

IRD Duhallow

Training Courses
Spring / Summer



2024

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SPRING SUMMER 2024

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Room Leadership In ECEC Settings.

Start Date: 11th January 2024
Time: 8.00pm
Venue: Online
Certification: QQI L7 (10 Credits)



This information event will discuss the part time Room Leadership in ECEC Settings - which is aimed at those who are working in the sector. This is funded by Duhallow and South Kerry Skillnets.

Content Covered will include:

- Models of leadership (positional, opportunistic, distributed, relational, collaborative, entrepreneurial, transformative, instructional), Leadership and learning, Praxis, Leading & Managing Change, Agents of change, Agency, Advocacy
- Contemporary HR policies and processes, people management, attraction and retention of staff, employee relations, complaints/grievances, Orientation, Organisational Culture, motivation, team building
- Mentoring and Coaching : models, supporting educators to support each other, staff support and supervision, performance, pyramid of support, culture, self-regulation, ownership, CPD requirements, student placement supervision, AIM
- Finance / Administration/Governance for the Sector; Charitable status requirements, company structures, funding bodies, registration and reporting, funding applications, Pobal, understanding budgets and costings, business objectives, reporting financial position, balance sheet interpretation

This training programme will commence on the 5th of February 2024 and will be delivered wholly online. Payment plans available. Full details will be outlined at the information evening.

Yoga.

Start Date: 15th January
Time: 7.00pm
Duration: 1 hour for 8 weeks
Venue: Kanturk
Tuition Fee: €25
Accreditation: Certificate of Attendance



Course Content

To achieve a state of calm, the practice of physical yoga postures and breathing exercises help to prime the body for meditation. Classes are for all levels of fitness. No experience required.

Book any of these courses on www.irdduhallow.com
 or contact 029-60633 / duhallow@irdduhallow.com

Managing Stress.

Start Date: 16th, 23rd & 30th January
Day of the week: Tuesday
Time: 7.00pm - 8.30pm
Duration: 3 Evenings
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €20
Accreditation: Certificate of Attendance



Course Content

Introductory course on understanding stress, learning to recognise stress triggers and maintaining your mindset and overall mental health.

ATV Quad Bike Training.

Start Date: 18th of January
Day of the week: Thursday
Time: 9.00am - 5.00pm
Duration: 1 Full Day
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €100
Accreditation: NFQ Level 5



Course Content

The purpose of this award is to equip the learner with the relevant knowledge, skill and competence to drive and handle an all-terrain vehicle in a safe manner in compliance with relevant legislation.

Boom Sprayer (Level 5).

Start Date: 25th January and 1st February
Time: 9.30am - 4.00pm
Duration: 2 Days
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €150
Accreditation: QQI Level 5



Course Content

- Describe how infestations of pests (weeds, diseases, insects and vertebrates) affect crop growth and reduce quality.
- Describe the range of pest control methods available to farmers and growers.
- Explain the terminology used to categorise pesticides for crop.
- Describe principles and procedures for the safe handling, storage application and storage of pesticides Including PPE
- Summarise laws and regulations relating to poisonous substances including record keeping.

- Explain the principles of application technology necessary for the proper application of pesticides.
- Interpret pesticide label information correctly.
- Prepare boom sprayer for work.
- Make up a pesticide spray mix in accordance with good practice.
- Store a boom sprayer and personal protective equipment in a safe and efficient manner.

Participants must bring masks, overalls, gloves, safety boots and hi vis jacket

Remote Working.

Start Date: 31st January 2024
Day of the week: Wednesday
Time: 7.00pm - 8.30pm
Duration: 1.5 hours
Venue: Online
Tuition Fee: Free
Accreditation: Certificate of Attendance



Course Content

Introduction to Remote Work in Duhallow

Always wanted to find out more about remote working opportunities in Duhallow? This workshop got you covered. Learn about your options to work from home.

- What is Remote Work?
- What and Where are the Opportunities?
- What Resources are available?

Training Cancellation Policy: Training Cancellation Policy:

Training courses which are cancelled over 7 days in advance of the training date shall incur no cancellation fee. Training courses which are cancelled within 7 days of the scheduled training date shall incur a cancellation fee equal to 50% of the cost. Registrants who fail to attend training for whatever reason will be charged 100% of the full fee. Please note all cancellations must be put in writing.



ADVENTURE CENTRE INSTRUCTOR TRAINING COURSE



€2500
Course Cost
**100% Funding
available



Commencing
Jan '24'



Based at
Ballyhass
Mallow



Subsidised
Accommodation
Available



16 Students Per
Course

Applications Now Open 2023/24

APPLY NOW

WEB: WWW.OUTDOORTRAININGACADEMY.IE | EMAIL: INFO@BALLYHASS.IE | TEL: 02227773



Duhallow Skillnet is co-funded by Duhallow Ireland and network companies. Skillnet Ireland is funded by the National Training Fund through the Department of Further and Higher Education, Research, Innovation and Science.



