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## **DCM Members**

# Monthly Live Training Schedule

**October to December 2024**

🎥 Free Live Training

🏆 Certificates

∞ Lifetime access

# Hello Members!

## Welcome to the final schedule of live events for 2024!

What a year it has been so far, we have seen nearly triple the registrations than originally forecast and have big plans for 2025.

In the meantime, we bring you our biggest and best schedule to date with the return of our 'You Belong' mini-programme focused on dignity and respect in the workplace, alongside some new topics including PowerPoint, Lean White Belt, Stress Management and some AMAZING guest speaker events lined up!

Throughout this brochure, you will find more information on the individual events and the corresponding registration link for each.

We look forward to welcoming you and closing out 2024 with a bang!



**Ruth Caffrey**



Membership Manager  
ruth@dcmlearning.ie

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# Q4 2024 SCHEDULE





Delivered via Zoom



All webinars recorded, except guest speaker events ★



Free and Unlimited for DCM Members

## Guest Speaker & Awareness Events

### World Mental Health Day 10th October

Managing Anxiety

10th Oct 10am – 11am

### Menopause Awareness Day 18th October

Life in the Pause Lane

18th Oct 10am – 11am



### ADHD Awareness Month October

#### Guest Speaker Nicola Coss | ADHD Ireland

A webinar on 'Understanding & Acceptance' followed by a Q&A

8th Oct 10am – 11am

## Wellness & Wellbeing

Stress Management

18th Nov 10am – 11am



Christmas Survival Kit

16th Dec 2pm – 3pm

## Equality, Diversity & Inclusion

### You Belong Programme | Dignity & Respect in the Workplace

Part 1 – Everyone Has a Story

21st Oct 10am – 12pm

Part 2 – A Bully Free Zone

11th Nov 10am – 12pm

Part 3 – Creating a Sense of Belonging

2nd Dec 10am – 12pm

## Microsoft

MS Excel | Macro's & VBA

7th Oct 2pm – 3:30pm

MS Excel | Tips & Tricks

8th Nov 10am – 11:30am

MS PowerPoint | Basics

4th Oct 10am – 11:30am

MS PowerPoint | Intermediate

18th Nov 2pm – 3:30pm

## Management & Leadership

Mentoring Skills for Managers

21st Oct 2pm – 3pm

Managing Former Peers

4th Nov 10am – 11am

Supporting Dyslexia, ADHD and Beyond...

6th Dec 2pm – 3pm

## Women in Leadership

Overcoming Unseen Barriers

14th Oct 10am – 11am

The Pursuit of Leadership

25th Nov 10am – 11am

Celebrating Female Leaders & 2025 Goals

13th Dec 10am – 11am

## Soft Skills

Giving Effective Feedback

11th Oct 10am – 11am

Writing | Email Etiquette, Reports & More!

1st Nov 10am – 11am

Negotiating Conflict

2nd Dec 2pm – 3pm

## Lean Six Sigma

### Lean White Belt Programme

Part 1 – Foundations and Principles of Lean

7th Oct 10am – 12pm

Part 2 – Applying Lean Techniques and Practices

15th Nov 10am – 12pm

**GUEST SPEAKER  
&  
AWARENESS DAY EVENTS**



»» ★ Guest Speaker Event

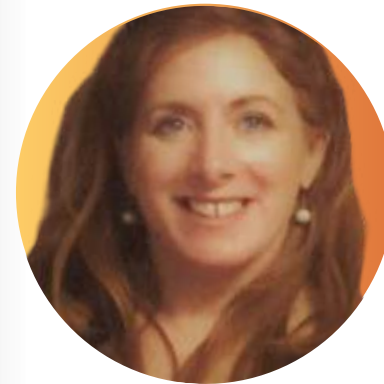
# ADHD AWARENESS MONTH 2024

## UNDERSTANDING & ACCEPTANCE

📅 8th Oct ⌚ 10am - 11am 🗣️ Zoom

Join us for our guest speaker event with ADHD Ireland, focusing on acceptance and understanding of ADHD.

This session will provide valuable insights into what ADHD is and how it commonly presents among people. We will explore ways to foster a supportive and inclusive work environment through practical accommodations and tools.



**Nicola Coss**

★ ADHD Ireland Guest Speaker  
Service Development Manager  
at ADHD Ireland 6+ years.



