



CARLOW-KILKENNY TRAINING
SKILLNET

**SPRING
BROCHURE**
2018



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INTRODUCTION

The Carlow Kilkenny Skillnet was established in January 1999 by a number of Senior Managers in organisations in the Carlow Kilkenny area. Initial discussions showed that the organisations shared common training problems, namely,

- Access to information on courses / training, and new technologies available for training purposes.
- Sourcing training programmes.
- Finding courses that were relevant to the specific needs of each organisation.
- The location of available courses.

By working together, these organisations have developed new, low cost, customised, and locally based solutions for their management and staff.

FIRST AID RESPONDER

DATE: 11TH, 18TH, 25TH JANUARY 2018

TIME: 9.30AM - 5.00PM

COST: €195.00 PER PERSON

TUTOR: CARRAIG SAFETY CONSULTANTS

VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ First Aid Responder (FAR) is to improve, and replace the current Occupational First Aid course and have a standardised syllabus nationwide. FAR also includes the full Cardiac First Response Community standard. Upon successful completion of this course, students will be issued with a certificate from the Pre-Hospital Emergency Care Council. This certificate will be valid for 2 years.

For booking and full course outline see:

www.cktraining.ie





NEW
FOR 2018

ISO 9001:2015 INTERNAL AUDITOR (QMS)

DATE: 16TH & 23RD JANUARY 2018

TIME: 9.30AM - 5.00PM

COST: €395.00 PER PERSON

TUTOR: SQT

VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ A two-day **CQI IRCA Certified (17985)** Training Course
– The aim of this course is to provide students with the knowledge and skills required to perform an internal audit of part of a quality management system based on ISO 9001 (or equivalent).

For booking and full course outline see:

www.cktraining.ie

CERTIFICATE IN DATA PROTECTION

NEW
FOR 2018

NFQ
Level 8

- DATE:** 18TH, 25TH JANUARY &
1ST FEBRUARY 2018
- TIME:** 9.30AM - 5.00PM
- COST:** €295.00 PER PERSON
- TUTOR:** CARLOW INSTITUTE OF
TECHNOLOGY
- VENUE:** CARLOW INSTITUTE OF
TECHNOLOGY, KILKENNY ROAD,
CARLOW.

- ▶ Data protection law will undergo a fundamental reform on 25th May 2018, being the date on which the EU's General Data Protection Regulation will come into force. This new law will significantly change what data protection law is and how it will apply.

The Certificate in Data Protection has been carefully designed to provide Data Protection Officers and Compliance Officers with the professional qualities and expert knowledge of data protection law along with guidance on practical application that they will need to implement in order to discharge their requirements under the GDPR.

For booking and full course outline see:
www.cktraining.ie






NEW
FOR 2018

RECRUITING & RETAINING TALENTED EMPLOYEES

DATE: 25TH JANUARY 2018
TIME: 9.30AM - 4.30PM
COST: €95.00 PER PERSON
TUTOR: JEAN CULLINANE
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- 
- ▶ The employment scene is changing and as the economy improves employers are finding it more and more challenging to source and retain talented employees. This course will benefit employers and supervisors and anyone who is responsible for recruiting, managing and motivating employees. If you are new to the world of recruitment or if you would simply like to develop and improve your recruitment and people management processes and skills, this course will provide practical support for you and your business.

For booking and full course outline see:
www.cktraining.ie

SUPERVISORY MANAGEMENT

QQI
Level 6

- DATE:** 23RD, 30TH JANUARY, 6TH &
27TH OF FEBRUARY 2018
- TIME:** 9.30AM - 5.00PM
- COST:** €395.00 PER PERSON
- TUTOR:** MIKE ROCHE TRAINING
- VENUE:** GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ The main purpose of this programme is to provide participants with the tools and techniques necessary to work in a supervisory management role in a wide variety of organisations by instructing them in key areas such as their roles and responsibilities, employment legislation, recruitment, performance management, data protection, operational planning and budgeting.

For booking and full course outline see:
www.cktraining.ie

MASTERING TIME MANAGEMENT

DATE: 23RD JANUARY 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: TERRY HARMER – NLC TRAINING
VENUE: WOODFORD DOLMEN,
KILKENNY ROAD, CARLOW.

- ▶ This training programme is designed for anyone who finds themselves, having to deliver more with less. If you find work backing up and feel that they are being controlled by your work, rather than controlling it, then this is the course for you.

