Advice & Expertise

Your Career Supports & Mentoring for Professional and Support Staff

First Seminar:
Tuesday, 25th April 2017
Venue: Room G7, The Loyola Institute

Second Seminar:
Tuesday, 21st November 2017
Venue: Jonathan Swift Theatre, Arts Building

Time: 11 – 11.30am  
Career Seminar
Followed by Questions & Answers

Description:
This seminar will set out the supports available to you to assist you when you are completing academic development courses to further your career. This will include information on fee support (where feasible); study leave and exam leave. We will also cover the mentoring & career development Programme for Administrative/Professional/Technical staff.

This mentoring programme gives staff the opportunity to be matched with a mentor from Trinity over a year long partnership and to participate in several Career Development training modules. The process is driven by the mentee and helps them to get guidance and develop in conjunction with support from the mentor and the career development modules.

Staff Coaching Programme: This programme matches staff with a coach to help people who are stuck in, or with, a problem, and are unable to find a way forward or are unclear as to how to resolve an issue or reach their potential. Coaching also helps people who simply need help with planning and strategies regarding their future.

Expected Audience: Administrative, Professional, Technical Staff and all support staff
### SPEAKERS:

<table>
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<th>Louise Power</th>
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<td><strong>Learning &amp; Development Manager,</strong> Tel: HR: 01 896 1964</td>
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<td><strong>Email:</strong> <a href="mailto:hr@tcd.ie">hr@tcd.ie</a></td>
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Louise has developed and is leading the seminar series. She will be available at each of the seminars and will be presenting at the Your Career Supports and Mentoring.

Louise is currently Learning and Development Manager, in Human Resources, provides leadership and management in the area of staff performance and learning and development, delivering programmes and initiatives. A seasoned HR professional, Louise has worked across a range of specialist areas including recruitment and resourcing; industrial and staff relations; equality; promotions; probations; pensions and benefits. Louise has worked in Trinity College Dublin since 1984, having previously worked in a Faculty Office; a Student Service Area; and Facilities. She has a special interest in equality, justice, fairness and team development.

B.A. (N.C.E.A.), (Industrial Relations and Personnel Management); M.A., DIP. Advanced Computer Programming, C.M.C.I.P.D.

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<th>Mr Philip Coffey</th>
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<tr>
<td><strong>HR Partner Academic Services Division</strong></td>
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<tr>
<td><strong>Trinity College Dublin</strong></td>
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<td><strong>Tel:</strong> HR: 01 896 3333; Direct Line:+ 353 1 8964825</td>
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<td><strong>Email:</strong> <a href="mailto:coffeyph@tcd.ie">coffeyph@tcd.ie</a></td>
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Philip has a strong interest in Mentoring & Career Development, Coaching, Mediation, Facilitation, Organisational Design, Academic and Professional Staff Induction and Employee Engagement.

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<th>HR Stands – 10.30am to 12 noon at the venue</th>
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<td><strong>HR Service Stand</strong></td>
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<td><strong>HR Partners</strong></td>
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### Resources:

- **HR Service Desk:** 01 896 3333; hr@tcd.ie
- **HR Webpage:** [https://www.tcd.ie/hr/](https://www.tcd.ie/hr/)

Accredited Academic Courses, Funding & leave arrangements:

Mentoring for Professional Staff:
[https://www.tcd.ie/hr/our-services/partners/mentoring.php](https://www.tcd.ie/hr/our-services/partners/mentoring.php)
Mentoring for Academic Staff:
[https://www.tcd.ie/hr/our-services/leadership-people-development/mentoring-momentum/](https://www.tcd.ie/hr/our-services/leadership-people-development/mentoring-momentum/)
[https://www.tcd.ie/hr/our-services/leadership-people-development/early-career-mentoring/](https://www.tcd.ie/hr/our-services/leadership-people-development/early-career-mentoring/)

### To Book Your Place:

[https://www.tcd.ie/hr/our-services/yourhr/](https://www.tcd.ie/hr/our-services/yourhr/)