An Bliain Teicneolaíochta agus Ardteicneolaíochta, Dúshlua, Ballyhass agus Ballymore, Department of Further and Higher Education, Research, Innovation and Science



Cofunded by
the European Union

Sewing Course For Beginner & Intermediate Levels.

Start Date: 1st February 2024- 14th March 2024
Day of the week: Thursday
Time: 10.00am - 12.30pm
Duration: 2.5 hours
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €35
Accreditation: Certificate of Attendance



Social Inclusion &
Community Activation
Programme

Course Content

A fun and enjoyable course to learn new skills! This basic sewing class is ideal for beginners as well as those that would like to practice their skills.

Forklift For Beginners.

Start Date: 6th February
Time: 9.30am - 4.00pm
Duration: 3 Full Days
Venue: Newmarket
Tuition Fee: €50
Accreditation: Forklift Ticket



Course Content

On completion of the course participants will be able to operate a forklift truck safely, reducing the risk of injury to operators and pedestrians.

Information Forum For Family Carers.

Start Date: 7th February 2024
Day of the week: Wednesday
Time: 10.00am - 2.00pm
Duration: Half day
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: Free
Accreditation: Certificate of Attendance



Course Content

Get employment ready! Exciting guest speakers will speak on topics including IRD Duhallow Services for job seekers, In-house job clinic to get your CV ready on the day, Training & Third level education opportunities & communication ... and more followed by a delicious lunch

Doing in house training in with staff in your company?

**Email us today duhallowskillnet@irdduhallow.com
to see if you can avail of subsidies.**

Bookkeeping & SAGE 50.

Start Date: 7th February
Time: 11.00am - 12.00pm
Duration: 12 weeks
Venue: Online
Tuition Fee: €380
Accreditation: Certificate of Attendance



Course Content

- Understanding VAT
- VAT impact of Brexit
- Employee expenses
- Understanding the Profit and Loss and Balance Sheet
- Overview of benefit in kind
- SAGE 50 accounts-sales invoice and customer receipt processing
- SAGE 50 accounts- purchase invoice and supplier payment processing
- Understanding PAYE
- Understanding relevant contract tax
- The basics of accounting- debits and credits
- Understanding PRSI and USC

Beginner Computer Course.

Start Date: 7th February & 8th of February
Day of the week: Wednesday & Thursday
Time: 10.00am - 1.00pm
Duration: 2 half days
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €20
Accreditation: Certificate of Attendance



Course Content

Beginner Computer course covering basic computing, word processing and more!



Book any of these courses on

www.irdduhallow.com

Click on the events page

For further queries contact **029-60633** e: duhallow@irdduhallow.com

Mindfulness.

Start Date: 7th February - 13th March 2024
Day of the week: Wednesday
Time: 7.00pm - 8.30pm
Duration: 1.5 hours weekly
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €20
Accreditation: Certificate of Attendance



Social Inclusion &
Community Activation
Programme

Course Content

Take time for yourself! Six-week Mindfulness course practising self-care and mindfulness meditations and techniques.

Manual Handling.

Start Date: 8th February
Time: 11.00am
Duration: 2 hours
Venue: Online with Practical Part in James O'Keeffe Institute,
Tuition Fee: Free
Accreditation: Certificate of Attendance

**Course Content**

Our **Manual Handling course** provides learners with information & instruction on safe manual handling techniques which, if used correctly, may help prevent a back injury.

For further information contact 029-60633. e-mail: duhallow@irdduhallow.com.

Start Your Own Business.

Start Date: 12th, 19th, 26th February, 4th, 11th, 25th March
Time: 6.30pm - 9.30pm
Duration: 6 weeks
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €25
Accreditation: Certificate of Attendance



Social Inclusion &
Community Activation
Programme

Course Content

- Introduction to Business Plan Template & Outline of Product or Service
- Market Research
- Business Planning
- Market Research
- Refining Description of your Product or Service
- Promotion of your Product or Service
- Legal structure and regulatory environment
- Introduction to Monthly Cash Flow Forecasting

- Employment Law
- Tax Overview
- Monthly and yearly cash flow for up to 3 years
- Recap on sales targets.
- Basic Record Keeping
- Sources of Finance and Government Initiatives to support enterprise
- Professional Relationships
- Providing for your Retirement

Safe Pass.

