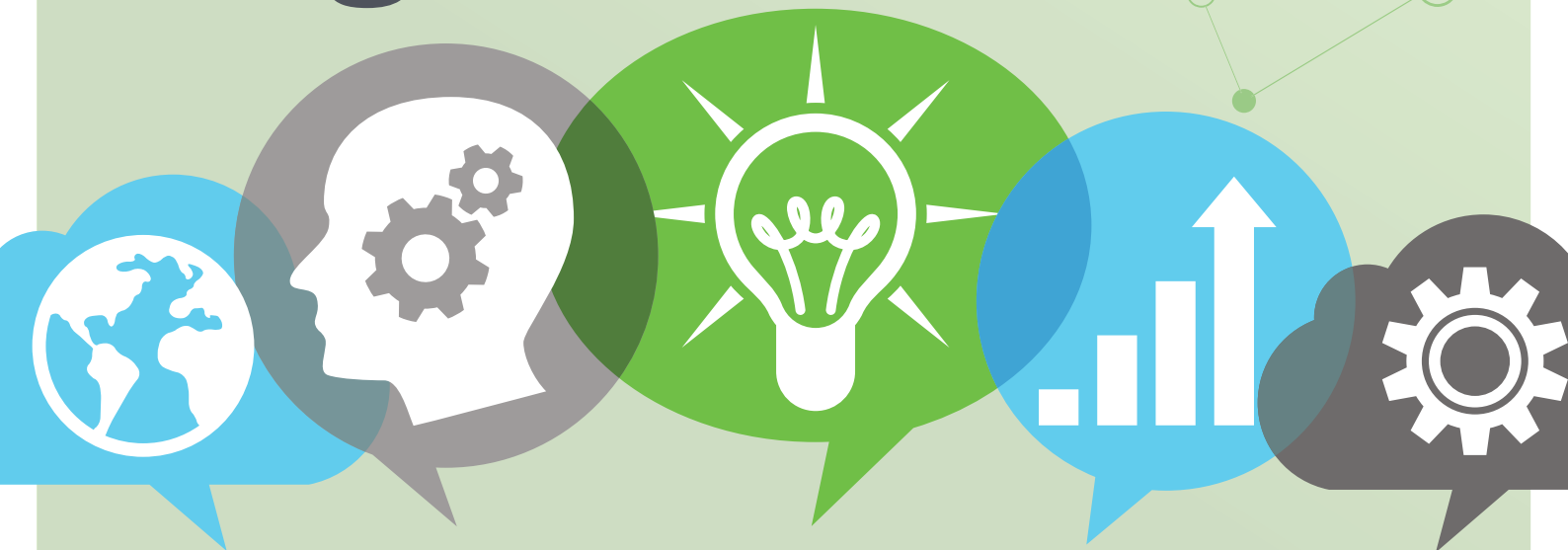


# Civil Service Graduate Development Programme



**Graduate recruits in the **Civil Service** have a crucial role to play in policy and strategy formulation across the spectrum of economic, financial, international, environmental and social issues in which the civil service is involved.**

Graduates must have the potential to take on significant responsibilities in the management of public services and the analysis of public policy issues. Attention to detail, administration skills, and the ability to think strategically are all key attributes of the role.



## PROGRAMME PURPOSE

The Civil Service Graduate Development Programme is designed to support new recruits at Administrative Officer and Junior Diplomat levels in meeting their potential and in delivering at an early stage in their careers. The programme is built around the core competencies required across the wide variety of roles in the Civil Service:

The programme has been tailored to the Civil Service environment and is delivered by both Civil Service subject matter experts and experienced IMI practitioners.



## SPECIAL PROGRAMME FEATURES

### Innovation Project

The innovation project forms one of the core features of the programme. During the programme, participants will form groups and undertake a business process improvement project. Upon completing this project, participants will then present their work to both their peers as well as senior management.

### Mentoring

All graduates will be assigned a mentor for the duration of the programme. All mentors are experienced Civil Servants who will share their knowledge and help graduates understand their organisation's culture. The mentor's role is to act as a sounding board who can support graduates in working through their plans. Graduates will typically meet their mentor once every 6-8 weeks throughout the programme.

### Establishment of a Graduate Network

A graduate networking group will be established as part of the development programme. The network will be self-managed by the graduates themselves with support from Civil Service HR. Graduates will be given access to online network facilities and will be tasked with organising networking events and deciding on topics of interest. This will encourage greater cooperation and interaction between graduates from different departments and will help form solid working relationships.

