

Ethical Behaviour Training 2024

"Risky Business - Reducing our Risk"



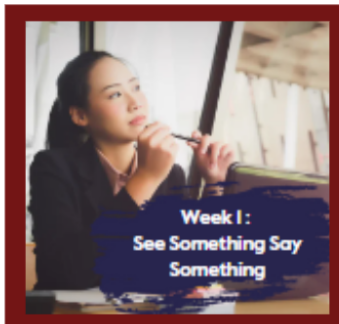
You will have the opportunity to learn the key skills to avoid engaging in any "Risky Business", helping to support and protection both yourself and the organisation.



Tuesdays 17 September - 8 October 11:30-12:30



"Risky Business" - Week 1



Week 1: See Something, Say Something

Weekly Webinar: Tuesday 11.30 - 12.30

- ➔ Transparency International - Integrity at Work Programme Protected Disclosure & Whistleblowing
- ➔ Introduction to the Compliance Team and the role of CPSA
- ➔ Introduction to the Quality Team



Tuesday 17 September 11:30-12:30



"Risky Business" - Week 2



Week 2: Know What to Know

Weekly Webinar: Tuesday 11.30 - 12.30

- ➔ Whistlestop tour of policies you need to know
- ➔ Media Protocols with Darragh McGrath
- ➔ The Irish Language Explained with Amy Mitchell



Tuesday 24 September 11:30-12:30



"Risky Business" - Week 3



Week 3: Cyber, Legal & Data Takeaways

Weekly Webinar: Tuesday 11.30 - 12.30

- ➔ Cyber Security Tips with Anthony McNamee
- ➔ Legal Learnings with Ryan Maher O'Connor
- ➔ Data Management with Sinead Dolan



Tuesday 1 October 11:30-12:30



"Risky Business" - Week 4



Week 4: Getting the Message Right

Weekly Webinar: Tuesday 11.30 - 12.30

- ➔ 'How do we respond?'
- ➔ Our Customer Charter - Customer Service tips
- ➔ Written Communication & Supports available



Tuesday 8 October 11:30-12:30



Week 1 – See Something Say Something

[Speak Up Safely Guide | Transparency International Ireland](#)

Integrity at Work Programme

Protected Disclosures at publicjobs

Introduction to the Compliance team and what they do

Week 2 – Know What to Know

People & Culture Policies

Dignity at Work Charter

What to do with a media query

The Irish Language

Week 3 – Cyber , Data & Security Takeaways

Cyber Red Alerts

Launch of KnowBe4

Legal Learnings

Data Management with records

Week 4 – Getting the Message Right

How can we make sure our Written Communication is Right – Staff & Managers Sessions

Resources from NALA

[publicjobs House Style Writing Guide](#)

Communicating with Elected Officials

Dealing with Media Queries

Canvassing

Effective Writing Tips


We, publicjobs ran our third training and awareness programme focusing on key priorities affecting the area of ethical behaviour and managing organisational risk in September/October 2024, following the successful delivery of this programme in late 2021, and early 2023. The programme was entitled “Risky Business” and all staff were encouraged to attend. The resources from each session are available to all staff and is also used as part of the induction information for new starters. Senior managers are also trained on a regular basis on Fraud Investigation.


The Risky Business programme was re-launched in 2023 and 2024 to drive awareness of various types of risk at all levels of the organisation. Each week was themed to focus on critical areas and involved addressing managers and staff on how they can enhance ethical behaviour and risk management within their areas.

Previous Versions

2021

"Risky Business" - Calendar of Events			
Week 1: See Something, Say Something Weekly Webinar: 5 Oct 11am - Transparency International Ireland Member Launch - Introduction to the Compliance Team - Meet the Quality Team - Role of CPSA	Week 2: Know What to Know Weekly Webinar: 12 Oct 11am - Whistlestop tour of the policies you need to know with People & Culture - Media Protocols - Procurement Processes	Week 3: Data & Digital Security Takeaways Weekly Webinar: 19 Oct 11am - Digital Security Tips - Managing Freedom of Information Requests	Week 4: Get the Message Right Weekly Webinar: 26 Oct 11am - How do we respond? - Customer Service Tips - CSU & CRM - Dealing with PQs - The Irish Language Act Explained
Other activities: Town Hall - Keynote Speaker Board Roles & Responsibilities - IPA Governance Forum Transparency International Ireland Training for MB	Other activities: State Claims Agency Presentation Managing Media Queries for Managers - DHR	Other activities: Integrated Risk Management - IPA Governance Forum Managing Reputational Risk Procurement Best Practice - OGP	Other activities: Positive Role of Internal Audit - Mazars Equality Screening Risky Quizness & Wrap-up


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Risky Business - Revisited

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