<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
<th>Programme</th>
<th>Event Title</th>
<th>Audience</th>
<th>To Book</th>
<th>Venue</th>
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01/02/2018
<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
<th>Programme</th>
<th>Event Title</th>
<th>Audience</th>
<th>To Book</th>
<th>Venue</th>
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<tbody>
<tr>
<td>08/01/2018</td>
<td>Online</td>
<td>Professional Skills for Research Leaders</td>
<td>P.S.R.L. Part 4a - Managing a Research Team - Online</td>
<td>Researchers, Ussher II and other early career researchers</td>
<td>n.a.</td>
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<tr>
<td>12/01/2018</td>
<td>09:00-13:00</td>
<td>Bespoke programme</td>
<td>Customer Focus/Diversity</td>
<td>Estates &amp; Facilities</td>
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<td>Learning &amp; Development Seminar Room</td>
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<tr>
<td>19/01/2018</td>
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<td>Bespoke programme</td>
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<td>Room G7, Loyola Institute</td>
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<td>24/01/2018</td>
<td>09:00 - 14:30</td>
<td>Induction</td>
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<tr>
<td>25/01/2018</td>
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<td>Bespoke programme</td>
<td>Customer Focus/Diversity</td>
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<td>05/02/2018</td>
<td>Online</td>
<td>Professional Skills for Research Leaders</td>
<td>P.S.R.L. Part 5a - Research Collaboration - Online</td>
<td>Researchers, Ussher II and other early career researchers</td>
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<tr>
<td>08/02/2018</td>
<td>11:00 - 12:30</td>
<td>Professional Skills for Research Leaders</td>
<td>P.S.R.L. Part 4b - Managing a Research Team</td>
<td>Researchers, Ussher II and other early career researchers</td>
<td><a href="https://psrl_masterclass04.eventbrite.ie">https://psrl_masterclass04.eventbrite.ie</a></td>
<td>Room 201, Lloyd Institute</td>
</tr>
<tr>
<td>20/02/2018</td>
<td>10:00 - 13:00</td>
<td>Assistant Professor Year 1 - Development Programme</td>
<td>Master Class -Online Communication &amp; Reflection</td>
<td>Academic - Assistant Prof Yr 1 2017</td>
<td><a href="https://ap-online-communication-mastereclass-20-02-18.eventbrite.ie">https://ap-online-communication-mastereclass-20-02-18.eventbrite.ie</a></td>
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<tr>
<td>22/02/2018</td>
<td>11:00 - 12:30</td>
<td>Professional Skills for Research Leaders</td>
<td>P.S.R.L. Part 1b – The higher Education Context</td>
<td>Researchers, Ussher II and other early career researchers</td>
<td>Deferred to 2018</td>
<td><a href="https://psrl_masterclass01.eventbrite.ie">https://psrl_masterclass01.eventbrite.ie</a></td>
</tr>
<tr>
<td>27/02/2018</td>
<td>09:30 - 13:00</td>
<td>General Programme</td>
<td>Minute-taking Made Simple</td>
<td>Professional &amp; Admin Staff</td>
<td>BOOK YOUR PLACE</td>
<td>Secretary's Conference Room, 4th Floor, FSD, College Green</td>
</tr>
<tr>
<td>27/02/2018</td>
<td>10:30 - 12:00</td>
<td>YourHR - Seminar Series</td>
<td>YourHR Your Single Pension Scheme Explained</td>
<td>All - single</td>
<td><a href="https://yourhryour-singelpensionschemexplainedyourhr-27feb2018.eventbrite.ie">https://yourhryour-singelpensionschemexplainedyourhr-27feb2018.eventbrite.ie</a></td>
<td>Jonathan Swift Lecture Theatre, Arts Block</td>
</tr>
</tbody>
</table>
### Learning and Development Catalogue & Seminar Room Bookings 2017/18

<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
<th>Programme</th>
<th>Event Title</th>
<th>Audience</th>
<th>To Book</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>28/02/2018</td>
<td>11:00 - 12:30</td>
<td>Professional Skills for Research Leaders</td>
<td>P.S.R.L. Part 5b - Research Collaboration with Partners</td>
<td>Researchers, Ussher II and other early career researchers</td>
<td><a href="https://psrl_masterclass05.eventbrite.ie">https://psrl_masterclass05.eventbrite.ie</a></td>