### Topics Covered

- ✓ What is ADHD
- ✓ How it Presents Itself
- ✓ How You Can Support Staff & Colleagues
- ✓ ADHD Ireland

»» [Register Now](#) >

# »» WORLD MENTAL HEALTH DAY MANAGING ANXIETY

📅 10th Oct ⌚ 10am - 11am 🎥 Zoom 📺 Recorded

Approximately 11% of the population is affected by anxiety, which translates to hundreds of thousands of individuals dealing with this condition on a daily basis.

For World Mental Health Day we bring you this encouraging webinar on how to manage the effects of Anxiety with practical tips and advice. We will also explore the valuable resources available to help you move forward beyond the constraints of anxiety.



## Sue Landsberg

DCM Learning Trainer

10 years + of Training Experience as an Executive & Life Coach & Mindfulness Trainer.



## Topics Covered

- ✓ Understanding Anxiety
- ✓ Coping Strategies
- ✓ Practical Tips for Daily Management
- ✓ Resources & Support

[Register Now](#) >

# »» MENOPAUSE AWARENESS DAY LIFE IN THE PAUSE LANE

📅 18th Oct ⌚ 10am - 11am 🎥 Zoom 📺 Recorded

Gain a comprehensive overview of menopause, including its stages—perimenopause, menopause, and postmenopause—and the biological changes that occur during this time. Discover practical tips and natural remedies for managing common symptoms like hot flashes, night sweats, mood swings, and sleep disturbances.

Learn about healthy lifestyle choices, including nutrition, exercise, and mental wellness, to support your overall health and well-being.



## Sue Landsberg

DCM Learning Trainer

10 years + of Training Experience as an Executive & Life Coach & Mindfulness Trainer.



## Topics Covered

- ✓ Understanding Menopause
- ✓ Managing Symptoms Naturally
- ✓ Healthy Lifestyle Choices
- ✓ Emotional & Psychological Support

