Your Civil Service Graduate Development Programme

2019-2020
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Welcome

I am delighted to welcome you to the 2019/20 Civil Service Graduate Development Programme.

The Programme was first launched in May 2015, and it has been designed to support you, as new recruits at Administrative Officer and Third Secretary levels, in meeting your potential and delivering at this early stage of your careers.

We hope that the combination of Competency Based Modules, Civil Service Skills Modules, Group Tasks and Assignments you encounter over the next number of months will assist you in developing the skills and competencies that you will need to perform at the highest level, in whatever Department or Office you are working in.

I would like to encourage you to get involved with the AO Network, which has also been developed as part of this Programme. This is run by participants, for participants, and I understand that the Network members organise a series of networking opportunities and peer learning sessions which take place throughout the year.

Participants from over twenty Departments and Offices have taken part in the Programme since 2015, and we hope that the Network will help encourage the development of friendships and good working relationships between staff from across the Civil Service, which will remain with you long after you complete the Programme.

My colleagues in the Civil Service HR Policy Division, and our external service delivery partners Think People, join me in welcoming you to the Civil Service Graduate Development Programme, and will do their utmost to facilitate a positive learning experience for you.

Finally, I would like to wish you good luck and every success on your journey.

Kind Regards,

David Cagney
Chief Human Resources Officer
Department of Public Expenditure and Reform
YOUR Civil Service Graduate Development Programme 2019-2020

Introduction
The Civil Service Graduate Programme is designed to inspire, challenge and support you, the next generation of Civil Service leaders. Through a combination of Civil Service Modules and Core Competency Modules delivered by our partners Think People this programme will build upon your experience to further develop your expertise, confidence, self-awareness and personal effectiveness to enable you to realise your potential and deliver important outcomes early in your career.

Your journey

- **July 2019**
  - 1. Launch Event
  - 2. Leadership Potential
  - 3. Civil Service: Communications
  - 4. Interpersonal & Communication Skills (Day 1)
  - 5. Civil Service: Intro to the Legislative Process
  - 6. Delivering Results
  - 7. Civil Service: Evidence Based Policy Making
  - 8. Interpersonal & Communication Skills (Day 2)
  - 9. Civil Service: Government Accounting
  - 10. Analysis & Decision Making
  - 11. Hackathon

* See more information on next page
Programme Modules

The programme combines professional skills and civil service modules. The combination provides an opportunity to explore and build on the AO competencies and benefit from the expertise of senior colleagues to deepen your understanding of the Civil Service from your personal starting point.

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Launch Event</td>
<td>½ Day</td>
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<tr>
<td>Leadership Potential</td>
<td>2 Days</td>
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<tr>
<td>Civil Service: Communications</td>
<td>½ Day</td>
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<tr>
<td>Interpersonal &amp; Communication Skills (Day 1)</td>
<td>1 Day</td>
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<tr>
<td>Civil Service: Intro to the Legislative Process</td>
<td>½ Day</td>
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<tr>
<td>Delivering Results</td>
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<tr>
<td>Civil Service: Government Accounting</td>
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<tr>
<td>Interpersonal &amp; Communication Skills (Day 2)</td>
<td>1 Day</td>
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<tr>
<td>Analysis &amp; Decision Making</td>
<td>1 Day</td>
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<tr>
<td>Hackathon</td>
<td>1 Day</td>
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<tr>
<td>Celebratory Closing Event</td>
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- Administrative Officer Competency Framework
- Administrative Officer Technical Knowledge
- Module days run consecutively

An Roinn Caiteachais
Phoibl agus Aithchóirithe
Department of Public
Expenditure and Reform
Who are Think People?

Think People Consulting Ltd. are a People Development Consultancy with strong track record in developing potential and performance across sectors and roles, and niche expertise in the design and delivery of Graduate Development and leadership Programmes.

We pride ourselves on our expertise and being ahead of the pack with current thinking, our collaborative relationships and people centred approach, and our focus on results.

Louise Gault, Programme Director

Paolo Ruoppolo, Facilitator

Bethany O’Neill, Project Administrator

Emer Hinphey, Account Manager

Moraig Fitzpatrick, Facilitator

Paul White, Facilitator

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Our Approach

We recognise that the keys to unlock performance and human potential are not just about what you know and can do. How you think, how confident or empowered you feel, having the right resources and mind-set, all have a vital part to play. This translates into our approach to Graduate Development which centres on impactful learning that is contextual, experiential, thought provoking and fun. Throughout the programme you will engage in learning activities that promote self-awareness, common understanding and insightful reflection. We are looking forward to working with you to deliver an experience that really makes a difference.