<td>Room 201 Lloyd Institute</td>
</tr>
<tr>
<td>05/03/2018</td>
<td>Online</td>
<td>Professional Skills for Research Leaders</td>
<td>P.S.R.L. Part 6a – Communicating Your Research - Online</td>
<td>Researchers, Ussher II and other early career researchers</td>
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<td>06/03/2018</td>
<td>11:00 - 12:30</td>
<td>Professional Skills for Research Leaders</td>
<td>P.S.R.L. Part 6b – Increasing your public profile &amp; communicating your research</td>
<td>Researchers, Ussher II and other early career researchers</td>
<td><a href="https://psrl_masterclass06.eventbrite.ie">https://psrl_masterclass06.eventbrite.ie</a></td>
<td>Room 201, Lloyd Institute</td>
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<td>12/03/2018</td>
<td>10:00 - 13:00</td>
<td>Assistant Professor Year 1 - Development Programme</td>
<td>Master Class - Designing flipped classrooms</td>
<td>Academic - Assistant Prof Yr 1 2017</td>
<td><a href="https://ap_designing-a-flippedclassroom.eventbrite.ie">https://ap_designing-a-flippedclassroom.eventbrite.ie</a></td>
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<tr>
<td>13/03/2018</td>
<td>10:00 – 12:30</td>
<td>Ussher II Development Programme Year 2</td>
<td>High performance teams (Module 1 Managing different personalities in your team)</td>
<td>Academic - Ussher II, Year 2</td>
<td>email: co-ordinator: <a href="mailto:oriordmi@tcd.ie">oriordmi@tcd.ie</a></td>
<td>tbc</td>
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<td>14/03/2018</td>
<td>10:00 - 12:00</td>
<td>YourHR - Manager Series</td>
<td>YourHR Managers Series - Induction &amp; Probation: The Manager's Role in Managing Performances at all Stages from induction and promotion to performance.</td>
<td>Managers Only</td>
<td><a href="https://yourhrmanagers-inductionandprobation14-03-18.eventbrite.ie">https://yourhrmanagers-inductionandprobation14-03-18.eventbrite.ie</a></td>
<td>Room G16, Loyola Institute</td>
</tr>
<tr>
<td>15/03/2018</td>
<td>10:30 - 12:00</td>
<td>YourHR - Seminar Series</td>
<td>YourHR Work/Life Balance, Supports and Schemes</td>
<td>All</td>
<td><a href="https://yourhrworklifebalancesupports3march2018.eventbrite.ie">https://yourhrworklifebalancesupports3march2018.eventbrite.ie</a></td>
<td>Room 2026, Arts Block</td>
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<tr>
<td>Dates</td>
<td>Time</td>
<td>Programme</td>
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<td>To Book</td>
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<td>20/03/2018</td>
<td>9:30 - 13:00</td>
<td>General Programme</td>
<td>Editing for Professionals</td>
<td>Professional &amp; Admin Staff</td>
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<td>to be advised</td>
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<td>22/03/2018</td>
<td>9:00 - 14:30</td>
<td>Induction</td>
<td>half day - various speakers</td>
<td>All</td>
<td><a href="https://allstaffinduction22_3_18.eventbrite.ie">https://allstaffinduction22_3_18.eventbrite.ie</a>; Password:TCDstaff</td>
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<td>27/03/2018</td>
<td>09:00 - 17:30</td>
<td>Inside Out Programme</td>
<td>The “Inside Out” programme - (Personal Wellbeing, Effectiveness and Resilience)</td>
<td>All</td>
<td>tbc</td>
<td>Secretary’s Conference Room, 4th Floor, FSD, College Green</td>
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<tr>
<td>28/03/2018</td>
<td>10:00 - 12:00</td>
<td>YourHR - Manager Series</td>
<td>YourHR Managers Series - Recruitment, Garda Vetting, Work Permits and Hosting Agreements</td>
<td>Managers Only</td>
<td><a href="https://yourhrmanagerrecruitment-vetting-permits28-03-18.eventbrite.ie">https://yourhrmanagerrecruitment-vetting-permits28-03-18.eventbrite.ie</a></td>
<td>Room G16, Loyola Institute</td>
</tr>
<tr>
<td>29/03/2018</td>
<td>10:00 – 12:30</td>
<td>Ussher II Development Programme Year 2</td>
<td>High performance teams (Module 2 Managing conflict in a variety of situations in your team)</td>
<td>Academic - Ussher II, Year 2</td>
<td>email: co-ordinator: <a href="mailto:oriordmi@tcd.ie">oriordmi@tcd.ie</a></td>