### Moodle

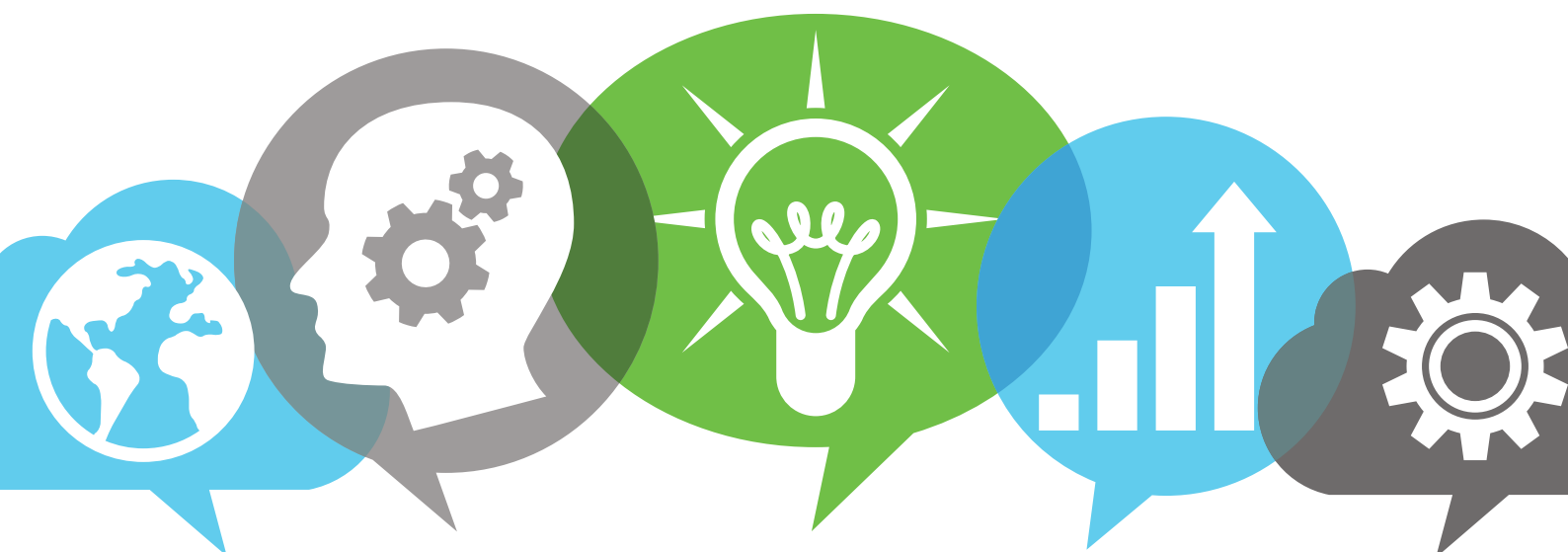
As an added benefit participants will be given access to the online resource Moodle. Moodle will give participants access to teaching material to complement their training while also providing a platform that can be used to interact with each other during the innovation project. It will also give users access to relevant research papers and cases.

4.5 Days  
TotalMODULES BY:  
**CIVIL  
SERVICE**

## Civil Service Knowledge

The Civil Service modules provide participants with a deeper understanding of the Civil Service environment and the knowledge required to operate effectively as a Civil Servant.

MODULE	COURSE CONTENT
Introduction to Civil Service (0.5 day)	The role of the Civil Service and an overview of the current public sector reform programme
Civil Service Documents (0.5 day)	How to draft Civil Service documents such as PQs, memos, briefs, speeches, reps, etc.
Legislative Process (0.5 day)	Going to Government, drafting a bill, processing through the Oireachtas.
Evidence Based Policy (1 day)	The policy cycle, the techniques used and the safeguards that are in place.
Government Accounting (0.5 day)	The flow of public monies with an emphasis on value for money and day to day financial management.
Effective Communication (0.5 day)	How to communicate with stakeholders
Data in the Civil Service (0.5 day)	Freedom of information and data protection legislation
EU Issues (0.5 day)	EU institutions, EU funding and how Ireland interacts with the EU.