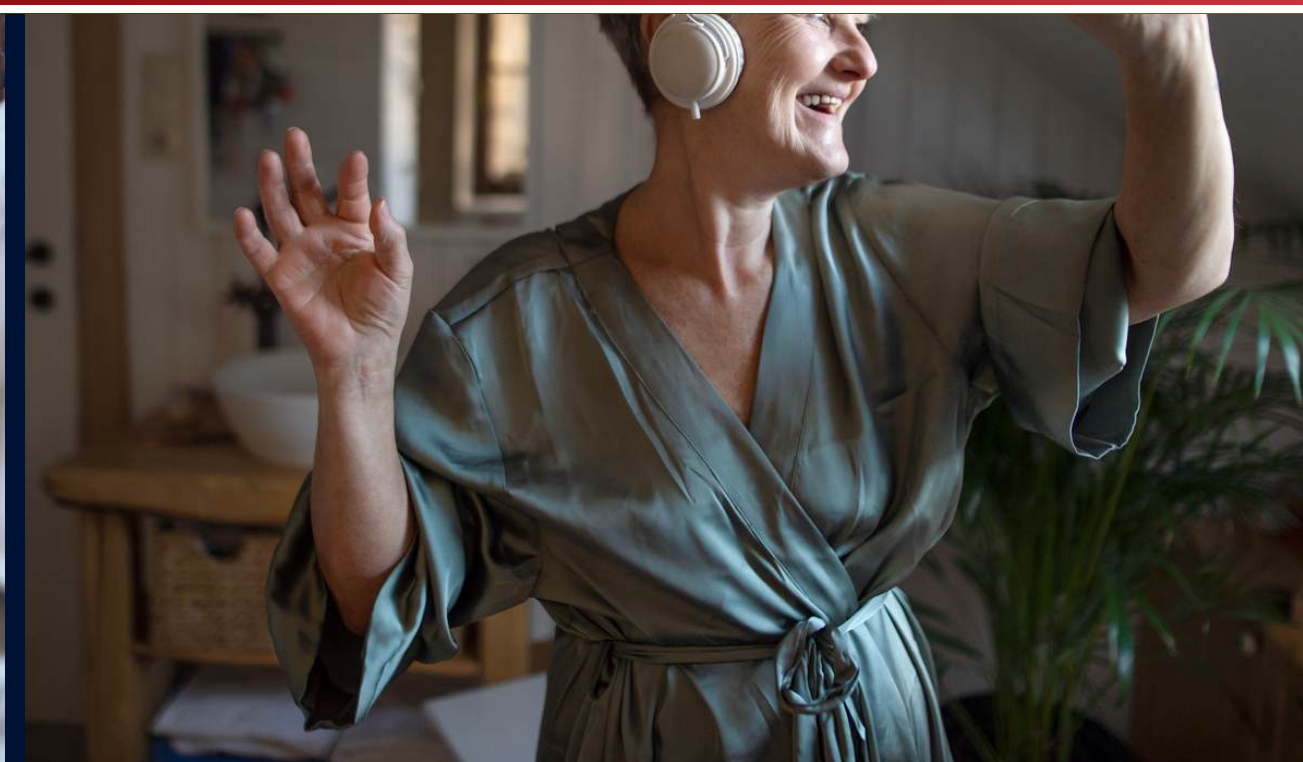
[Register Now](#) >





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# WELLNESS & WELLBEING



# WELLNESS & WELLBEING

## STRESS MANAGEMENT

📅 18th Nov ⌚ 10am - 11am 🎥 Zoom 📺 Recorded

Start by understanding the nature of stress, including stressors and eustress, and explore the different categories of stress. Learn how to identify and spot your stress triggers, and discover practical tips for managing anxious thoughts.

We'll also cover a range of stress management techniques to help you maintain balance and resilience. Ideal for anyone looking to improve their well-being and reduce stress, this webinar will equip you with strategies to manage stress proactively and effectively.



### Sue Landsberg

DCM Learning Trainer

10 years + of Training Experience as an Executive & Life Coach & Mindfulness Trainer.



### Topics Covered

- ✓ Understanding Stress & Stressors
- ✓ Spotting Triggers
- ✓ Managing Anxious Thoughts
- ✓ Stress Management Techniques

[Register Now](#) >

# WELLNESS & WELLBEING

## THE CHRISTMAS SURVIVAL KIT

📅 16th Dec ⌚ 2pm - 3pm 🎥 Zoom 📺 Recorded

Join us for "Christmas Survival Kit," a timely webinar designed to help you navigate the festive season with ease. Explore common Christmas challenges and expectations, including managing financial pressures and avoiding common thinking traps that can impact your well-being. Learn practical self-care strategies to maintain balance and joy throughout the holiday season.

Perfect for anyone looking to reduce stress and enjoy a more fulfilling Christmas, this webinar will equip you with tools and tips to handle the holidays with confidence and care.



**Sue Landsberg**

DCM Learning Trainer

10 years + of Training Experience as an Executive & Life Coach & Mindfulness Trainer.



### Topics Covered

- ✓ Christmas Challenges & Expectations
- ✓ Financial Pressures
- ✓ Avoiding Thinking Traps
- ✓ Self-Care at Christmas

[Register Now](#) >



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# EQUALITY, DIVERSITY & INCLUSION



# »» DIGNITY & RESPECT IN THE WORKPLACE

## YOU BELONG PROGRAMME

📅 Oct - Dec ⌚ 10am - 12pm 🎥 Zoom 📍 Recorded

This 3-part mini-programme is designed to help individuals and organisations increase their awareness and understanding of the importance of acceptance and inclusivity. It aims to create a safe and welcoming environment where everyone feels valued and included.

Throughout this program, participants will engage in interactive learning activities that explore topics such as dignity and respect and diversity and inclusion.

Join us and discover how we can all work together to create a sense of belonging.



### Olivia Roche

DCM Learning Trainer

10 years + of Training Experience  
as a Business Trainer and  
Business Mentor



### Topics Covered

- ✓ Part 1 - Everyone Has a Story
- ✓ Part 2 - A Bully Free Zone
- ✓ Part 3 - Create a Sense of Belonging

[Full Programme  
Schedule](#)



# You Belong Programme Schedule

## Part 1

### Everyone has a Story

- ✓ Equality cornerstones, acceptance & understanding
- ✓ Building mutual respect in the workplace
- ✓ Using appropriate language
- Unconscious
- ✓ Bias

📅 21st October 2024

🕒 10am - 12pm

📺 Zoom

## Part 2

### A Bully Free Zone

- ✓ Examples of workplace bullying
- ✓ Long & short term effects
- ✓ What is your responsibility?
- ✓ Management & HR's responsibility

📅 11th November 2024

🕒 10am - 12pm

📺 Zoom

## Part 3

### Create a Sense of Belonging

- ✓ Demonstrating dignity & respect starts with your own
- ✓ What actions can be deemed inappropriate
- ✓ Embracing workplace diversity
- ✓ Be a role model

📅 2nd December 2024

🕒 10am - 12pm

📺 Zoom

[Register Now](#) >



# MICROSOFT



# MS POWER POINT BASIC SKILLS

📅 4th Oct ⌚ 10am - 11:30am 📺 Zoom 📹 Recorded

Join us for an engaging webinar on "PowerPoint Basics," designed to help you create impressive and effective presentations with ease.