Start Date: 13th February 2024 & 2nd Course 3rd April
Day of the week: Tuesday
Time: 7.45am - 5.00pm
Duration: Full Day Training
Venue: Enterprise Centre, Newmarket, Co Cork, P51 AK40
Tuition Fee: €20
Accreditation: Solas Certification



Course Content

SOLAS certified Safe Pass course. This course comprises modules including the Promotion of Safety Culture, Accident reporting & prevention, Safe Use of Vehicles etc.

Introduction To Sugar Craft.

Start Date: 13th, 20th, 27th February and 5th, 12th, 19th March
Time: 7.00pm - 9.00pm
Duration: 6 weeks
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €125 per person
Accreditation: Certificate of Attendance



Course Content

- Learning about sugar craft equipment
- Recipes
- Types of icing (sugarpaste, modelling paste, flower paste, pastillage)
- Covering a cake in sugarpaste, ganache and buttercream to a professional standard
- Basic piping and border work
- An introduction to flower making (roses, leaves, filler flowers)
- How to add fresh flowers to a cake
- Figure modelling (people, teddy bears, animals etc)
- Novelty cakes
- How to stack and dowel a multi-tiered cake
- Introduction to colouring (gel colours, watercolours, painting on cake)
- Project during the 6 weeks – decorating a dummy cake in a children's theme.

Trainees will need to bring a 7" dummy cake, sugar paste and rolling pin to class.

Lámh Module One.

Start Date:	14th and 22nd February
Time:	6.30pm - 9.30pm
Duration:	2 evenings
Venue:	James O'Keeffe Institute Newmarket
Tuition Fee:	€100
Accreditation:	Certificate of Attendance



This course is for staff members and professionals who have started to work in an environment where Lámh is used and covers 100 Lámh signs, and how to support a Lámh user.

Course Content

- Module One Lámh signs (100+).
- Alternative and augmentative communication (AAC).
- Lámh – brief history and development.
- Lámh signing environment.

By the end of this course, participants should be able to:

- Use the 100+ signs from the Module One Book.
- Use Lámh as an effective communication tool.
- Contribute to assessment or decision-making around Lámh use.
- Participate effectively in an established Lámh environment.

MS Excel For Beginners.

Start Date:	14th February 2023
Time:	9.30 - 11.00am
Duration:	1.5 hours
Venue:	Online
Tuition Fee:	€50 per person
Accreditation:	Certificate of Attendance



This course is suitable for those who are totally new to MS Excel.

Course Content

- Excel Basics
- Entering data and editing
- Excel Essentials
- Formatting
- Formulas and functions

Book any of these courses on www.irdduhallow.com
or contact 029-60633 / duhallow@irdduhallow.com

Social Media For Business - The Basics.

Start Date: 15th February
Time: 10.00am - 12.30pm
Duration: 1.5 hours
Venue: Online
Tuition Fee: €50 per person
Accreditation: Certificate of Attendance



Course Content

- Unlock the power of social media for your business.
- Discover how to create social media strategies to target your audience across the relevant social media platforms and help build and maintain your brand presence.
- An introduction to the different social media channels for your business.

Forklift For Beginners.

Start Date: 21st, 22nd & 23rd of February 2024
Day of the week: Wednesday, Thursday & Friday
Time: 9.00am - 5.00pm
Venue: Killeenleagh, Kanturk, Co Cork, P51 Y6H3
Tuition Fee: €20
Accreditation: Certificate of Attendance



Course Content

Three day Beginner Forklift course providing participants with the knowledge to operate a Forklift in a safe manner.

ATV Quad Bike Operations (Level 5).

Start Date: 22nd February and 29th February
Time: 9.30am - 4.00pm
Duration: 2 days
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €250
Accreditation: QQI Level 5



This accreditation is lifetime and does not need further recertification.

Course Content

- The role and uses of all-terrain vehicles in the land-based industries.
- Legal requirements pertaining to the use of an all-terrain vehicle and ancillary equipment in an off-road situation and on public roads.
- Safe and efficient all-terrain vehicle operation to maximize stability on flat, rolling, and hilly terrain.
- Safety decals, controls, and instrument panels for an all-terrain vehicle appropriate to work situation involved.

- How to carry out routine pre-starting checks specified in the operator's manual.
- How to drive an all-terrain vehicle around a specified course in a controlled manner appropriate to the terrain and surface conditions.
- How to operate an all-terrain vehicle effectively and in accordance with safety requirements.
- How to operate an all-terrain vehicle effectively with ancillary equipment for a range of tractor tasks.

Facebook For Business.

Start Date: 22nd February
Time: 10.00am - 12.30pm
Duration: 2.5 hours
Venue: Online
Tuition Fee: €50 per person
Accreditation: Certificate of Attendance



Course Content

- Master the art of Facebook for Business and help to elevate your marketing strategy and increase your brand visibility.
- Learn how to drive results on the world's largest social media platform.