For booking and full course outline see:
www.cktraining.ie

UNDERSTANDING BUDGETING

- DATE:** 30TH JANUARY 2018
TIME: 9.30AM TO 5.00PM
COST: €95.00 PER PERSON
TUTOR: PROFESSIONAL DEVELOPMENT
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ This Budgeting Workshop is designed to help your team understand primary financial statements and how they are interconnected. This sets the framework from which budget forecasting originates.

This workshop is suitable for all industries and every experience level.

For booking and full course outline see:
www.cktraining.ie



NFO
Level 7

NEW
FOR 2018

DIPLOMA IN MANAGEMENT EFFECTIVENESS & PRACTICE

- DATE:** STARTING 21ST FEBRUARY 2018
ONE DAY A MONTH FOR 18 MONTHS
(3RD WEDNESDAY OF EVERY MONTH)
- TIME:** 9.30AM TO 5.00PM
- COST:** FULL PRICE €2,950 PER PERSON
DISCOUNTED €1,600 PER PERSON
- TUTOR:** CARLOW INSTITUTE OF
TECHNOLOGY
- VENUE:** CARLOW INSTITUTE OF
TECHNOLOGY, KILKENNY ROAD,
CARLOW.

- ▶ The Diploma in Management Effectiveness & Practice aims to provide knowledge and skill development in delivering supervisory leadership and management in a modern commercial environment. Tailored specifically for those in or seeking supervisory/team lead roles, the programme provides a complementary set of modules which allow the student to explore topics such as personal effectiveness, team leadership and change management.

For booking and full course outline see:
www.cktraining.ie

NEW
FOR 2018

MANAGEMENT OF FOOD HYGIENE

- DATE:** 1ST, 8TH, 15TH, 22ND
FEBRUARY 2018
- TIME:** 9.30AM - 5.00PM
- COST:** €295.00
- TUTOR:** DAVID POWER
- VENUE:** GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ This programme will enable food businesses to conform to EU legislation as it is based on the guidelines provided in the National Standards Authority of Ireland publications – I.S. 340:2007 “Hygiene in the Catering Sector” and I.S.341:2007 “Hygiene in Food Retailing and Wholesaling”. The programme also satisfies the requirements of the Food Safety Authority of Ireland Level 3 guidelines in Food Safety Skills for Management.

For booking and full course outline see:
www.cktraining.ie



TRAINING DELIVERY & EVALUATION

DATE: 7TH, 14TH, 21ST, 28TH FEBRUARY,
7TH MARCH 2018

TIME: 9.30AM - 5.00PM

COST: €395.00 PER PERSON

TUTOR: NEW APPROACH

VENUE: WOODFORD DOLMEN,
KILKENNY ROAD, CARLOW.

- ▶ This training programme is designed to introduce the skills necessary to consistently deliver high quality training. This certified course will provide the candidate with the skills necessary to deliver and evaluate training programmes at a professional level.

For booking and full course outline see:

www.cktraining.ie



PEOPLE MANAGEMENT



- DATE:** 20TH, 27TH FEBRUARY,
6TH MARCH 2018
- TIME:** 9.30AM - 5.00PM
- COST:** €395.00 PER PERSON
- TUTOR:** PROFESSIONAL DEVELOPMENT
- VENUE:** GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ This interactive, 3-day workshop is an excellent choice for anyone who wants to attain core management skills and a recognised certification in managing people.

This course looks at the role and responsibilities of a manager, and the key management techniques needed to achieve results. On successful completion of this course and its assessments, you will be eligible for a QQI certificate in Managing People (Level 6).

For booking and full course outline see:
www.cktraining.ie



MANUAL HANDLING INSTRUCTOR

DATE: 7TH, 14TH, 21ST, 28TH FEBRUARY,
7TH OF MARCH 2018

TIME: 9.30AM - 5.00PM

COST: €395.00 PER PERSON

TUTOR: CARRAIG SAFETY CONSULTANTS

VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ The aim of this QQI Level 6 Manual Handling Instructor course is to equip the learner with the knowledge, skill and competence to effectively design and deliver manual handling instruction in the workplace.

For booking and full course outline see:
www.cktraining.ie



CUSTOMER SERVICE TRAINING

- DATE:** 21ST FEBRUARY 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: PROFESSIONAL DEVELOPMENT
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ During this one day programme participants will learn the definition and importance of consistently providing Customer Service Excellence. Develop their confidence in dealing with any customer care situation successfully and handle challenging situations with ease.