Learn how to design slides that captivate and communicate, enter content swiftly, and use visuals to emphasise your key points. We'll also show you how to present your data professionally, ensuring your audience stays engaged and informed.

Perfect for beginners and anyone looking to enhance their PowerPoint skills, this webinar will equip you with the tools to create standout presentations in no time.



## William Campbell

DCM Learning Trainer

15 years + experience as a Business Trainer and Consultant.d consultancy services.



## Topics Covered

- ✓ Designs to Impress & Communicate
- ✓ Enter Content in Seconds!
- ✓ Visuals to Make Your Point
- ✓ Presenting Your Data Like a Pro

[Register Now](#) >



# MS POWER POINT INTERMEDIATE SKILLS

📅 18th Nov ⌚ 2pm - 3:30pm 🎥 Zoom 📹 Recorded

During this interactive session, you will learn how to import and integrate graphics, charts, and images seamlessly into your slides.

Discover how to use templates to maintain consistent design and ensure a professional look throughout your presentation. Gain tips for making your images visually appealing and effective.

Finally, bring your slides to life with animation techniques that captivate and engage your audience.



## William Campbell

DCM Learning Trainer

15 years + experience as a Business Trainer and Consultant.d consultancy services.



## Topics Covered

- ✓ Importing Graphics
- ✓ Using Templates for a Consistent Design
- ✓ Making Your Images Look Great
- ✓ Bringing Slides to Life with Animation

[Register Now](#) >

# MS EXCEL MACRO'S & VBA'S

📅 7th Oct ⌚ 2pm - 3:30pm 🎥 Zoom 📺 Recorded

Learn how to automate anything in Excel, saving time and increasing efficiency. We'll show you how to get Excel to write your code, simplifying the automation process.

Dive into loops and If statements to enhance your scripts' functionality, and discover how to use message boxes for effective user interaction.

Perfect for anyone looking to boost their Excel skills, this webinar will equip you with the tools to harness the full power of Excel Macros and VBA.



## William Campbell

DCM Learning Trainer

15 years + experience as a Business Trainer and Consultant.d consultancy services.



## Topics Covered

- ✓ Setting Up Automations with Excel
- ✓ Getting Excel to Write Your Code
- ✓ Loops & IF's
- ✓ Message Boxes for User Interaction

[Register Now](#) >

# MS EXCEL TIPS & TRICKS

📅 8th Nov ⌚ 10am - 11:30am 🎥 Zoom 📺 Recorded

Learn how to audit your formulas using tools like Trace Precedents and Show Formulas to ensure accuracy.

Discover how to automatically find and protect your formulas with locking and sheet protection features. Master the art of naming cells and ranges, including how to automatically name ranges and use them effectively. Finally, explore how to use in-cell bar charts to visually represent your data for clearer insights.

Perfect for anyone looking to optimize their Excel efficiency, this webinar will provide you with valuable tools and tips to streamline your workflow.



## William Campbell

DCM Learning Trainer

15 years + experience as a Business Trainer and Consultant.d consultancy services.



## Topics Covered

- ✓ Auditing Your Formula's
- ✓ Automatically Finding & Protecting Formula's
- ✓ Naming Cells and Ranges
- ✓ In-cell Bar-Charts for Data Presentation

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# MANAGERS & LEADERS



# MANAGEMENT & LEADERSHIP

## MENTORING SKILLS

📅 21st Oct ⌚ 2pm - 3pm 📺 Zoom 📍 Recorded

In this session, you'll learn the essentials of becoming a mentor, including the key roles and responsibilities involved. We'll guide you through the mentoring process, offering practical tips for establishing productive mentoring relationships.

Additionally, you'll discover strategies for developing your mentoring ability, enhancing your skills, and creating impactful action plans. Perfect for professionals at any stage of their career, this webinar will empower you to support and guide others toward success.



