HUMAN RESOURCES OFFICE

TRAINING PROGRAMME

2009/2010

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Page No.

FOREWORD

Dear Colleagues

I am pleased to write the forward to the 2009/10 IT Sligo Training Programme, a programme which confirms IT Sligo's commitment to investing in the development of staff. This investment is of even greater importance given the challenging economic times that we face, as it is even more crucial that staff have the skills and abilities to adapt to changing times.

You will see that Technology is at the forefront of the programme, from making best use of the standard office software suite to using technology such as Moodle, Breeze and podcasting to deliver teaching and learning.

This year the programme also features a number of management development events. These events are being run for the whole Institute of Technology Sector and are funded from a SIF (Strategic Innovation Fund) project which has the objective of improving management and leadership capability in the Sector. These events are aimed at Senior Managers.

If you feel you may benefit from any of these programmes you should firstly discuss this with your Head of Department and once you receive budgetary approval you may then proceed to book a programme by e-mailing: branley.catriona@itsligo.ie in the Human Resources – Training & Development Department. You will notice that the majority of courses do not have fixed dates at this point; dates will be arranged when there are sufficient numbers.

I also expect that as the year progresses we will add to this programme, and any additions will be notified to staff by email. If you have any particular development need which you feel may be common across the Institute but which the programme does not address please let us know.

After you have completed a programme we will ask you to provide us with feedback and I would strongly encourage you to do so to facilitate ongoing continuous improvement in the training which will be provided.

The charges for the programmes are approximate and dependant on attendance etc. and are developed as a guide to cover direct costs to the Institute.

Finally, I would like to thank the considerable number of staff of the Institute who have contributed to the development and delivery of in-house training programmes.

Yours sincerely

Tom Reilly
Human Resource Manager

Educational Development

Course:	**Teaching in Higher Education Programme**
Provider:	In House
Proposed Dates:	2nd & 3rd September 2009 (2 days) 23rd October 2009 (1 day) 6th November, 2009 (1 day)
Duration:	4 days
Location:	Institute Boardroom/Computer Lab/Black Box
Target Group	Newly Appointed Academic Staff
No of Participants:	20
Charge to Cost Centre:	350 Euro per person
Organised by:	Human Resources

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The Teaching Skills Programme for newly appointed academic staff is a four day programme delivered over the course of the academic year in three parts (2 days + 1 days +1 day).

- **Teaching / Lecturing at Third Level**
- **The Learning Experience – planning, delivering, motivation, introduction to questioning techniques, teaching methods / supports**
- **Voice projection and communication**
- **I.C.T at IT Sligo**
- **Assessment Techniques (part I)**
- **Managing Student Behavior**
- **Managing Large Groups**
- **Looking After Yourself**
- **Assessment Techniques (part 2)**
- **The Assignment**
- **Microteaching**
- **Technologies in Teaching**
- **Supervision Projects/Dissertation**
- **Reflection & Evaluation**
- **Microteaching**

Successful completion of the full training programme (at which all newly appointed staff are required to attend) plus a written assignment will satisfy the requirements for accreditation of one module of the Masters in Teaching & Learning in Higher Education currently being developed jointly by IT Sligo and W.I.T. This programme is delivered by our own experienced staff who have been trained in pedagogy.

Course:	**Introduction to Moodle Virtual Learning Environment (Part 1)**
Provider:	In House Brian Mulligan, Open Learning Coordinator
Proposed Dates:	Various days (Email announcements)
Duration:	4 hours
Target Group:	Academic staff
No of Participants:	12
Location:	Staff Training Room
Charge to Cost Centre:	40 Euro per person
Organised by:	Human Resources

This is the first of two introductory courses on Moodle. Preferably these should be done in order but this is not strictly necessary.

Contents will include: -

- Registering on Moodle
- Layout of a Moodle page.
- Your module settings
- Linking to other websites
- Sending notices to students.
- Facilitating and answering queries from students.
- Uploading documents into your Moodle area.

Course:	**Introduction to Moodle Virtual Learning Environment (Part 2)**
Provider:	In House Brian Mulligan, Open Learning Coordinator
Proposed Dates:	Various days (Email announcements)
Duration:	3 hours
Target Group:	All Staff
No of Participants:	12
Location:	Staff Training Room
Charge to Cost Centre:	30 Euro per person
Organised by:	Human Resources

This is the second of two introductory courses on Moodle. Preferably these should be done in order but this is not strictly necessary.