9.5 Days Total

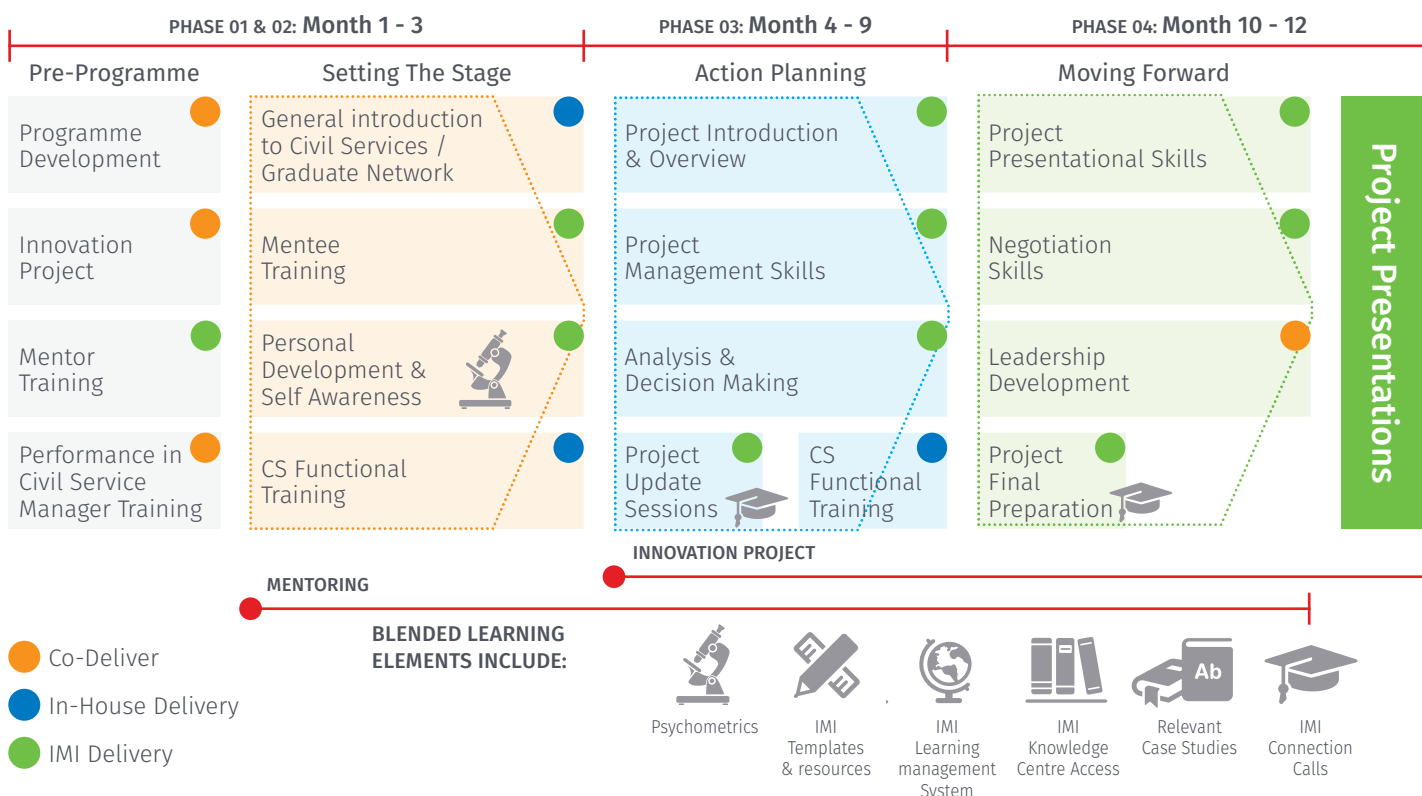
MODULES BY:  
**IMI**

## Professional Skills

The professional skills modules provide participants with the skills required to effectively manage and deliver their work, whatever their role may be.

MODULE	LEARNING OUTCOMES
Performance in the Civil Service (1 day)	Enhanced understanding of performance expectations and performance management within the Civil Service.
Mentoring Training (0.5 day)	Understanding the roles, responsibilities, qualities and skills of a successful mentee. (Mentors will be able to understand the skills and behaviours needed for successful mentoring and know how to avoid potential problems.
Personal Development & Self Awareness (1 day)	Ability to manage more effectively by understanding the dispositions and priorities of team members.
Innovation Project Sessions (3 x 0.5 days over course of of the programme)	Capacity to effectively manage critical projects and stakeholders to translate innovative ideas into effective outcomes.
Project Management Skills (2 days)	Understanding the different phases of a project and be able to use the different tools/techniques to plan and manage a project
Analytic and Decision Making Process (1 day)	To be equipped with a variety of tools and techniques to help with analysing situations and make decisions.
Presentation Skills Training (1 day)	Ability to make effective presentations that not only provide information but that also help influence others.
Negotiation Skills (1 day)	Utilising the mutual gains approach to negotiation and use valuable tools and tactics for all stages of the negotiation process.
Leadership Development (0.5 day)	Understanding of how to be an effective leader.

### PROGRAMME JOURNEY





Irish Management Institute

#### **ABOUT IMI**

IMI is a membership organisation that reflects a spectrum of Irish industry, from the smallest micro-organisations to the world's largest multinationals. For sixty years IMI has pioneered the development of executive education in Ireland. Thousands of senior executives attend developmental programmes at IMI annually, ranging from NFQ level 9 Masters and Diploma qualifications to one and two day master classes. IMI also acts as a "business partner" for organisations that are looking to align comprehensive learning and development strategies to support the execution of business growth strategies. Common to all IMI programmes is the translation of academic best practice to real-world solutions for practising managers.

In 2014 IMI has been recognised for the sixth year running as the only Irish business school to be ranked globally by the Financial Times for the provision of customised executive education.

#### **IRISH MANAGEMENT INSTITUTE**

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