**Michelle Saurin**

DCM Learning Trainer

8 + years of Training Experience specialising in Soft Skills and Management & Leadership.



### Topics Covered

- ✓ Becoming a Mentor
- ✓ The Mentoring Process
- ✓ Developing Your Mentoring Ability
- ✓ Action Plans

[Register Now](#) >

# MANAGEMENT & LEADERSHIP

## MANAGING FORMER PEERS

📅 4th Nov ⌚ 10am - 11am 🎥 Zoom 📺 Recorded

Designed to help you navigate the unique challenges of transitioning from peer to manager, and learn strategies for making a smooth transition while building and maintaining professional relationships. We'll address how to handle conflicts and biases that may arise in this new dynamic and provide tips for effective communication and feedback.

Perfect for new managers or those anticipating a promotion, this webinar will equip you with the skills to lead your former peers with confidence and respect.



### Michelle Saurin

DCM Learning Trainer

8 + years of Training Experience specialising in Soft Skills and Management & Leadership.



### Topics Covered

- ✓ Transitioning from Peer to Manager
- ✓ Building and Maintaining Professional Relationships
- ✓ Handling Conflicts and Bias
- ✓ Effective Communication and Feedback

[Register Now](#) >

# MANAGEMENT & LEADERSHIP MANAGERIAL STRATEGIES FOR SUPPORTING DYSLEXIA, ADHD & BEYOND...

📅 6th Dec ⌚ 2pm - 3pm 📺 Zoom 📌 Recorded

Gain a comprehensive overview of dyslexia, ADHD, and other common neurodiverse conditions, while debunking myths and misconceptions about neurodiverse employees. Learn how to create an inclusive work environment by implementing workplace accommodations, flexible arrangements, and inclusive policies.



**Olivia Roche**

DCM Learning Trainer

10 years + of Training Experience as a Business Trainer and Business Mentor



## Topics Covered

- ✓ Understanding Neurodiversity in the Workplace
- ✓ Creating an Inclusive Work Environment
- ✓ Communication & Collaboration Strategies
- ✓ Providing Support & Resources

[Register Now](#) >



# WOMEN IN LEADERSHIP





# »» FEMALE DRIVERS OVERCOMING UNSEEN BARRIERS

📅 14th Oct ⌚ 10am - 11am 📺 Zoom 📹 Recorded

Explore common but often overlooked obstacles faced by women, including the impact of unconscious bias and systemic barriers. Learn strategies for building confidence and assertiveness, enhancing your self-confidence, and overcoming imposter syndrome.

We'll also cover techniques for navigating workplace dynamics, including leveraging networks, mentorship opportunities, and advocating for yourself through effective negotiation.



**Rachel Owens**

DCM Learning Trainer

4 years + of Training Experience as a Business Trainer and Business Mentor

## »» Topics Covered

- ✓ Identifying Unseen Barriers
- ✓ Strategies for Building Confidence & Assertiveness
- ✓ Navigating Workplace Dynamics
- ✓ Creating Supportive Environments

[Register Now](#) >

# »» FEMALE DRIVERS THE PURSUIT OF LEADERSHIP

📅 25th Nov ⌚ 10am - 11am 🎥 Zoom 📺 Recorded

Learn techniques to spot and seize leadership opportunities within your organisation, and create personal development plans to align your career goals with your leadership ambitions.

Build essential leadership skills, including decision-making, strategic thinking, and emotional intelligence, and discover how to tailor your leadership style to leverage your strengths and drive team success. Overcome common challenges such as gender bias and work-life balance with strategies for resilience and perseverance.



## Rachel Owens

DCM Learning Trainer

4 years + of Training Experience as a Business Trainer and Business Mentor

## Topics Covered

- ✓ Identifying Opportunities for Growth
- ✓ Building Essential Leadership Skills
- ✓ Overcoming Challenges and Barriers
- ✓ Creating a Pathway to Leadership

[Register Now](#) >

# »» FEMALE DRIVERS CELEBRATING FEMALE LEADERS

📅 13th Dec ⌚ 10am - 11am 🎥 Zoom 📺 Recorded

Explore the notable accomplishments and milestones reached by female leaders in 2024, and be inspired by their success stories across various industries. Reflect on the key lessons learned from the past year, analyzing their impact on leadership development and discussing the challenges faced and overcome.

Discover the importance of building a supportive network through mentorship, sponsorship, and networking to achieve leadership goals.



