



CAREER SYMPOSIUM FOR EMPLOYEES

12 & 13 MARCH 2026

Boosting confidence

Building connections

Breaking boundaries

Choose from 20+ sessions
to support your career development

**PANEL
DISCUSSIONS**

DROP-IN CLINICS

SHOWCASES

**'POWER HOUR'
WORKSHOPS**

Hosted by
UCD HR People & Organisation Development
www.ucd.ie/peopledevelopment

WELCOME

We are delighted to host a Career Symposium for UCD Employees on 12 and 13 March 2026 in the recently opened UCD O'Connor Centre for Learning. The Symposium will take place over two days, and you can choose from more than twenty sessions to support you in your career development in UCD.

We warmly invite you to attend our 'Power Hour' workshops - short sessions designed for maximum impact - covering a range of topics from Pre-Interview Nerves to Career Coaching Conversations for Managers. We are also holding Panel Discussions where our colleagues will share perspectives and insights, as well as Showcase sessions, where you can hear about learning and development initiatives that can support you to achieve your potential. Some of our sessions are delivered by internal UCD experts, and others by external facilitators.

On the next pages you will find the Symposium programme, followed by a short description of each session. Some offerings are designed with a specific target audience in mind, and this is indicated in the schedule and the description. All sessions can be [booked via UCD Connect - People Development](#). If you have any queries please feel welcome to email us at peopledevelopment@ucd.ie.

Many thanks to all our colleagues who have generously contributed their ideas and time in helping us to prepare this series of events, and a very special word of thanks to those who have agreed to deliver sessions, take part in our Panel Discussions and host Drop-In Clinics.

We are very much looking forward to welcoming you to the Career Symposium in March.

Katharine, Alanna, Anna, Sheila and Suzanne
UCD HR People & Organisation Development

CAREER SYMPOSIUM PROGRAMME OF EVENTS

THURSDAY 12 MARCH

10:00 - 11:00	Power Hour From Advice to Action: How Mentees Can Maximise the Mentoring Relationship Designed for: All <i>Session also offered on Friday</i>	Power Hour Design Your Future: Exploring UCD Job Families with LEGO® Designed for: Professional & Administrative Staff <i>Session also offered on Friday</i>	
11:00 - 12:00	Power Hour Design Your Career: A Practical Blueprint Designed for: All <i>Session also offered on Friday</i>	Showcase UCD HR People & Organisation Development: Discover Our Ecosystem for Growth Designed for: All <i>Session also offered on Friday</i>	
12:00 - 13:00	Panel Discussion Breaking Boundaries & Making an Internal Move Designed for: Professional & Administrative Staff	Panel Discussion Is a Narrative CV the Future for Academic Applications? Designed for: Faculty & Research Staff	
13:00 - 14:00	Panel Discussion What Does 'Leadership & Contribution' for Faculty Actually Look Like? Designed for: Faculty	Power Hour Breaking Boundaries: Speedy Career Connections Designed for: Professional & Administrative Staff	Power Hour How to Effectively Plan Your Interviews as a Hiring Manager Designed for: Hiring Managers <i>Session also offered on Friday</i>
14:00 - 15:00	Power Hour Take Control of Your Pre-Interview Nerves Designed for: All <i>Session also offered on Friday</i>	Power Hour Make Your UCD Cover Letter and CV Stand Out From the Crowd Designed for: Professional & Administrative Staff <i>Session also offered on Friday</i>	Power Hour Career Coaching Conversations for Managers Designed for: People Managers <i>Session also offered at 3:00pm</i>
15:00 - 16:00	Showcase LinkedIn Learning: Strategic Upskilling for Career Development Designed for: All	Power Hour Understanding the Faculty Promotions Process & Faculty Career Mentoring Designed for: Faculty	Power Hour Career Coaching Conversations for Managers Designed for: People Managers <i>Session also offered at 2:00pm</i>

CAREER SYMPOSIUM PROGRAMME OF EVENTS

FRIDAY 13 MARCH

10:00 - 11:00	Power Hour Design Your Career: A Practical Blueprint Designed for: All <i>Session also offered on Thursday</i>	Power Hour How to Effectively Plan Your Interviews as a Hiring Manager Designed for: Hiring Managers <i>Session also offered on Thursday</i>
11:00 - 12:00	Power Hour Take Control of Your Pre-Interview Nerves Designed for: All <i>Session also offered on Thursday</i>	Showcase UCD HR People & Organisation Development: Discover Our Ecosystem for Growth Designed for: All <i>Session also offered on Thursday</i>
12:00 - 13:00	Power Hour Utilising Funding to Boost Your Career Designed for: Technical & Non-Academic Staff 	Power Hour Design Your Future: Exploring UCD Job Families with LEGO® Designed for: Professional & Administrative Staff <i>Session also offered on Thursday</i>
13:00 - 14:00	Power Hour Make Your UCD Cover Letter and CV Stand Out From the Crowd Designed for: Professional & Administrative Staff <i>Session also offered on Thursday</i>	
14:00 - 15:00	Power Hour From Advice to Action: How Mentees Can Maximise the Mentoring Relationship Designed for: All <i>Session also offered on Thursday</i>	

Short sessions designed for maximum impact.