Career Coaching For The Unemployed.

Start Date: 27th Feb, 5th, 12th, 19th March
Time: 11.00am - 4.00pm
Duration: 2 hours per week x 4 weeks
Venue: In person
Tuition Fee: €10 per person
Accreditation: Certificate of Attendance



This course will support you to gain career clarity and control of your career options with confidence. The 4 day in person course (2 hours per week) will uncover your skill set and experience while addressing any limitations or barriers that might be holding you back from achieving your goals. You will receive professional guidance on preparation in terms of both Application Form / CV presentation and developing best practice interviewing skills.

MS Excel Intermediate.

Start Date: 28th February, 6th, 13th, 20th, 27th March
Time: 9.30am - 11.00am
Duration: 5 x 1.5 hour sessions
Venue: Online
Tuition Fee: €150 per person
Accreditation: Certificate of Attendance - CPD hours awarded on attendance.



Course Content

This course is suitable for those who are currently using MS Excel on a regular basis but may not have attended a training course recently or may never have attended formal training. A basic working knowledge of Excel is required in order to attend this training.

This content covers Excel essential functionality, through to Intermediate content and will also focus on timesaving tips and tricks for the day-to-day use of MS Excel.

A recording and notes will be sent to each trainee after the sessions.

Excel essentials

- Working with formulas and functions
- Working with lists / manipulating text
- Creating and working with charts
- Multiple worksheets / data consolidation

Food Safety (Level 2).

Start Date: 4th March
Time: 10.00am - 1.00pm
Duration: Half day
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €95 per person
Accreditation: Certificate



Course Content

The aim of this course is to provide food workers with adequate training in the basic principles of food safety. This half-day course covers the necessary skills required to practice HACCP effectively in the workplace. This course will give you valuable knowledge on the following topics mapped to FSAI's standards Level 1 and Level 2 Food Safety. It is suitable for anyone who handles or prepares food and is valid for 5 years.

- Food Safety
- Microbiological Hazards
- Food Contamination
- HACCP from Food Delivery to Storage
- HACCP from Food Preparation to Cooking and Service
- Personal Hygiene
- Food Premises and Equipment
- Pest Control
- Cleaning
- Waste management
- Allergens Management
- Food Safety Law and Enforcement

Personal Development, Confidence & Well-being For Family Carers.

Start Date: 6th, 13th, 20th & 27th March
Day of the week: Wednesdays
Time: 10.00am - 2.00pm
Duration: Half day
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €20
Accreditation: Certificate of Attendance



Take time for yourself and embark on a journey towards of personal development towards confidence and wellbeing. Course content includes:

- Navigate life challenges
- Build confidence
- Self-care and wellbeing
- Problem solving skills

Instagram For Business.

Start Date: 7th March
Time: 10.00am - 12.30pm
Duration: 2.5 hours
Venue: Online
Tuition Fee: €50 per person
Accreditation: Certificate of Attendance



Course Content

The aim of this course is to provide food workers with adequate training in the basic principles of food safety. This half-day course covers the necessary skills required to practice HACCP effectively in the workplace. This course will give you valuable knowledge on the following topics mapped to FSAI's standards Level 1 and Level 2 Food Safety. It is suitable for anyone who handles or prepares food and is valid for 5 years.

- Transform your business's online presence with the help of Instagram.
- Learn to create engaging and authentic content that will generate sales and leads within your target audience.



Book any of these courses on
www.irdduhallow.com

Click on the events page

For further queries contact **029-60633** e: duhallow@irdduhallow.com

Beginner Computer Course For Family Carers.

Start Date: 8th & 15th March
Day of the week: Wednesdays
Time: 10.00am - 1.00pm
Duration: 2 half days
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €20
Accreditation: Certificate of Attendance


 ciste na
 gcuntas díomhaoin
 the dormant
 accounts fund

Course Content

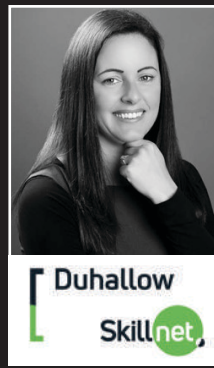
Beginner Computer course covering basic computing, word processing and more!

Network Event: Supper With Performance Psychologist Caroline Currid.

Date: 11th March 2024 | Venue: James O'Keeffe Institute

IRD Duhallow Skillnet 2024 Network Events

Caroline is a leading performance psychologist with over 16 years' experience with corporate and sports clients in Ireland and abroad. She is one of the most sought-after figures in the field of elite performance. She will discuss the fundamentals of a high performing leader, how to adapt mindsets to deliver optimal performance and an action plan to sustain high performance.



English For The Workplace.