## Rachel Owens

DCM Learning Trainer

4 years + of Training Experience as a Business Trainer and Business Mentor



## Topics Covered

- ✓ Honouring Achievements of Female Leaders
- ✓ Reflecting on Lessons Learned
- ✓ Building a Supportive Network
- ✓ Continued Success



[Register Now](#) >



# LEAN SIX SIGMA



# LEAN SIX SIGMA LEAN WHITE BELT PROGRAMME

 Oct - Nov  10am - 12pm  Zoom  Recorded

Join our 2-part comprehensive White Belt Programme, perfect for those new to the field and eager to build a solid foundation.

In the first webinar, you'll learn the essentials of process improvement, including fundamental concepts and techniques to identify and address inefficiencies.

The second webinar will delve deeper into practical applications, guiding you through real-world scenarios and equipping you with the skills to implement changes effectively. By the end of the programme, you'll be well-prepared to contribute to process improvement initiatives and drive positive outcomes in your organisation.



## Kara Ovington

DCM Learning Trainer

8 years + of Training Experience as a Business Trainer and Business Mentor



## Topics Covered

- ✓ Part 1 - Foundations and Principles of Lean
- ✓ Part 2 - Applying Lean Techniques & Practices

[Full Programme  
Schedule](#)



# Lean White Belt Programme Schedule

## Part 1

### Foundation & Principles of Lean

- ✓ Introduction to Lean Thinking
- ✓ History & Evolution
- ✓ Key Lean Concepts
- ✓ Lean Culture & Mindset

📅 7th October 2024

🕒 10am - 12pm

📺 Zoom

## Part 2

### Applying Lean Techniques & Practices

- ✓ Lean Tools and Techniques
- ✓ Implementing Lean Practices
- ✓ Practical Examples and Making Lean Work
- ✓ Continual Improvements

📅 15th November 2024

🕒 10am - 12pm

📺 Zoom

[Register Now](#) >



# SOFT SKILLS



# SOFT SKILLS

## GIVING EFFECTIVE FEEDBACK

📅 11th Oct ⌚ 10am - 11am 🎥 Zoom 📺 Recorded

This session will help you build confidence in giving constructive criticism, with a focus on structuring the conversation for clarity and impact.

Discover techniques to ensure your feedback is well-received and effective, and learn how to end the conversation on a positive note, fostering growth and improvement. Perfect for managers, team leaders, and anyone looking to enhance their communication skills, this webinar will empower you to give feedback that drives positive change.



**Michelle Saurin**

DCM Learning Trainer

8 + years of Training Experience specialising in Soft Skills and Management & Leadership.



### Topics Covered

- ✓ Delivering Feedback in a Motivating Manner
- ✓ Building Your Confidence in Giving Constructive Criticism
- ✓ Structuring the Conversation
- ✓ Ending on a Positive Note

[Register Now](#) >



# »» **SOFT SKILLS** **BUSINESS WRITING** **EMAILS, REPORTS &** **MORE!**

📅 1st Nov ⌚ 10am - 11am 🗣️ Zoom 📺 Recorded

Designed to enhance your professional communication skills, learn the basics of plain English to make your writing clear and concise. We'll cover essential email etiquette to ensure your messages are professional and effective. Improve your writing with tips on sentence length and grammar, and discover best practices for giving clear instructions.

Finally, master the art of writing summaries that capture key points efficiently. Perfect for professionals at all levels, this webinar will help you communicate with confidence and clarity in all your business writing.



## **Olivia Roche**

DCM Learning Trainer

10 years + of Training Experience as a Business Trainer and Business Mentor



## **Topics Covered**

- ✓ Basic Plain English
- ✓ Email Etiquette
- ✓ Sentence Length and Grammar
- ✓ Giving Instructions
- ✓ Writing Summary's

[\*\*Register Now\*\*](#) >

# SOFT SKILLS NEGOTIATING CONFLICT

📅 2nd Dec ⌚ 2pm - 3pm 🎥 Zoom 📺 Recorded

Learn key negotiation skills that will help you navigate and address conflicts constructively. Explore different conflict management styles and discover how to adapt your approach to suit various situations.

Finally, gain strategies for finding resolution and achieving mutually beneficial outcomes. Ideal for anyone looking to improve their conflict resolution abilities, this webinar will provide you with practical tools to manage and negotiate conflicts with confidence.



