you said:

“Overall the trainer was extremely accommodating and ensured that everyone understood the course material at all times. The course content was more than adequate and gave a broad view of DSE Assessment including adaptations in line with COVID-19 restrictions.”

Sophie Kelly, Office Operations Administrator,
Version 1

Rates:

Member rate: €305 | Non-member: €385

Delivery:

Classroom

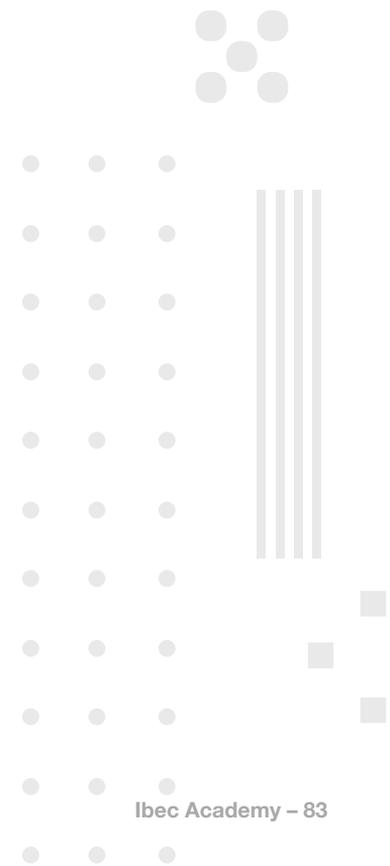
Start Dates:

11 March 2024

10 June 2024

24 September 2024

14 November 2024





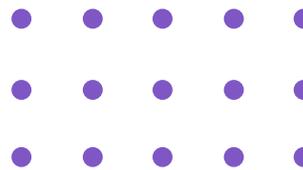
Workplace Wellness Accreditation

Ibec Academy





Embrace Wellbeing for your Business and Get Accredited



The KeepWell Mark™ from Ibec, validates and recognises organisations that put the wellbeing of employees at the forefront of company policy.

Benefits include

- Auditing and benchmarking against eight health and wellbeing standards
- On-site assessments by independent assessors
- Toolkits, guides and roadmaps to build successful wellness programmes
- National accreditation
- Recognition in Top Wellbeing Companies register
- Invitations to exclusive wellbeing forum and other community events
- Access to sample corporate wellbeing policies and guidelines

What you said:

“Alkermes is proud to receive the KeepWell Mark. The post-assessment report shows that we’re aligned with industry best practice and will help to guide our future wellbeing strategy.”

Nicola Bardon,
Hr Manager,
Alkermes Pharma Ireland Limited

Get your company involved

Show your commitment to your employees’ wellbeing with The KeepWell Mark™ accreditation.

www.thekeepwellmark.ie





www.ibecacademy.ie

“We have worked with Ibec Academy and the same trainer over the last 5 years who is a subject matter expert, who engages participants from the first minute, and holds their attention to the end of the course. The trainer has built strong relationships with the hospital, its goals, and its managers who have learned to trust her learning impeccably. She addresses our training needs through course development and refines content based on feedback and active listening.

Frameworks, tools and real-life examples lead to applied learning, and this is reinforced through role play, workshops, group learning and assignments. The trainer makes learning fun but is always focused on the programme goal. The trainer consistently scores highly with regard to learning outcomes and her programme delivery is outstanding.”

Natasha Tobin,
HR Operations Manager,
The Beacon Hospital



**Invest in your peoples' future
development. Contact a member
of the team today.**

www.IbecAcademy.ie
ibecacademy@ibec.ie

Customised training
+353 1 605 1556

Accredited programmes
+353 1 605 1645

Short programmes
+353 1 605 1619

Ibec Head Office

84/86 Lower Baggot Street
Dublin 2
Tel: + 353 1 605 1556
Email: ibecacademy@ibec.ie
Web: www.IbecAcademy.ie

Limerick

Gardner House Bank Place
Charlotte Quay
Limerick
Tel: + 353 61 410411
Email: midwest@ibec.ie
Web: www.ibec.ie/midwest

Galway

Ross House
Victoria Place
Galway
Tel: + 353 91 561109
Email: galway@ibec.ie
Web: www.ibec.ie/west

Donegal

3rd Floor, Pier One Quay Street
Donegal Town
Donegal
Tel: + 353 74 9722474
Email: northwest@ibec.ie
Web: www.ibec.ie/northwest

Cork

2nd Floor, Penrose One
Penrose Dock, Cork,
T23 KW81
Tel: + 353 21 4295511
Email: cork@ibec.ie
Web: www.ibec.ie/cork

Waterford

Waterford Business Park
Cork Road
Waterford
Tel: + 353 51 331260
Email: southeast@ibec.ie
Web: www.ibec.ie/southeast

Brussels

Avenue de Cortenbergh, 89,
Box 2
B-1000 Brussels
Belgium
Tel: + 32 (0)2 512.33.33
Fax: + 32 (0)2 512.13.53
Email: europe@ibec.ie
Web: www.ibec.ie/europe