Start Date: 11th March 2024
Time: 10.30am
Duration: 1.5 hours for 8 weeks
Venue: Newmarket
Tuition Fee: Free of Charge
Accreditation: Certificate of Attendance



Course Content

Bespoke course designed to support those seeking employment who need to improve their level of English for work. All participants must complete a standard level test to identify their level of English before they are accepted onto the course.

Doing in house training in with staff in your company?

Email us today duhallowskillnet@irdduhallow.com
 to see if you can avail of subsidies.

CPR.

Start Date: 12th March 2024
Day of the week: Tuesdays
Time: 9.00am - 5.00pm
Duration: Full day training
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €20
Accreditation: Certificate of Attendance

**Course Content**

Participants will gain a basic understanding of First Aid situations and treatment required.

Employment Law Workshop.

Start Date: 13th March
Time: 10.00am - 1.00pm
Duration: 3 hours
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €65
Accreditation: Certificate of Attendance

**Course Content**

- New Employment Laws
- Codes of practice
- Contracts
- Correct type of contract
- Probationary periods
- Discipline
- Grievance
- Communicating change
- Operational HR
- Emotional HR

**Cleanpass.**

Start Date: 19th March
Time: 9.30am - 5.00pm
Duration: 3 Full Days
Venue: Newmarket
Tuition Fee: €50
Accreditation: Certificate of Attendance

**Course Content**

CLEANPASS training provides both practical and theoretical training in systematic and safe cleaning, hygiene skills, infection prevention and control, health and safety, communication skills and hygiene standards. This is a HIQA recognised course.

Safe Pass.

Start Date: 19th March 2024
Time: 9.00am - 5.00pm
Duration: 1 Full Day
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €50
Accreditation: SOLAS Safe Pass Registration Card



Course Content

Safe Pass is a one-day health and safety awareness programme. The aim of this course is to improve your knowledge and awareness of health and safety standards and practices in the construction industry. The following topics will be covered;

1. Introduction of Site Safety
2. Legislation and Site Safety
3. Site Accident Reporting
4. Introduction to Risk Assessment
5. Risk Assessment for Electricity
6. Risk Assessment for Excavations
7. Risk Assessment for Heights
8. Behaviour-Based Safety
9. Site Safety and Construction Equipment
10. Site Safety and Construction Vehicles
11. Personal Health and Welfare
12. Noise and Vibration
13. Personal Protective Equipment

Lámh Module One Add-On Course.

Start Date: 20th March 2024
Time: 6.30pm – 9.30pm
Duration: 3 hours Tuition and Sign Practice
Venue: James O'Keeffe Institute Newmarket
Tuition Fee: €70
Accreditation: Certificate of Attendance



Course Content

- Revise the 100 Mod 1 signs, get access to New Add On book and new Add On Cert.
- Toys and games are played to encourage sign use.
- Cover the research of Lamh use with Children that have Down Syndrome and Autism.
- Promoting the use of Lamh in schools.

Book any of these courses on www.irdduhallow.com
 or contact 029-60633 / duhallow@irdduhallow.com

Canva Design For Business.

Start Date: 21st March
Time: 10.00am - 12.30pm
Duration: 1.5 hours
Venue: Online
Tuition Fee: €50 per person
Accreditation: Certificate of Attendance



Course Content

- Unleash your creativity and elevate your brand online.
- Learn to design and create visuals, graphics and video content to help your brand stand out through online and offline marketing.

ASIST - Applied Suicide Intervention Skills Training.

Start Date: March 2024
Venue: James O'Keeffe Institute, Newmarket

The IRD Duhallow Rural Community Health Project will hold ASIST this March.



What is ASIST

ASIST is a two-day skill building workshop in suicide first aid. Participants are trained to reduce the immediate risk of a suicide and increase the support for a person at risk. The workshop provides opportunities to learn what a person at risk may need from others to keep safe and get more help. Those taking part in the training will feel challenged and safe, work interactively with others in small groups, learn a suicide first aid model that provides a framework for skills and practice.

Who Should Attend

- Individuals passionate about mental health and community well-being.
- Professionals in education, healthcare, emergency services, and social work.
- Anyone eager to gain essential skills in crisis intervention.

Personal Effectiveness.

Start Date: 3rd April to 8th May
Day of the week: Wednesdays
Time: 11.00am - 12.30pm
Duration: 6 Mornings
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €20
Accreditation: Certificate of Attendance



Course Content

This six-week Personal Effectiveness training programme will include some of the following topics: Developing Self-Esteem, Managing Feelings, Developing

Communication Skills with the aim of building self-confidence and self-esteem and to discover inner strengths and resources..

Food Photography For Business.