Career Coaching Conversations for Managers

Designed for: People Managers

Facilitator: Kate Motherway, Flow Group

This session will help people managers to hold open conversations about career aspirations, particularly during their P4G conversations. Participants will be taken through how to ask open-ended questions which are designed to uncover an employee's true interests and potential skills gaps.

Learn how to emphasise that growth isn't always a vertical promotion, but includes lateral moves, stretch assignments, and mentorship.

The workshop will consider how to manage your own feelings around a team member's wish to move on.

Design Your Career: A Practical Blueprint

Designed for: All

Facilitator: Ciara Spillane, Positive Prospects

Whether you want progression, a sideways move, or simply more fulfilment in your current role, this session shows you how to stop waiting for the perfect path and start shaping your own future.

You will be guided through a career design framework that you can use both now and in the future. It will include self-reflection, ideation, and experimentation. You will identify your career non-negotiables, learn how to create low-risk experiments to test new career directions within UCD, and walk away with a one-page starter Career Blueprint.

Design Your Future: Exploring UCD Job Families with LEGO®

Designed for: Professional & Administrative Staff

Facilitator: Sara Carroll, Waggle Learning

In this LEGO® SERIOUS PLAY® session you'll use Lego to help you understand where your current role sits in the UCD Job Families Framework.

You'll explore the job families online tool in real time and build lego models representing where you are now, identifying core and functional competencies. You'll analyse available Job Families and consider which families may be of interest to you in the future. Swapping base bricks and adding new bricks, you'll consider the competencies you need to build in order to make a career move in UCD.

Understanding the Faculty Promotions Process & Career Mentoring

Designed for: Faculty

Facilitators: Caroline McQuinn (UCD HR Promotions & Grading) & Sheila Clarke (UCD HR People & Organisation Development)

If you're considering applying for promotion in the near future, this session will give you guidance on understanding the Faculty promotions process, the Development Framework for Faculty and the online application process.

This workshop will also outline the supports available for Faculty Career Mentoring, including upcoming Mentee Training and the 'Shameless Self-Promotion' workshop, both of which are available to book now via the People Development booking centre.

Short sessions designed for maximum impact.

From Advice to Action: How Mentees Can Maximise the Mentoring Relationship

Designed for: All

**Facilitators: Katharine Slattery & Sheila Clarke,
UCD HR People & Organisation Development**

If you're considering seeking a mentoring relationship in your career but unsure how to drive it so that you can get what you need, this session is for you. You'll work through an exercise to help you figure out what you need from a mentor (and how to communicate this to them). You will also hear about the three key skills that ensure mentees maximise their mentoring relationship.

Pathways and further support for Mentoring @ UCD will also be signposted.

How To Effectively Plan Your Interviews As A Hiring Manager

Designed for: Hiring Managers

Facilitator: Eoin Mahon, UCD HR Resourcing

Even experienced hiring managers often rely on habits formed years ago, rather than current best practices in conducting interviews.

This session will provide you with guidance on how to plan out your interview questions and how to ensure you've got a clear structure that will support the process.

Managing difficult questions, scenarios and giving clear feedback will also be covered, as well as unconscious bias.

Make Your UCD Cover Letter & CV Stand Out From the Crowd

Designed for: Professional & Administrative Staff

Facilitator: Alanna O'Sullivan, UCD HR People & Organisation Development

When applying for roles in UCD, how do you tailor your CV to the job description?

How do you incorporate the core and functional competencies into your application?

In this session you'll be taken through some key strategies for ensuring that your CV and Cover Letter really convey that you're a great fit for your next role.

Take Control of Your Pre-Interview Nerves

Designed for: All

Facilitator: Neil Curran, Lower the Tone

In this interactive session you will learn about how to set expectations and form healthy relationships with your pre-interview nerves.

The session covers the importance of being authentic under pressure and stop trying to be someone you are not.

For those who feel they have a tendency to 'ramble' (most of us!) you'll hear tips for making your delivery more concise.

'POWER HOUR' WORKSHOPS

Short sessions designed for maximum impact.