**Michelle Saurin**

DCM Learning Trainer

8 + years of Training Experience specialising in Soft Skills and Management & Leadership.



## Topics Covered

- ✓ Understanding Conflict
- ✓ Key Negotiation Skills
- ✓ Managing Conflict Styles
- ✓ Finding Resolution

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# WEBINAR CERTIFICATION

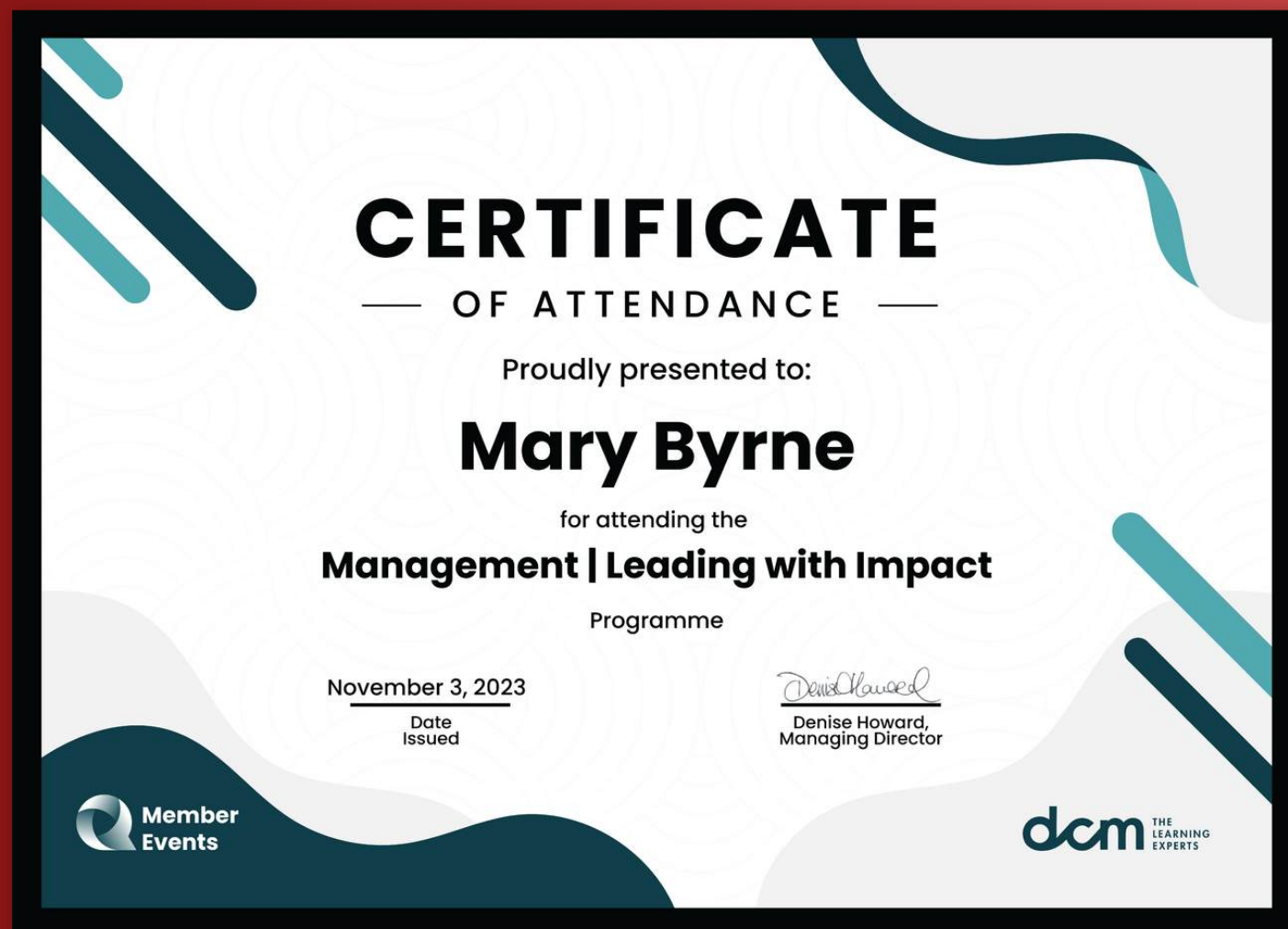
Join a webinar for 30 mins or more and you will receive...

an official certificate of attendance from DCM Learning.



Missed the live session? You can still receive a certificate...

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