Start Date: 8th April
Time: 10.00am - 4.00pm
Duration: 1 Day
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €150 per person
Accreditation: Certificate of Attendance



Course Content

- This is a specialized course tailored for restaurant owners, chefs, and food business entrepreneurs who want to master the basics of food photography.
- This course will equip you with the skills to beautifully capture your culinary creations, enhancing your menu presentations and social media posts.
- You'll learn the fundamentals of lighting, composition, and styling, specifically aimed at making dishes look as delectable in photos as they do on the plate.
- No prior photography experience is required.
- By the end of this course, you'll be able to create enticing images that can help attract more customers to your food business. The course will be very practical and involve taking pictures of different foods.

No prior photography experience is required.

Basic Organic Horticulture.

Start Date: Tuesday 9th April
Time: 10.00am - 1.00pm
Venue: Polytunnels James O'Keeffe Institute
Tuition Fee: €80



This course will cover basic organic horticultural practices including:

- Back garden Vegetable production.
- Improving and maintaining soil condition
- Propagating plants at home
- Composting
- Weed, Pest and Disease Control
- Sustainability and biodiversity in the garden

Manual Handling Instructor (Level 6).

Start Date: 9th, 10th, 11th, 16th, 17th April
Time: 9.30am - 4.00pm
Duration: 5 days
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €350
Accreditation: QQI Level 6



Course Content

- Module 1 (Day 1): Manual Handling Legislation/Instructor Responsibilities
- Module 2 (Day 1): The Manual Handling Training Course
- Module 3 (Day 1): Manual Handling Workplace Risk Assessment
- Module 4 (Day 2): Delivery Techniques, Teaching a Manual Handling Course
- Module 5 (Day 2): Developing & Planning a Manual Handling Training Course
- Day 3 & 4 will run consecutively, Covering Modules 4-5
- Module 6 (Day 3): The Musculoskeletal System, Anatomy & Working Physiology
- Module 7 (Day 4): Learning Techniques – Day 5: Revision of Modules 1-7, Group Discussion, Preparation for Practical Exam

MS Excel Advanced.

Start Date: April 10th, 17th, 24th, May 1st and 8th
Time: 9.30am - 11.00am
Duration: 5 x 1.5 hour sessions
Venue: Online
Tuition Fee: €150 per person
Accreditation: Certificate of Attendance. CPD hours awarded on attendance.



This course is designed to follow-on from MS Excel Intermediate. Having already familiarised yourself with the most efficient way of performing everyday tasks, and having covered some intermediate topics, it is now time to build on that knowledge. Useful functions such as IF and V & XLookups are covered in addition to Pivot Tables & Pivot Charts and an Introduction to Macros.

Course Content

- Dates / Protecting Content / Data Validation
- More on functions
- Pivot tables and pivot charts
- Macros

A recording and notes will be sent to each trainee after the sessions.



Book any of these courses on
www.irdduhallow.com

Click on the events page

For further queries contact **029-60633** e: duhallow@irdduhallow.com

Website Search Engine Optimisation.

Start Date: 11th April
Time: 10.00am - 12.30pm
Duration: 2.5 hour
Venue: Online
Tuition Fee: €50 per person
Accreditation: Certificate of Attendance.



Course Content

- Unlock the full potential of your website with this course on optimising content, design and user experience of your site.
- Master the art of search engine optimisation (SEO) to elevate your Google presence and drive targeted traffic to your website.

Information Events For Upcoming Courses In Early Childhood Education & Care.

Level 8 information session: 25th April 2024 at 7.00pm - online

Level 9 information session: 25th April 2024 at 8.00pm - online

Level 5 information session: 16th April at 6.30pm - in person



These information events will discuss the part time BA in Early Childhood Education and Care (QQI L8), the master's in leadership in Early Childhood Education and Care (QQI L9) and the Level 5 in Early Childhood Education and Care – all of which are aimed at those who are working or wish to work in the sector. These programmes are co-funded by Duhallow.

These training programmes will commence in September 2024. Payment plans available.

First Aid Responder.

Start Date: 16th, 23rd, 30th April.
Time: 9.00am - 5.00pm
Duration: 3 Full Days
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €240 per person
Accreditation: FAR Certificate



Course Content

- Patient assessment
- Incident procedure
- Cardiac First Response – Community
- Commo medical emergencies
- Injury management and shock

- Care of the unconscious patient
- Burns and electrical injury care
- Hypothermia and hyperthermia
- Information management
- Communications.

Level 7 BA In Early Childhood Education & Care.

Start Date: 18th April 2024

Time: 7.30pm

Venue: Online



This information event will discuss the part time BA in Early Childhood Education and Care (QQI L7) - which is aimed at those who are working in the sector. This is funded by Duhallow and South Kerry Skillnets.

This training programme will commence in September 2024. Payment plans available. Full details will be outlined at the information evening.