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<td>13/04/2018</td>
<td>9:00 - 13:30</td>
<td>Assistant Professor Year 1 - Development Programme</td>
<td>Master Class Time Management and Prioritisation</td>
<td>Academic - Assistant Prof Yr 1 2017</td>
<td><a href="https://timemanagement13april18.eventbrite.ie">https://timemanagement13april18.eventbrite.ie</a>; Password TCDstaff</td>
<td>Room G7, Loyola Institute</td>
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<td>25/04/2018</td>
<td>9:00 - 17:30</td>
<td>General Programme</td>
<td>Practical Writing for Success</td>
<td>Professional &amp; Admin Staff</td>
<td>BOOK YOUR PLACE</td>
<td>Secretary’s Conference Room, 4th Floor, FSD, College Green</td>
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<tr>
<td>02/05/2018</td>
<td>9:30 - 16:30</td>
<td>General Programme</td>
<td>Writing for the Web</td>
<td>Professional &amp; Admin Staff</td>
<td>BOOK YOUR PLACE</td>
<td>Secretary’s Conference Room, 4th Floor, FSD, College Green</td>
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<tr>
<td>03/05/2018</td>
<td>10:30 - 12:00</td>
<td>YourHR - Seminar Series</td>
<td>YourHR Mentoring &amp; Coaching For You</td>
<td>All</td>
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<td>10/05/2018</td>
<td>9:00 - 14:30</td>
<td>Induction</td>
<td>half day - various speakers</td>
<td>All</td>
<td><a href="https://allstaffinduction10_5_18.eventbrite.ie">https://allstaffinduction10_5_18.eventbrite.ie</a>; Password TCDstaff</td>
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<tr>
<td>Dates</td>
<td>Time</td>
<td>Programme</td>
<td>Event Title</td>
<td>Audience</td>
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<td>15/05/2018</td>
<td>10:30 - 12:00</td>
<td>YourHR - Seminar Series</td>
<td>YourHR Your Model Pension Scheme Explained</td>
<td>All - Model</td>
<td><a href="https://yourhrmodel-pension-scheme15thmay2018.eventbrite.ie">https://yourhrmodel-pension-scheme15thmay2018.eventbrite.ie</a></td>
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<tr>
<td>17/05/2018</td>
<td>10:00 - 12:00</td>
<td>YourHR - Manager Series</td>
<td>YourHR Managers Series - Sick Leave Absence Management</td>
<td>Managers Only</td>
<td><a href="https://yourhrmanagers-sickleaveabsencemanagement17-05-18.eventbrite.ie">https://yourhrmanagers-sickleaveabsencemanagement17-05-18.eventbrite.ie</a></td>
<td>Room G7, Loyola Institute</td>
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<td>23/05/2018</td>
<td>10:00 - 12:00</td>
<td>YourHR - Manager Series</td>
<td>YourHR Managers Series - Courageous Conversations: preparing for 1-1 performance review meetings</td>
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<td><a href="https://yourhrmanagers-producingforperformancereview23-5-18.eventbrite.ie">https://yourhrmanagers-producingforperformancereview23-5-18.eventbrite.ie</a></td>
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<tr>
<td>01/06/2018</td>
<td>10:30 - 12:00</td>
<td>YourHR - Seminar Series</td>
<td>YourHR Kickstart your Next Career Move</td>
<td>All</td>
<td><a href="https://yourhrkickstartyourenextcareermove1stjune2018.eventbrite.ie">https://yourhrkickstartyourenextcareermove1stjune2018.eventbrite.ie</a></td>
<td>Jonathan Swift Lecture Theatre Arts Block</td>
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<td>11/07/2018</td>
<td>10:30 - 12:00</td>
<td>YourHR - Seminar Series</td>
<td>YourHR Your Master Pension Scheme Explained</td>
<td>All - master</td>
<td><a href="https://yourhmasterpensionschemeexplained11thjuly2018.eventbrite.ie">https://yourhmasterpensionschemeexplained11thjuly2018.eventbrite.ie</a></td>
<td>Montgomery Lecture Theatre, Ground Floor, Trinity Centre for Health Sciences</td>
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<td>29/08/2018</td>
<td>10:30 - 12:00</td>
<td>YourHR - Seminar Series</td>
<td>YourHR Your Career Supports (for Professional/Support Staff)</td>
<td>All</td>
<td><a href="https://career-yourcareersupports25thsept2018.eventbrite.ie">https://career-yourcareersupports25thsept2018.eventbrite.ie</a></td>
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<td>17-18/04/2019</td>