Contents will include:

- Creating labels.
- Creating simple web pages within moodle.
- Creating assignment submission areas.
- Marking assignments and giving feedback.
- Enrolling students in your module
- Responding to messages from your email.
- Getting help and support.

Course:	**Using Adobe Connect (Breeze) to broadcast and record lectures on the Internet.**
Provider:	In House Brian Mulligan, Open Learning Coordinator
Proposed Dates:	Various days (Email announcements)
Duration:	4 hours
Target Group:	All Staff
No of Participants:	8
Location:	Staff Training Room
Charge to Cost Centre:	50 Euro per person
Organised by:	Human Resources

Adobe Connect (formerly Breeze) is a web based conferencing tool that allows you to interact in real time using video, audio, text chat, presentation area and white board with others on the Internet. This course covers how it is used to teach live online classes in a similar manner to face to face classes. It also covers how a physical whiteboard (also known as *smartboard*) can be used to simultaneously give a class to both face to face and remote participants. In addition it includes tips on how to increase engagement and overcome the remoteness of students at other locations.

Contents will include:

- Accessing Adobe Connect on the Internet.
- Scheduling a class and inviting participants.
- Uploading PowerPoint presentations into a class.
- Broadcasting a class.
- Making a presentation
- Using the virtual whiteboard.
- Using the electronic whiteboard.
- Recording, publishing and viewing recordings.
- Interacting with students during a class.
- Troubleshooting and getting help.

Course:	**Planning and designing an online module.**
Provider:	In House Brian Mulligan, Open Learning Coordinator
Proposed Dates:	Various days (Email announcements)
Duration:	4 hours
Target Group:	Academic Staff
No of Participants:	8
Location:	Staff Training Room
Charge to Cost Centre:	50 Euro per person
Organised by:	Human Resources

This course covers the modification of teaching and learning strategies for a module that is being transferred to online distance learning. It is a requirement for staff that will be teaching on online distance learning courses, but others may also find it useful either as an introduction to online learning or for adding online components to their campus based modules. It is normally taken after the Moodle and Breeze courses, but for those who have not taken those courses it includes an overview of the functionality of those technologies.

Contents will include:

- Overview of online learning technologies.

    o Creation of electronic materials (PowerPoint, Word, other..)
    o Searching for third party materials on the Internet.
    o Giving live classes using Connect/Breeze. (overview)
    o Making recordings of classes available online.
    o Overview of the Moodle Virtual Learning Environment.

- Design of an online teaching/learning strategy.

    o Identification of resources
    o Creating a schedule
    o Specifying learning activities
    o Design of Assignments.
    o Documentation
    o
- Continuous improvement of an online course.

Course:	**Easy Video podcasting of lectures**
Provider:	In House Brian Mulligan, Open Learning Coordinator
Proposed Dates:	Various days (Email announcements)
Duration:	2 hours
Target Group:	Academic Staff
No of Participants:	10
Location:	Staff Training Room
Charge to Cost Centre:	20 Euro per person
Organised by:	Human Resources

Camtasia and Relay allow you to very easily record a lecture by capturing audio and your computer screen. These recordings can be published on the Internet where students can view them on their computers or on video ipod type devices. This can be done quickly in a few steps without technical help. This is a very useful service for students who have difficulty attending classes or who have difficulty with the pace of classes or for revision purposes. Research has shown that this type of service has very little effect on attendance rates.

Contents will include:

- Recording settings
- Creating a recording
- Publishing options

Course:	**Learning Technology Lunchtime Series**
Provider:	In House Brian Mulligan, Open Learning Coordinator
Proposed Dates:	Various days (Email announcements)
Duration:	1 hour
Target Group:	Academic Staff
No of Participants:	Varies
Location:	Staff Training Room
Charge to Cost Centre:	10 Euro per person
Organised by:	Human Resources

The Open Learning Coordinator will be organising a series of weekly lunchtime classes, demonstrations and workshops on learning technology topics. The will cover mostly intermediate level topic not included in the formal courses, but will also include overviews of techniques that are covered more completely in those courses. Details will be announced regularly by e-mail and attendance must be booked online.