For booking and full course outline see:
www.cktraining.ie





NEW
FOR 2018

MICROSOFT EXCEL: PIVOT TABLES & GRAPHS

DATE: 28TH FEBRUARY 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: OLAS
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ This course is aimed at users who have experience with Excel and want to build on their current knowledge to set up their own pivot tables and charts. The objective of this course is develop a good working knowledge of pivot tables and charts.

For booking and full course outline see:
www.cktraining.ie

PSYCHOLOGY OF EXCELLENCE

DATE: 5TH OF MARCH 2018
(DATES COMPRISE OF #2 ONE TO ONE SESSIONS OF 3 HOURS IN DURATION PLUS A TEACHING DAY ON 15TH OF MARCH FROM 9.00AM TO 5.00PM)

COST: €695.00 PER PERSON

TUTOR: LORG MANAGEMENT

VENUE: THE WOODFORD DOLMEN HOTEL,
KILKENNY ROAD, CARLOW.

- ▶ This course assumes that you want to have a successful, enjoyable career that keeps you pleasantly stretched and interested.

This programme is more than a training programme, it is a highly interactive process involving guided self-assessment with results in practical solutions that work and are uniquely relevant to each individual 'It is your programme'.

For booking and full course outline see:
www.cktraining.ie



NEW
FOR 2018

ENHANCING YOUR ADMINISTRATION SKILLS

- DATE:** 21ST MARCH 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: JERRY KELLY – FIRST HRD
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ Business” is the order of the day and no one is more aware of this than people in administrative roles. This session address’s the challenges faced by administrators and offers practical tools and techniques to chart a course through the hustle and bustle of a busy environment.

For booking and full course outline see:
www.cktraining.ie



NEW
FOR 2018

WORK SMARTER WITH OUTLOOK

DATE: 29TH MARCH 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: OLAS
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

▶ This course is for anyone who has difficulty managing their time, emails, appointments and tasks and who would like to use Microsoft Outlook as a planning tool. A basic knowledge of Microsoft Outlook prior to the course is assumed.

The objective of this course is to improve time management through efficient use of the MS Outlook features. Using Microsoft Outlook, participants will be equipped with strategies to beat the e-mail bulge, manage projects and work in a collaborative environment.

For booking and full course outline see:
www.cktraining.ie



FIRST AID RESPONDER

- DATE:** 4TH, 11TH, 18TH APRIL 2018
TIME: 9.30AM - 5.00PM
COST: €195.00 PER PERSON
TUTOR: CARRAIG SAFETY CONSULTANTS
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ FAR is to improve, and replace the current Occupational First Aid course and have a standardised syllabus nationwide. FAR also includes the full Cardiac First Response Community standard. Upon successful completion of this course, students will be issued with a certificate from the Pre-Hospital Emergency Care Council. This certificate will be valid for 2 years.

For booking and full course outline see:
www.cktraining.ie



MANAGER AS COACH

NEW
FOR 2018

- DATE:** 12TH APRIL 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: JUSTINE NEGRI – SOLE CAREERS
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ The aim of the workshop is to provide tools, tips, techniques and models to Managers to enable them to unleash potential in themselves and their teams. The programme will introduce participants to the principles and practice of performance coaching and enable them to discover the true power and benefits of coaching within organisations.

For booking and full course outline see:
www.cktraining.ie



FOOD SAFETY TRAINING

DATE: 18TH APRIL 2018
TIME: 9.30AM - 1.00PM
COST: €45.00 PER PERSON
TUTOR: KLEINER NUTRITION
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ This course will cover basic food handling and implementation of skills required to carry out safe food practices.

For booking and full course outline see:
www.cktraining.ie



FOOD ALLERGEN TRAINING

DATE: 18TH APRIL 2018
TIME: 2.00PM - 5.00PM
COST: €45.00 PER PERSON
TUTOR: KLEINER NUTRITION
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ All food businesses need to provide information about the allergenic ingredients used in food sold or provided by them. It must be provided in written form. This course will help participants to identify, manage and record food legislation in their food business.

