



This course is endorsed by the Institute of Leadership and Management



Certificate in Essential Human Resource Management

A training programme for the Irish public service

Duration: 3 Days over 3 weeks, 9:30am – 4:00pm daily

Venue: Public Affairs Ireland, 25 Mountjoy Square, Dublin 1

Module dates

Module One: Wednesday 5th October Module Two: Wednesday 12th October
Module Three: Wednesday 19th October

Background

This is a time of dramatic challenge and change for the Irish public service. The reductions in pay, the pension levy and the moratorium on recruitment and promotion have all impacted on the operations of public sector bodies and directly impacted on the morale and motivation of public servants. Today, the HR department are playing new roles in training, staffing, and managing people in order for them to perform at a higher standard. Managing human resources in the light of such changes introduce new challenges which can prove difficult, for even the most experienced HR Professionals. The challenge is not limited to HR departments, however, as it places demands across departments and requires line managers to have a greater expertise in HR.

How will the Croke Park agreement and the programme of public sector reforms impact on the HR practices among public servants? The Croke Park Agreement states that the public service will need to be re-organised and that public bodies and individual public servants will have to increase their flexibility and mobility to work together across sectoral, organisational and professional boundaries. What will be the implications of these changes from a HR perspective for public sector organisations and individual public servants?

Against this background, Public Affairs Ireland has developed the **Certificate in Essential Human Resource Management**. This short intensive course is specifically designed for the civil and public service to help them meet the new challenges thrown up by these changes and to equip anyone dealing with staffing and HR issues with the knowledge and skills necessary to fulfil their role effectively in these difficult times.

The course

The aim of this course is to provide the skills, knowledge and competencies necessary to allow managers and officials dealing with staffing issues to perform HR functions effectively in a time effective and cost efficient training course.

Approach

The course takes a pragmatic approach and focuses on practical HR management tasks as opposed to theory. Delegate participation and interaction is encouraged by way of group exercises, role plays and presentations. Participants have the opportunity to share their own experiences and get a valuable insight into practical HR management issues that will maximise their ability to perform in the role.

Designed for the public sector

This programme has been custom designed for the public sector in Ireland and created with regard to current challenges. The case studies which have been prepared for delegates to work with are based on real-world examples of those working in a public sector environment. A component of the course is to deliver practical awareness and understanding of recent Government changes affecting staffing issues across the public sector and to take account of changes likely to arise from the implementation of the Croke Park Agreement.

Course objectives

Following the successful completion of the course, delegates will have acquired knowledge and developed skills and techniques which will give them the ability to perform better in this complex, sensitive and demanding role. On completion of this course graduates will:

- Have useful practical examples and a set of templates to help develop HR strategies, plans and policies as part of an overall business plan and in the PMDS context
- Be aware of HR best practices and current thinking in this area
- Know all the functions of HR including change management and the management of morale issues in a time of severe retrenchment
- Know the key components of a strategic HR management plan
- Have a broader knowledge of disciplinary law, contracts and unfair dismissals
- Have an understanding of Irish and EU employment law governing the public sector.

Target audience

The intended audience is not just HR managers and staff of HR units. It is also orientated to officials who manage staff in the public sector and line managers who are expected to be able to deal with HR issues that arise in their areas. Anyone with personnel responsibilities including line managers and corporate services who would like to update their personnel/HR knowledge and skills and achieve a qualification in this area will also benefit. No previous training or special skills in human resources is required.

Your instructors

The course leader and tutors have considerable training and personnel consultancy experience in the public sector.

The format of the course

The course is a combination of classroom time (3 full days), a few hours of home study and coursework. Delegates will have an opportunity to discuss and share their own experiences and issues and get a valuable insight into practical HR management issues. The course leader will provide support and feedback to help delegates during the course and will use the PAI Moodle for this purpose. Numbers will be restricted to permit a good interchange of ideas between attendees and tutors.