<td>9:30 - 17:00</td>
<td>General Programme</td>
<td>Project Management (2 days))</td>
<td>Professional &amp; Admin Staff</td>
<td><a href="#">BOOK YOUR PLACE</a></td>
<td>Secretary's Conference Room, 4th Floor, FSD, College Green</td>
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<td>tbc</td>
<td>10:00 - 10:30</td>
<td>YourHR - Seminar Series</td>
<td>YourTRINITY Day</td>
<td>All</td>
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<td>Probation information for those about to complete their probation</td>
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<td>Master Class - Industry Partnering - Building and Maintaining Relationships.</td>
<td>Academic - Assistant Prof Yr 1 2017</td>
<td>via co-ordinator</td>
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<td>Assistant Professor Year 1 - Development Programme</td>
<td>Master Class - Student Pastoral Care and supports</td>
<td>Academic - Assistant Prof Yr 1 2017</td>
<td>via co-ordinator</td>
<td>tbc</td>
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<tr>
<td>Dates</td>
<td>Time</td>
<td>Programme</td>
<td>Event Title</td>
<td>Audience</td>
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<td>Assistant Professor Year 1 - Development Programme</td>
<td>Introduction to Research and Grant Writing - 1 hour</td>
<td>Academic - Assistant Prof Yr 1 2017</td>
<td>via co-ordinator</td>
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<td>Assistant Professor Year 1 - Development Programme</td>
<td>Storytelling for Impact</td>
<td>Academic - Assistant Prof Yr 1 2017</td>
<td>via co-ordinator</td>
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<td>tbc</td>
<td>General Programme</td>
<td>Leading and Managing</td>
<td>Professional &amp; Admin Staff</td>
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<td>Self Management</td>
<td>Professional &amp; Admin Staff</td>
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<td>tbc 2018</td>
<td>tbc</td>
<td>Induction &amp; Leadership</td>
<td>Heads of School Induction Programme - Finance for non-Finance Managers</td>
<td>Heads of School</td>
<td>email <a href="mailto:staffdev@tcd.ie">staffdev@tcd.ie</a></td>
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<td>tbc 2018</td>
<td>tbc</td>
<td>Induction &amp; Leadership</td>
<td>Heads of Schools Induction Programme-Coaching Personal Effectiveness &amp; Wellbeing (optional)</td>
<td>Heads of School</td>
<td>email <a href="mailto:staffdev@tcd.ie">staffdev@tcd.ie</a></td>
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<tr>
<td>tbc 2018</td>
<td>tbc</td>
<td>Ussher II Development Programme Year 2</td>
<td>Project Management and Tools - part 2</td>
<td>Academic - Ussher II, Year 2</td>
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<td>Ussher II Development Programme Year 2</td>
<td>H2020 - Starting the journey to applying for H2020. Interdisciplinary.</td>
<td>Academic - Ussher II, Year 2</td>
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<td>tbc 2018</td>
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<td>Ussher II Development Programme Year 2</td>
<td>Project Management and Tools - part 1</td>
<td>Academic - Ussher II, Year 2</td>
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<td>Wellbeing talk</td>
<td>Bouncebackability - Personal Wellbeing, Effectiveness and Resilience.</td>
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<td>Wellbeing talk</td>
<td>Thinking outside the box</td>
<td>All</td>
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01/02/2018
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<thead>
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<tr>
<td>tbc 2018</td>
<td>13:00 - 14:00</td>
<td>Wellbeing talk</td>
<td>Switch on, not off</td>
<td>All</td>
<td>tbc</td>
<td>tbc</td>
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<tr>
<td>tbc 2018</td>
<td>13:00 - 14:00</td>
<td>Wellbeing talk</td>
<td>Bouncebackability - Personal Wellbeing, Effectiveness and Resilience.</td>
<td>All</td>
<td>tbc</td>
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<tr>
<td>tbc 2018</td>
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