Contents will include:

- Getting data from students: Moodle surveys, questionnaires and polls
- Supervising projects and placements using Moodle
- Moodle Quizzes
- Moodle Assignment submission, marking and feedback
- Design and monitoring of online discussions in Moodle
- Inserting images and links into Moodle Documents and items.
- Moodle grades (grouping, weighting, output)
- Facilitating Groupwork using Moodle and other tools
- Overview of Moodle
- Overview of lecture podcasting.
- Overview of lecture broadcasting.
- Fast feedback to students using video podcasting from your desk.
- Opening access to your subject to off-campus students.
- Converting a course to online distance learning format.
- Finding suitable online learning resources.

Health & Safety Courses

Course:	**Manual Handling Training**
Provider:	In House (John Comiskey)
Proposed Dates:	Various days (Email announcements)
Duration:	Half Day – (9.30am – 12.30pm)
Target Group:	Staff who as part of their routine tasks engage in any type of lifting activities, such as lifting or moving of materials, equipment, scripts, paper etc.
No of Participants:	15
Location:	Institute Boardroom
Charge to Cost Centre:	50 Euro per person
Organised by:	Human Resources

All staff engaged in lifting of loads during their working day will need to attend this training. The course is designed to provide participants with the knowledge of safe manual handling in the areas of lifting, pushing, pulling and moving of different types of materials and equipment.

Contents will include:

- Manual handling legislation
- Dangers and harm caused by careless/unskilled method of manual handling.
- Anatomy of the spine and muscular system
- How to handle loads safely and when to recognise a load which is too heavy or awkward.
- Practice in safe handling of loads

Course:	**Safety Statement preparation and Risk Assessment Training**
Provider:	In House (Health and Safety Officer)
Proposed Dates:	Various days (Email announcements)
Duration:	1 Day
Target Group:	Each Departmental Head should nominate the staff members in their area who will be involved in the preparation of their departmental Safety Statement and Risk Assessments to attend this course
No of Participants:	15
Location:	Institute Boardroom
Charge to Cost Centre:	150 Euro per person
Organised by:	Human Resources

All staff engaged in Risk Assessments preparation in their functional area.

Contents will include:

- An overview of the Institutes parent Safety Statement
- How to compile a School or Functional area Safety Statement
- How to identify Hazards in your area
- How to assign Risk
- Identification and implementation of control measures

Course:	**Work Station Ergonomics**
Provider:	In House (Health and Safety Officer)
Proposed Dates:	Various days (Email announcements)
Duration:	2.50 Hours (9.30am – 12.00pm)
Target Group:	All staff who have a workstation (desk, chair, computer etc) should attend this training session
No of Participants:	10-12
Location:	Institute Boardroom
Charge to Cost Centre:	50 Euro per person
Organised by:	Human Resources

Are you sitting comfortably at your desk? Is your computer at the right height? Is your chair suitable? How often should you take a break from computer work? Have you had your eyes tested in the last two years? If you want answers then please attend the course.

Contents will include:

- Legislation relating to working with Display Screen Equipment (DSE)
- Anatomy and Body mechanics
- Occupational Injury
- Injury Prevention methods
- Correct working posture
- Demonstration of an ergonomic workstation
- Provide participants with the knowledge to allow them to carry out workstation assessments of their own workstation.

Course:	**First Responder Training**
Provider:	External (TBC)
Proposed Dates:	Various days (Email announcements)
Duration:	3.50 hours (1.00pm – 4.30pm)
Target Group:	All Institute trained Occupational First Aiders and any staff who wish to learn how to provide early CPR and AED to both adults and children.
No of Participants:	6-10
Location:	Health Science & Physiology Lab
Charge to Cost Centre:	50 Euro per person
Organised by:	Human Resources

Contents will include:

- Chain of Survival
- Learn how to call 999 or 112
- Learn CPR for adults and children
- Gather the knowledge to be able to recognise the signs of and treatment of a Heart Attack, Stroke, Cardiac Arrest and Choking
- Learn how to prevent Sudden Death Syndrome
- AED Instruction (Practical)