Course venue



The course is delivered in Public Affairs Ireland's headquarters at 25 Mountjoy Square, Dublin 1. Our training centre offers bright spacious and well equipped modern facilities, in an elegant and historic building close to the city centre. This 200 year old Georgian house was recently meticulously restored. It is convenient for many bus routes, as well as Dart stations at Connolly and Tara St (15 minutes walk), commuter trains (we are a 5 minute walk from Drumcondra Train Station) and the Luas (10 minutes walk). There is a multi-storey car park at Marlborough Street as well as parking at nearby Jury's Croke Park. Catering is provided in our on-site restaurant.



Course materials

Delegates will be issued with comprehensive materials some of which will be supplied electronically through the PAI Moodle and which will be added to each day. When completed this will be a useful reference resource and manual, containing templates, checklists and reference materials.

Course tutors



Course Leader Peter Ryan (B.A., M.Soc.Sc., M.B.A.) Peter is a specialist performance improvement and strategic HR consultant. He works with organisations in the design, implementation and delivery of change management, organisation design and strategic HR solutions. He has considerable experience in optimising client organisations' performance and HR systems. He has also designed and customised strategically integrated performance management systems, metrics and associated support structures. His industry and consulting experience has been gained across a wide array of sectors which range from pharmaceutical to financial services and from dairy and food processing to the security industry. He has also worked extensively with many public sector organisations. Prior to working as a consultant with Ernst & Young and RA Consulting, Peter was employed with Elan Corporation plc, IBEC and Securicor Ireland Ltd.



Lynda Murphy is a Director of MacKenzie Young Ireland which is a consultancy firm specialising in workplace conflict and business coaching. Lynda is an experienced human resources practitioner, who previously operated as a HR Director. She is an accredited mediator, a trustee of the Industrial Relations Research Trust in Trinity College and has a post graduate diploma in business coaching. Lynda investigates and mediates on work place conflict in both the public and private sector and has particular interests in the area of alternative dispute resolution in the workplace and the impact of investigations.

Registration Form – Certificate in Essential Human Resource Management

COURSE FEE: €995 + €85 ILM Registration and Certification fees (PAI Subscribers)

or €1,295 + €85 ILM Registration and Certification fees (non-Subscribers)

Fee includes course materials, teas/coffees, lunches and certificate. Delegates are responsible for their own overnight accommodation and evening meals, if required.

I am registering for the course starting Wednesday 5th October

NAME: _____

ORGANISATION: _____

POSITION: _____ DEPARTMENT: _____

ADDRESS: _____

PHONE: (office) _____ (mobile) _____

EMAIL: _____

Please let us know when registering if you have any special requirements when attending the event, such as special dietary requirements (vegetarian/pork free), electronic versions of presentations, guide dog water.

We may from time to time contact you with details of relevant PAI courses, seminars, conferences and publications unless you request us not to. If you change your mind in future you can opt out of or into this direct marketing service.

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PAYMENT METHOD:

INVOICE ME (purchase order # or reference _____)

VISA MASTERCARD

NAME ON CARD: _____

CARD NO: _____ EXPIRY DATE: _____

SIGNATURE: _____ DATE _____

TO REGISTER:

1. Register online on www.publicaffairsireland.com or

2. Fax this form to 01-8944733 or

3. Post this form to PAI Professional Development, 25 Mountjoy Square East, Dublin 1.

If you require any further information call 01-8198500 or email registrations@publicaffairsireland.com

NB: Payment in full must be received before course commencement.

CANCELLATION POLICY: For cancellations up to 2 weeks before the start of the course, the fee will be refunded less a 10% administration charge. For cancellations less than 2 weeks but more than 1 week before the course, we will refund 50% of the fees. Regrettably, for cancellations made within a week of the start of the course, the fees cannot be refunded. PAI Publications Ltd reserves the right to alter or revise the course agenda, including the substitution or replacement of speakers if circumstances necessitate.