For booking and full course outline see:
www.cktraining.ie



MANAGING VENDORS IN THE SUPPLY CHAIN

DATE: 19TH APRIL 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: HENRY SHEEHAN
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ Selecting the most suitable vendor is of great importance to any organisation and in today's business environment vendor management is being taken more seriously due to the number of vendors, the risk and the amount of money being spent in the Supply Chain.

This one day course will assist you in selecting the 'best fit' vendor to meet the long-term and the short-term goals and ensuring of a positive contribution to the bottom line of your organisation.

For booking and full course outline see:
www.cktraining.ie



SUPERVISORY MANAGEMENT

QQI
Level 6

- DATE:** 9TH, 16TH, 23RD, 30TH APRIL,
14TH MAY 2018
- TIME:** 9.30AM - 5.00PM
- COST:** €395.00 PER PERSON
- TUTOR:** MCX TRAINING & DEVELOPMENT
- VENUE:** GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ The main purpose of this programme is to provide participants with the tools and techniques necessary to work in a supervisory management role in a wide variety of organisations by instructing them in key areas such as their roles and responsibilities, employment legislation, recruitment, performance management, data protection, operational planning and budgeting.

For booking and full course outline see:

www.cktraining.ie



THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

DATE: 2ND, 3RD MAY 2018

TIME: 9.00AM TO 5.30PM

COST: €795.00 PER PERSON

TUTOR: FRANKLIN COVEY CONSULTANTS

VENUE: KILKENNY, (SPECIFIC VENUE TO BE ANNOUNCED LATER).

- ▶ 70% of today's top performers lack critical attributes essential for their success in future roles – Franklin Covey Study.

No matter how competent a person is, he or she will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage and collaborate with others, and continually improve and renew their capabilities. These elements are at the heart of personal, team, and organisational effectiveness.

Renowned as the world's premier personal leadership development solution, the 7 Habits of Highly Effective People Signature Edition 4.0 aligns timeless principles of effectiveness with modern technology and practices.

For booking and full course outline see:
www.cktraining.ie



PROFESSIONAL TELEPHONE SKILLS

- DATE:** 16TH MAY 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: PROFESSIONAL DEVELOPMENT
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ Telephone skills are essential for anyone who interacts with others by phone. Our course will develop your core skills so that you can present a professional persona at all times. Telephone skills are the same in every sector, therefore, the techniques you will learn during this course are suitable for participants from any industry.

For booking and full course outline see:
www.cktraining.ie



SAFETY MANAGEMENT

- DATE:** 6TH, 13TH, 20TH, 27TH JUNE,
4TH OF JULY 2018
- TIME:** 9.30AM - 5.00PM
- COST:** €395.00 PER PERSON
- TUTOR:** CARRAIG SAFETY CONSULTANTS
- VENUE:** GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ This training course aims to enable the learner to appreciate the importance of a good safety culture in the workplace. To understand the role and function of management in providing a safe place and the nature of risk management in the workplace. Develop a wide range of skills required to implement a safe place of work.

For booking and full course outline see:
www.cktraining.ie

NEW
FOR 2018

MANAGING POOR PERFORMANCE, ABSENCE & STRESS

- DATE:** 6TH JUNE 2018
TIME: 9.30AM - 5.00PM
COST: €95.00 PER PERSON
TUTOR: BRID DEERING - PEOPLE SKILLS
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ This extremely popular workshop equips people managers with the necessary knowledge, skills and confidence to manage under performance, problematic absence and complaints of work related stress from identification of the issue through to implementation and monitoring of a plan to address the problem to get the desired improvement in performance or attendance.

For booking and full course outline see:
www.cktraining.ie





NEW
FOR 2018

PERSONAL IMPACT AND INFLUENCING SKILLS

DATE: 12TH JUNE 2018
TIME: 9.30AM TO 5.00PM
COST: €95.00 PER PERSON
TUTOR: PROFESSIONAL DEVELOPMENT
VENUE: GATEWAY BUSINESS CENTRE,
ATHY ROAD, CARLOW.

- ▶ Personal Impact is about creating self-awareness and strengthening your communication skills to have positive effect on how you interact with others.

Increased self-confidence is a natural by-product of self-awareness and improving how you communicate.

This course is designed to help build your confidence and enhance your potential, both personally and professionally.

For booking and full course outline see:
www.cktraining.ie





The Carlow Kilkenny Skillnet is funded by member companies and the Training Networks Programme, an initiative of Skillnets funded from the National Training Fund through the Department of Education and Skills

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