Course:	**Laboratory and Workshop Safety**
Provider:	In House
Proposed Dates:	Various days (Email announcements)
Duration:	Half Day (9.30am –1.00pm)
Target Group:	This training is for all staff who work regularly in a laboratory or workshop environment.
No of Participants:	10-15
Location:	Institute Boardroom
Charge to Cost Centre:	50 Euro per person
Organised by:	Human Resources

Contents will include:

- Health and Safety Legislation
- Chemical Safety
- Gas Safety
- Manual Handling overview
- Machinery Safety e.g. guarding, electricity
- Duties when there are students in the Laboratories and workshops.
- Risk Assessment of laboratory and workshop activities
- Out of hours access to laboratories and workshops

IT /Computing Courses

Course:	**Email (Outlook)**
Provider:	In House (Dana Vasaloaica)
Proposed Dates:	Various days (Email announcements)
Duration:	2 Hours (2.00pm – 4.00pm)
Target Group:	All Staff
No of Participants:	10
Location:	Staff Training Room
Charge to Cost Centre:	25 Euro per person
Organised by:	Human Resources

Managing the Institutes e-mail system.

Contents will include:

- How to use the Institutes e-mail system (Outlook) from inside the Institute and from home;
- How to organise mails into folders;
- Finding student and staff addresses;
- Sending and receiving attachments;

Course:	**Outlook Calendar System**
Provider:	In House (Dana Vasaloaica)
Proposed Dates:	Various days (Email announcements)
Duration:	2 Hours (2.00pm – 4.00pm)
Target Group:	All Staff
No of Participants:	10
Location:	Staff Training Room
Charge to Cost Centre:	25 Euro per person
Organised by:	Human Resources

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Managing the Institutes outlook calendar system.

Contents will include:

- Extensive meeting organisation/management functionality

- Shared resource management (booking meeting rooms, projectors etc.)

- Ability to check free/busy status of colleagues and resources

Course: **Powerpoint - * New 2007 version (Introduction, Intermediate & Advanced)**

Provider: In House
                       (Dana Vasaloaica)

Proposed Date: Various days (Email announcements)

Duration: 2 Hours (2.00 – 4.00pm)

Target Group: All Staff

No of Participants: 10

Location: D2005 (Computing Lab)

Charge to Cost Centre: 25 Euro per person per session

Organised by: Human Resources

Contents will include:

Introduction:

- Basic input of text;
- Inserting clip art and photographs;
- Inserting graphs
- Formatting and manipulation thereof;
- Backgrounds and colour schemes:
- Slide transition

Intermediate:

- Master pages;
- Templates and altering thereof;
- Animation of slides and content;
- Custom animation;
- Integrate audio;

Advanced:

- Action buttons;
- Constructing Table of Contents;
- Customised slide shows;
- Video;
- Publishing to Web;

Course:	**Excel (Introduction, Intermediate, Advanced)**
	*** New 2007 Version**

Provider: In House - (Dana Vasaloaica)

Proposed Date: Various days (Email announcements)

Duration: 2 Hours (2.00pm – 4.00pm)

Target Group: All Staff

No of Participants: 10

Location: Staff Training Room

Charge to Cost Centre: 25 Euro per person per session

Organised by: Human Resources

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Contents will include:

Introduction:

- How to input data into excel;
- How to format cells, how to sort and filter data;
- How to print sheets out;
- Using simple formula for calculating results and attendances;

Intermediate:

- How to link different worksheets together;
- Creating new formula for results and attendances;
- How to use conditional formatting;
- Linking with web and/or with word;
- Creating charts using the wizard;

Advanced:

- Will be determined by users requirements

Course:	**Access – * New 2007 Version (Introduction, Intermediate & Advanced)**
Provider:	In House - (Dana Vasaloaica)
Proposed Dates:	Various days (Email announcements)
Duration:	2 Hours (2.00pm – 4.00pm)
Target Group:	All Staff
No of Participants:	10
Location:	Staff Training Room
Charge to Cost Centre:	25 Euro per person per session
Organised by:	Human Resources

Contents will include:

Introduction

- What is Access and how can it help;
- What are tables – how to design them and how to develop them;
- What are queries – how to design them and how to develop them;
- What are forms – how to design them and how to develop them;
- What are reports – how to design them and how to develop them;