Sugar Craft Add-On.

Start Date: May 7th, 14th, 21st, 28th, June 4th, 11th

Time: 7.00pm - 9.00pm

Duration: 6 weeks

Venue: James O'Keeffe Institute, Newmarket

Tuition Fee: €125 per person

Accreditation: Certificate of Attendance



Course Content

- This is a follow-on course covering further sugar craft skills and techniques.
- Wired sugar flowers, baby booties.
- Sugar paste, cake toppers, figure modelling.
- Decorating a dummy cake in a summer theme.

Health Care Support Worker Information Event (Level 5 Major Award)

Start Date: 7th May 2024

Venue: James O'Keeffe Institute, Newmarket

Time: 12.00 noon



This information event will discuss the QQI Level 5 in Healthcare Support which is available for those who wish to work in the healthcare industry. This is a full-time course which will take place in Newmarket.

These training programmes will commence in September 2024 and run until March 2025 and is fully funded for those seeking work.

Palliative Care (Level 5).

Start Date: 8th, 15th, 22nd, 29th April & 7th May
Time: 9.00am - 5.00pm
Duration: 5 Full Days
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €180 per person
Accreditation: QQI Level 5 Award



Course Content

The QQI Palliative Care module is designed to equip the learner with the knowledge and skills of the palliative care approach to enable them to care for the person diagnosed with a life-limiting illness and, in the last days of a person's life and also his/her family in a dignified and holistic way.

Learners who successfully complete this module will be able to:

- Provide holistic care for persons diagnosed with a life- limiting illness and in the last days of a person's life and also for their families, carers and significant others.
- Communicate effectively with persons with a life-limiting illness and in the last days of a person's life and also with their families, carers and significant others.
- Enhance the quality of life of the person with a life- limiting illness.
- Recognise and respect the uniqueness of each person's approach to death.

Customer Service Workshop.

Start Date: 13th May
Time: 11.00am - 1.00pm
Duration: Two hours
Venue: James O'Keeffe Institute, Newmarket
Tuition Fee: €75 per person
Accreditation: Certificate



Course Content

This course is suitable for anyone dealing directly with the public, patients and customers and are looking to enhance and improve the customer experience.

- This programme is designed to help your staff understand the importance and value of 'going the extra mile' when providing service to patients and customers thus creating a positive response.
- Interacted and focused, this programme deals with the key care issues encountered by people in the service industry on a day-to-day basis.
- It will promote a culture of providing outstanding customer service throughout your organization.
- Importance of customer care.
- Appearance and Image.
- Greetings and Telephone Techniques.
- Understanding the Customer.
- Management of the customer care, upselling, and salesmanship.
- Dealing with complaints.
- Ensure repeat business.

First Aid Responder - Recertification.

Start Date:	15th and 22nd May.
Time:	9.00am - 5.00pm
Duration:	2 full days
Venue:	James O'Keeffe Institute, Newmarket
Tuition Fee:	€190 per person
Accreditation:	QQI Level 5 Award



Course Content

- Patient assessment
- Cardiac First Response – Community
- Injury management and shock
- Burns and electrical injury care
- Information management
- Incident procedure
- Commo medical emergencies
- Care of the unconscious patient
- Hypothermia and hyperthermia
- Communications

Networking Event: Network Business Breakfast With Guest Speaker Jack Kavanagh.

Date: 16th May 2024 | Venue: James O'Keeffe Institute

In 2012 Jack Kavanagh suffered a life changing spinal cord injury leaving him with 15% muscle function, in the years since Jack has challenged the perceived limitations of his situation. In 2014 Jack gave the acclaimed TEDx Talk “*Fearless Like A Child, Overcoming Adversity*” and in 2019 was awarded as one of “*Ten Outstanding Young People Of The Year*”. Jack has also received several international awards for his documentary *Breaking Boundaries*.

We are delighted to be welcoming Jack to Newmarket for our Network Business Breakfast event, Jack will speak about resilience, overcoming adversity, he is passionate about the value of health and wellbeing as drivers for business performance coupled with cultivating diverse & inclusive environments where people belong and are valued.

This event will take place on Thursday the 16th of May at 7.00am at The James O'Keeffe Institute, Newmarket.



BREAKING
BOUNDARIES



WINNER
GARDEN STATE FILM FESTIVAL
2017



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Practical Productivity Using Outlook.

Start Date: 22nd and 29th May
Time: 9.30am - 11.00am
Duration: 2 x 1.5 hour sessions
Venue: Online
Tuition Fee: €150 per person
Accreditation: Certificate of Attendance.



This program has been designed to provide you with the knowledge, skills, and competencies to effectively use Outlook as your organisational tool.