4 Civil Service Modules
The Civil Service Modules provide you with a deeper understanding of the Civil Service environment. These modules are delivered by senior in house subject matter experts, and will be delivered via full day or half day. This will provide you with a fantastic opportunity to leverage the decades of experience our experts have gained during their careers.

DiSC® Profile
The DiSC® Profile promotes self-awareness, and general awareness of your working styles. It will also help you understand and appreciate the styles of the people you work with, enabling you to communicate and influence more effectively.

Applying my Learning
The aim of programme as a whole is to encourage you to bring your learning back to the workplace to practice and refine new learnings. You will be encouraged to share your ‘take away learnings’ with your manager to monitor your development on this programme.

4 Core Competency modules
The Core Competency Modules are delivered by Think People and will be highly interactive, fast paced and fun. You will be encouraged to bring your unique circumstances, challenges and opportunities ‘into the room’. We will present you with some proven ideas and frameworks, then will facilitate discussions where you can apply these concepts and develop strategies to transfer these to your role. The dynamic and powerful conversations will encourage you to explore fresh perspectives and consciously adopt a mindset that will enable you to succeed and thrive.

Civil Service Case Studies and Group Case Study
The aim of these is to encourage you to link your learning back to real Civil Service scenarios and challenges and will facilitate collaboration with colleagues across different departments.

On Line Environment-Think Tank
Through the Think Tank you will have access to all of the workshop materials as well as pre and post module reading or exercises. The platform will offer a tailored supplementary resources to build on and enhance your learning journey.

Lunch and Learn Events
You will be invited to a number of Lunch and Learn events throughout the course of the programme, to supplement your learning.
Getting the most from this programme

THINK – Build your awareness of self and others.

Through the DiSC profiles and throughout the workshops. You will start to recognise your and others different communication styles and preferences.

BE – Open to new ideas and perspectives

Make a conscious choice to adopt a growth mind set, challenging beliefs that may be holding you back.

DO – Try something different

Experiment with new ways of working and consciously flex your style to be more productive, impactful and influential.

Make notes and reflect on what you have learned

Your programme notebook should be used to record exercises, ideas and reflections in one place. This analysis leads to greater understanding and self-management.

RENEW – for sustainable high performance

Understand that performance is optimised when focused work is punctuated with self-renewal and activities that re-energise you. Throughout the programme we will explore the ‘Corporate Athlete Model’ and you will be encouraged to engage in energising activities. To reinforce this thinking, you will have free access to the Croke Park Hotel Gym before and after workshops.

PROACTIVELY ENGAGE with your Line Manager

Before the programme starts and after each workshop have a powerful conversation with your Line Manager. Gain feedback and input to your Personal Development Planning for the programme and your progress throughout. This will foster a more meaningful and developmental conversations.
Programme Practicalities
Think People Modules Only

Workshop venue
The workshops will be held in the Croke Park Hotel, Jones Road, Dublin 3. There is free car parking available on site. Modules delivered by Civil Service presenters will be held at various Dublin city centre locations.

Workshop times
The workshops will start at 9.30am sharp and you should aim to arrive at the venue well ahead of this time. Workshops will finish at 4.30pm.

Catering
Lunches, Teas and Coffees will be provided, however if you have any special dietary requirements please advise.

Accessibility
The venue at Croke Park Hotel is accessible for wheelchair users. If you need us to provide alternative formats or other reasonable adjustments, please contact Bethany O’Neill E: Bethany.O’Neill@thinkpeople.co.uk

Programme attendance
Ring fence the programme dates in your diary. Full participation is mandatory and we discourage swapping dates as there will be ongoing group project work throughout the programme. In the event of exceptional circumstances, absence must be notified and approved please contact Bethany O’Neill E: Bethany.O’Neill@thinkpeople.co.uk. Attendance issues relating to Civil Service modules should be directed to graduatedevelopment@per.gov.ie

Come prepared
Each session will have some pre-work that will be referenced and used during the workshop. In order to maximise the value of the session we would ask you to take time to engage fully with the pre-work. These materials will be available by accessing the ‘Think Tank’ portal at the ‘login’ link on www.thinkpeople.co.uk

Overnight accommodation
If you require overnight accommodation please contact your HR Department

Key points of contact
Inquiries about dates, the venue and logistics please contact Bethany O’Neill E: Bethany.O’Neill@thinkpeople.co.uk

Professional Skills Module related inquiries relating to content of workshops please contact Louise Gault, Programme Director E: Louise.Gault@thinkpeople.co.uk

Inquiries relating to Civil Service Modules, please contact Paul Rothwell, HR Policy Division, Department of Public Expenditure and Reform, E: graduatedevelopment@per.gov.ie

The Croke Park Gym “You will have access to the Fitness Suite at Croke Park Hotel which has a number of fitness machines and weights. Shower facilities and towels are available.
Think People Consulting

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