Intermediate

- Relationships;
- Contraints;
- Macros;
- Advanced forms and reports;

Advanced

- Designing good functional forms;
- Accessing controls from queries and forms;
- Programming forms using Macros and/or VB;

Course:	**File Management - * New 2007 Version**
Provider:	In House - (Dana Vasaloaica)
Proposed Dates:	Various days (Email announcements)
Duration:	2 Hours (2.00pm – 4.00pm)
Target Group:	All Staff
No of Participants:	10
Location:	Staff Training Room
Charge to Cost Centre:	25 Euro per person
Organised by:	Human Resources

Contents will include:

- What the different drives in the Institute are used for;
- Floppies, Zips, CDs, Pen Storage: What they are and how to use them;
- Creating, moving, copying and deleting files and folders;
- Searching for files and folders;

Course:	**Encrypting, Recovering & Securely Deleting your Files**
Provider:	In House (Colm Davey)
Proposed Dates:	6th November, 2009
	5th March, 2010
Duration:	2.50 Hours (2:00 – 4:30pm)
Target Group:	Academic and Administrative Staff
No of Participants:	12
Location:	B1042
Charge to Cost Centre:	30 Euro per person
Organised by:	Human Resources

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This course is designed for people who use common applications (Word, Excel etc) regularly but do not know the above topics. The fundamentals will be introduced but only to allow staff enough knowledge to apply it to their own day-to-day use of computers. Easy to use, small software applications will be used to demonstrate various tasks. At the end of the course staff will know how to protect important files, the process for recovering files which were accidentally deleted and securely deleting files when necessary. Alternatives to putting data on easy to lose devices will also be introduced.

This course is NOT aimed at those with in-depth computing knowledge.

Contents will include:

Encryption
- What is it?
- How do we use it?
- Common mistakes when setting passwords

- Encrypting Microsoft Office Files (Word, Excel etc.), and other files.
- How encrypted files can be read (cracked)
- The challenges posed by easy to use devices such as pen drives and how to overcome this

Recovering Deleted Files

- What happens when files are emptied from the recycle bin
- What to do if you accidentally delete an important file.
- Common sense low/zero cost methods of recovering deleted files and a step by step approach to achieve this
- Dealing with the fact that files are rarely properly deleted and data protection implications

Digitally Shredding your Files

- The difference between digitally shredding and normal file deletion
- A demonstration of easy to use, freely available software to do this
- All of the above will be gone through step by step as will the process of installing an application. Email queries are welcome from any staff member who completes the course.

Management Development

Course:	**Archimedes Providing Leadership (2 day)**
Provider:	Jon Bentley
Proposed Dates:	6th & 7th October, 2009 - Radisson SAS, Athlone
	11th & 12th November, 2009 – Carr Comm., Dublin
	9th & 10th Dec, 2009 – The Clarion Hotel, Cork
	10th & 11th March, 2010 - Carr Comm., Dublin
Duration:	2 Days
Target Group:	Management – Executive Level
No of Participants:	
Location:	See above dates
Charge to Cost Centre:	SIF Funded
Organised by:	Human Resources

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This programme covers the following:

Leaders of Institutes of Technology will now be facing one of the most challenging times of their career. This programme will provide participants with practical help to lead their Institute through these changes and the opportunities and challenges that they present. Specifically the programme will focus on:

- Creating a compelling vision for the future

- Communicating the vision

- The behaviours of a leader

- Leading through change

- Coaching

Course:	**Archimedes Management Development (2 day)**
Provider:	Iseult O'Doherty
Proposed Dates:	13th & 14th Oct, 2009 – The Clarion Hotel, Cork
	3rd & 4th Nov, , 2009 – Carr Comm., Dublin
	1st & 2nd Dec, 2009 -,Radisson SAS, Athlone
	3rd & 4th March, 2010 - Carr Comm., Dublin
Duration:	2 Days
Target Group:	Senior Management
No of Participants:	
Location:	See above dates
Charge to Cost Centre:	SIF Funded
Organised by:	Human Resources

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This programme covers the following:

Managers in Institutes of Technology will now be facing challenging times, and managing change will become an ever present part of all management roles. This programme will provide participants with practical help with managing change. Specifically the programme will focus on:

