Our Study Options

Online
All tuition, content and resources are delivered online.

Face-to-face
All tuition, content and resources are taught in person.

Blended
Blended study is a mix of face to face tuition and online interactions.

Tailored
In-house programmes specifically designed and tailored for you.

E-learning
On-demand, pre-recorded, training that can be studied anywhere, anytime.

PAI Upcoming L&D Events

Conferences & Events

PAI's Annual HR Conference 2024
17th May - 0.5 Day - Price €325

Workplace Wellbeing

Supporting Neurodiversity in the Workplace
18th April - 0.5 Day - Price €360

Corporate Governance & Policy

Grant Management – Management of State or EU Funding – Online Programme
10th May - 3-Day - €1,495

Certificate in Corporate Governance – 2 day Blended Programme
Commencing 22nd May - 2-Day Blended - €1,750

Legal & Regulatory

NEW Reputation Intelligence and Risk Management – Half-Day Online Workshop
10th April - 0.5 Day - Price €360

PAI's Certificate in Public Law – 2-Day Programme
Commencing 11th April - 2 Day - Price €1,325

Courtroom Skills - The Expert Witness
15th April - 0.5 Day - Price €360

Pre-Retirement

Pre-Retirement Programme
2nd & 3rd of April - 2 Day In Person - Price €895

FOI & GDPR

FOI Essentials
27th March - 0.5 Day - €360

AI & GDPR: Harnessing the Power of Artificial Intelligence while complying with Data Protection Laws
11th April - 0.5 Day - €360

NEW Securing Data: Identifying and Responding to a Data Breach
18th April - 0.5 Day - €360

Certificate in Freedom of Information – Two Day Online Course
Commencing 25th April - 2-Day - €1,150

Data Protection for HR Managers
30th April - 0.5 Day - €360

Certificate in GDPR: Advanced (Level 2) – Online Course
1st May - 4 Day - €1,250

NEW Data Communication: Why We Manage and Collect Data
21st May - 1 Day - €395

NEW Managing and Responding to a Data Subject Access Request (DSAR)
30th May - 1 Day - €495

FOI for Decision Makers and Internal Reviewers
13th June - 1 Day - €495

Finance and Public Procurement

Grant Management – Management of State or EU Funding – Online Programme
Commencing May 10th - 2 Day - Price €1,495

NEW date: Overview of Procurement Essentials – 2 Day Online Course
Commencing May 15th - 2 Day - Price €995

NEW date: PAI's Certificate in Public Procurement – 8 Day Blended Programme
Commencing 10th September - 8-Day - Price €3,380

HR, Leadership & Management

PAI's Annual HR Conference 2024
17th May - 0.5 Day - Price €325

NEW Developing High Performance Teams – In Person Workshop
17th April - 1 Day In-Person - Price €495

NEW Managing Hybrid and Remote Teams
29th April - 0.5 Day - Price €360

Managing HR Investigations Effectively
13th May - 0.5 Day - Price €360

NEW Train the Trainer – Two Day Blended Workshop
Commencing 5th June - 2 Day - Price €995

Personal and Inter-Personal Effectiveness

Minute-Taking Made Easy
20th May - 0.5 Day - Price €360

Proofreading Skills – Half-Day Workshop
26th March - 0.5 Day - Price €360

Business Writing Skills Half Day Workshop
16th April - 0.5 Day - Price €360

NEW Mastering Public Speaking and Presentation Skills Masterclass
24th April - 0.5 Day In-Person - Price €360

NEW The Public Professional – Mastering Internal Communication in the Public Sector
9th May - 0.5 Day - Price €360

Improving Time Management and Prioritising your Workload
14th May - 0.5 Day - Price €360

Plain English for the Public Sector - One Day Workshop
15th May - Price €495

Dealing with Difficult Customers - One Day Workshop
23rd May - Price €495

NEW Effective Call Handling (Telephone Techniques)
27th May - 0.5 Day - Price €360

Please note programme dates can be subject to slight change.

www.pai.ie | info@pai.ie | (01) 877 3910

Scan here to book

Catalogue of PAI Training Programmes

HR, Leadership & Management

Bullying, Intimidation and Harassment in the Workplace: The Law, Codes of Practice and Case Studies
Certificate in Human Resource Management
Certificate in Change Management
Conducting Effective Operational Review Meetings
Conflict Resolutions Skills
Developing Workplace communications
Dignity at Work
Disciplinary Policy
Emotional Intelligence Skills Training
Facilitation Skills
Grievance, Disciplinary Procedure and Dignity
High Performance Teams
How to Coach and Motivate your Staff
How to Conduct an Effective Training Needs Analysis
How to Run Effective Meetings
Interview Panel Training – Interviewer Training
Interview Skills for Interviewers
Line Management
Management Supervisory Skills
Managers / Supervisors Having Difficult Conversations
Managing Change in the Public Sector
Managing People Through Change
Managing Performance and Underperformance
Managing Sickness Absence
Managing, Motivating and Coaching Skills
Measuring the Effectiveness of Training
Mentoring Programme
Motivation and Communications
Organisational Effectiveness Programme
People Management Skills
PMDS (Performance Management System Training)
Review and Redesign of Frontline Learning and Development Programmes
Staff Motivation & Team Building
Staff Support and Development
Supporting Neurodiversity in the Workplace
Team and People Management
Team Building
Train the Trainer
Training Delivery Seminar
Under Performance / Performance Management Training
Wellbeing at Work
Workplace Communications

Personal and Inter-Personal Effectiveness

Business Writing Skills
Complete Writing Skills
Core Skills CO
Customer Care Training programme
Delivering Excellent Customer Service
Developing Your Confidence in Workplace Communications
Editing Skills
Lean 6 Sigma Plus
Minute Taking
Presentation Skills
Problem Solving Skills
Professionalism in the Workplace
Project Management
Report Writing Skills
Speed Reading
Task Management Skills
Time Management and Personal Effectiveness

Leadership Management

Certificate in Corporate Governance
GDPR Basics
GDPR for HR
Certificate GDPR - Essential
Certificte GDPR - Advanced
Certificate in Leadership – Level 6
Chairing and Negotiation Skills for EU Presidency Chairs of Council Working Groups
Core Skills AP/Principal
Core Skills HEO
Core Skills EO
Core Skills CO
Certificate in Leadership in the Public Sector
Management and Leadership Development
Reputational Risk Management
Risk Management Training
Women Leading the Way
Women in Leadership

Public Policy

Certificate in Policy Development, Legislative Drafting and Delivery
Policy Analysis Training
Policy Development in Public Sector Organisations

Finance & Public Procurement

Audit (including Internal Audit) and Expenditure Control
Certificate in Public Sector Financial Management
Financial Management/Financial Procedures
Fiscal Management
Framing a Budget
Grant Management – The Management of State or EU Funding.
Green Public Procurement
Introduction to Internal Audit in the Public Service
Key Tools of the Revised Public Spending Code
Overview of Public Procurement
Public Procurement – 8-Day Cert
The Capital Works Management Framework
Understanding Financial Statements for Non-Financial People
Understanding Published Financial Accounts (of state agencies)

Communications

Crisis Communications
Dealing with Difficult Customers
Dealing with Difficult Patients
Developing Better Communication Skills
Effective Negotiation Skills
Effective Online Writing
Flexible Communication
Intercultural Communications
MBTI Profiles and Collaborating in Remote Teams
Plain English
Practical Writing Skills
Proofreading
Reputational Risk Management
Social Media & Legal Risks
Social Media in the Public Sector

All of our open programmes can also be run on an in-house basis. For more information, see our page on In-House Training.