The "Practical Productivity" training course will provide participants with a totally practical and workable solution to managing their workload and time more effectively. The emphasis of the day is on the practical application of that theory using Microsoft Outlook as the tool. Do not let e-mail control your day – instead, you can take control through the customisation of MS Outlook and by using various features & tools within Outlook.

Learn how to prioritise, set, manage, and achieve realistic goals & tasks you set for yourself. Learn how to share information with other users and work more effectively as a group.

Course Content

- Time Management best practices and MS Outlook shortcuts, essentials and working with tasks
- Calendar
- Contacts
- Rules
- The To-Do App.





Calling Family and Voluntary Carers in Duhallow

Are you a family carer or voluntary carer? Perhaps your child has additional needs, which may include cognitive difficulties, physical or sensory difficulties, emotional and behavioural difficulties, and difficulties with speech and language.

Or maybe you are caring for an elderly relative or friend in your or their own home? We would love for you to join, take away important learnings from our seminars, talks and workshops and most importantly feel support by like-minded carers in Duhallow. This programme is here to support you and your family. It lives from your participation and involvement. In the light of the global Covid 19 pandemic, Family and Voluntary Carers have faced a particularly challenging time and supporting each other in a non-judgemental therapeutic space cannot be underestimated.

The Dormant Account programme seeks to empower carers by providing them with the knowledge and information relevant to their needs and situation along with developing and expanding our existing support network for carers in the region which would overall help to improve the quality of life of both the carer, the family as a whole and the person being cared for.

IRD Duhallow is delighted to deliver this programme for you and all offerings have been designed with you and your needs in mind. Please feel free to reach out to us, if you are uncertain if these courses are for you. We would be delighted to hear from you.

We are particularly excited that this Dormant Accounts Programme has a focus on supporting and improving employment and self-employment opportunities for Carers. With that, we are delighted to offer bespoke Personal Development courses in which you will learn how to allow yourself to progress and how to move forward. You may be looking for employment while caring for a loved one or perhaps you are looking to enter the workforce after caring duties ceased or were reduced. We will offer career planning advice and supports including CV and Interview preparation, styling. Please contact us, if this is of particular interest to you.

**For further information on the above programme
please contact Gerard Browne on 029-60633
or email gerard.browne@irdduhallow.com**


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IRD DUHALLOW JOB CENTRE FOR INDIVIDUALS

Are you looking for a new job or thinking of changing your career?

Do you need advice and support to get your career kick started?



IRD Duhallow Job Centre provides a free and confidential recruitment service offering advice, support and guidance to job seekers. We know that finding a job can be sometimes difficult and as a job seeker we are here to help you avail of the many supports you need. Register with the Job Centre where you can avail of a wide range of supports and services such as:

- Assistance with developing a quality CV and cover letter;
- One to one guidance with career planning and advice on changing careers;
- Finding the right job for you and providing the right link to prospective employers;
- Help with using the internet in job searching and completing online applications;
- Identifying individual strengths and skills and match them to local work opportunities;
- Learning about Interview Preparation Techniques and avail of mock Interviews;
- Up-skilling through the many Training Programmes on offer and Further education opportunities;
- Providing ongoing support whilst in employment.

To register for the Job Centre or to make an appointment please contact Gerard Browne on 029-60633 or email gerard.browne@irdduhallow.com



Social Inclusion & Community Activation Programme

IRD DUHALLOW JOB CENTRE FOR EMPLOYERS

Unemployment continues to be one of the significant issues facing rural communities in Duhallow.

In order to tackle this, our Job Centre provides an innovative, solution focused recruitment service that is free and confidential for employers in the local community. Its primary goal is to help people to gain employment by connecting skilled jobseekers to potential employers in Duhallow.

When you contact our Job centre team, our trained development officers will listen to what your requirements are and we will search our database of skilled and experienced employees to provide you with a shortlist of suitable candidates with the correct skills, qualifications and experience. Employers can then shortlist their ideal candidates to bring for interview.

We also provide a number of services to jobseekers, these include: providing assistance compiling and updating CV's; assisting with interview skills through mock interviews; providing a career guidance service to those wishing to enter or return to education.

We have a wide variety of skilled individuals registered with the IRD Duhallow Job Centre. These include people experienced and seeking employment in Health Care, Administration, Retail & Sales, Construction, Horticulture & Landscaping, Manufacturing, Childcare, Food Industry and many more sectors.

IRD Duhallow Job Centre Services are provided free of charge through the SICAP Programme.

**For more information on this service please contact
Gerard Browne on 029-60633 or
email gerard.browne@irdduhallow.com**





IRD DUHALLOW

James O'Keefe Institute, Newmarket, Co. Cork, Ireland

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Rialtas na hÉireann
Government of Ireland



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An Roinn Óideachais
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Department of
Education and Skills



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