- Managing and communicating change

- Managing yourself effectively

- Getting the best from your team

- Motivating and giving feedback

- Coaching for Success

Course:	**Influencing & Negotiation (1 day)**
Provider:	**Archimedes – Carr Communications**
Proposed Dates:	28th Sept, 2009 - Carr Comm., Dublin
	16th Nov, 2009 – Radisson SAS, Athlone
	8th Feb, 2010 – Carr Comm., Dublin
	8th Mar, 2010 - Radisson SAS, Athlone
Duration:	1 Day
Target Group:	Senior Management
No of Participants:	
Location:	See above dates
Charge to Cost Centre:	SIF Funded
Organised by:	Human Resources

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This programme covers the following:

The purpose of this course is to give participants grounding in the art of negotiating and influencing successfully. The course includes listening and questioning skills, negotiation strategies for teams and individuals.

The scenario could be:

- Negotiating with a colleague from another department

- Influencing your manager to agree to a new initiative

- Negotiating with a local business about work placement

- Putting your case for funding internally or externally

- Influencing the Senior Executive on a proposed strategic initiative

- .... Or any other situation that would be appropriate.

Course:	**Marketing PR and Communication (2 days)**
Provider:	**Archimedes – Carr Communications**
Proposed Dates:	15th & 16th October, 2009 - Carr Comm., Dublin
	5th & 6th Nov, 2009 – Radisson SAS, Athlone
	3rd & 4th Dec, 2009 – Carr Comm., Dublin
	9th & 10th Feb, 2010 - Carr Comm., Dublin
Duration:	2 Days
Target Group:	Senior Management
No of Participants:	
Location:	See above dates
Charge to Cost Centre:	SIF Funded
Organised by:	Human Resources

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This programme covers the following:

The purpose of this course is to provide participants with the key skills to becoming a superb communicator. This programme helps you identify your key internal and external audiences so that you can sell your message with maximum impact. You will understand how to focus on your audience and create clear and understandable messages. You will develop your own communications plan in order to effectively market yourself and your institute.

Typical activities could include:

- Information Days

- On-line marketing

- School visits

- Local Media

- National Media

- Digital Media

Course:	**Coaching Programme (2 days)**
Provider:	**Archimedes – Carr Communications**
Proposed Dates:	8th & 9th October, 2009 - Carr Comm., Dublin
	26th & 27th Nov, 2009 – Radisson SAS, Athlone
	3rd & 4th Feb, 2010 - Carr Comm., Dublin
Duration:	2 Days
Target Group:	Senior Management
No of Participants:	
Location:	See above dates
Charge to Cost Centre:	SIF Funded
Organised by:	Human Resources

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This programme covers the following:

This coaching programme is designed to create a group of experienced coaches to act as a resource in their own Institutes and across the sector. Sometimes a manager/leader needs some support but would prefer it from someone who does not work in their own institute – a fresh, objective viewpoint.

After the programme you could provide coaching support to:

- Newly appointed Managers

- Newly appointed leaders

- More experienced leaders/managers looking for longer term support or

    simply help with a particular issue.

Pensions & Retirement

Course:	**Planning for Retirement**
Provider:	Pat Murphy, Retirement & Planning Services Ltd.
Date:	**2010 (Date to be finalised)** (Individuals can be facilitated on an off-site programme if there is not sufficient demand to warrant an on-site programme)
Duration:	2 day
Target Group:	Staff within 4/5 years of retirement & their partners/spouses
No of Participants:	20
Location:	Institute Boardroom
Charge to Cost Centre:	350.00 Euro per person (including partner/spouse)
Organised by:	Human Resources

Staff members within 4 to 5 years of retirement are invited by the HR office to attend this course which is run annually over two days and covers topics such as:

- A positive approach to retirement;

- Pension scheme;

- Legal matters on retirement;

- Investment Opportunities on retirement;

- Personal Taxation;

- Social Welfare Entitlements;

- Healthy Lifestyle Options;

It aims to help participants to adapt more easily to the new social, personal and economic circumstances which they will experience and identify what they need to know to ensure that the change is positive. Pat also brings in other expertise such as a tax specialist and a solicitor over the duration of the programme.

Places may also be reserved on the course by contacting the Superannuation Section of the HR Department on extension 272.