Breaking Boundaries: Speedy Career Connections

Designed for: Professional & Administrative Staff

Facilitator: Ciara Spillane, Positive Prospects

Would you like to learn what it's like to work in a different Unit or School, or simply expand your connections across UCD? Our facilitator will ease your nerves by sharing tips on how to approach conversations at networking events.

You'll receive guidance on approaching networking with curiosity to create meaningful connections.

You'll then have the opportunity to meet others in the room and practice your skills right away.

You'll leave with a new set of connections and practical tips for breaking out of silos, showing up with confidence, and having conversations that open doors.



Utilising Funding to Boost Your Career

Designed for: Technical & Non-Academic Staff

Facilitator: Gwyneth MacMaster, UCD School of Biology and Environmental Science



At this session you will hear from those who are directly involved in the accessing of funding at UCD and also the UCD Technical staff who have experience of leading funding calls.

The session will take you through the process of applying for funding as a non-academic, non researcher and showcase some success stories.

Sharing Perspectives and Insights from our Colleagues.

Panel Discussion: What Does 'Leadership & Contribution' for Faculty Actually Look Like?

Designed for: Faculty

Panel Chair: Professor Colin Scott, Registrar and Deputy President

At this session, members of UCD Faculty will participate in a panel discussion about how they approached building their experience in Leadership and Contribution, one of the three dimensions of our UCD Development Framework for Faculty.

Panel Discussion: Is a Narrative CV the Future for Academic Applications?

Designed for: Faculty & Research Staff

Panel Chair: Dr Audrey Plan, Research Culture Engagement Specialist, UCD Research Culture

This panel will explore the origins of the narrative CV as a new format for academic applications, address concerns raised by researchers about its use, and consider whether adopting this approach to research assessment will genuinely improve the culture of research evaluation at UCD and across the wider research landscape.

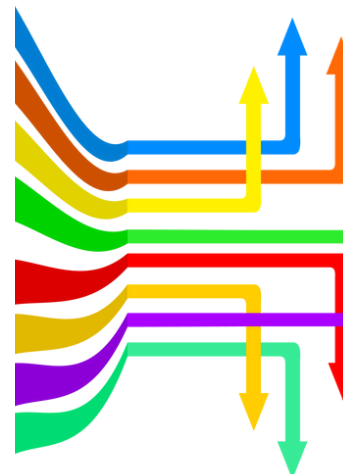
Panel Discussion: Breaking Boundaries & Making an Internal Move

Designed for: Professional & Administrative Staff

Panel Chair: Katharine Slattery, UCD HR People & Organisation Development Manager

During this session you'll hear the perspective of colleagues who made internal moves in UCD, building their career and their skills. How did they build the confidence to move? How did they approach their application and interview? And what have they learned from breaking those boundaries?

If you're keen to progress your career within UCD but want to build confidence to take that next step and 'change lanes', then this session is for you.



SHOWCASES

Hear about learning and development initiatives available to support you to achieve your potential.

LinkedIn Learning Showcase: Strategic Upskilling for Career Development

Designed for: All

Facilitator: Ahmed Abouhussein,
Senior Customer Success Manager &
Strategic Consultant at LinkedIn



In this interactive session you will learn about best practices for using LinkedIn Learning, with our facilitator drawing on his experience working with lead universities and government organisations across Ireland and the UK to support skills development, career progression, and workforce readiness.

You'll hear how to make the most of the LinkedIn Learning library, from discovering high-quality courses taught by industry experts to leveraging personalised recommendations aligned to individual skill gaps and UCD competencies.

The session will also showcase key features such as nano-learning, AI-powered role plays, and the Career Hub, with practical examples of how these tools can support continuous learning, workforce capability building, and career development.

Please bring your laptop to follow along and explore the platform in real time.

UCD HR People & Organisation Development: Discover our Ecosystem for Growth

Designed for: All

Facilitators: UCD HR People & Organisation Development Team



In this session the team will take you on a journey showcasing the ways in which the People & Organisation Development team can support employees to grow and achieve their potential. Hear about how our learning and development ecosystem is designed to support you at different stages of your career, and how our offerings support the 70:20:10 model for learning and development we utilise in our UCD P4G Framework.

DROP-IN CLINICS

Come along and have an informal chat.

UCD HR Promotions and Grading

Our HR Promotions and Grading colleagues will be available to answer queries on a one-to-one basis about the Faculty Promotions Process.

Visit their Drop-in Clinic on the 3rd Floor of the O'Connor Centre for Learning, between the hours of 11:00am and 1:00pm on Thursday 12 March.

No booking necessary.

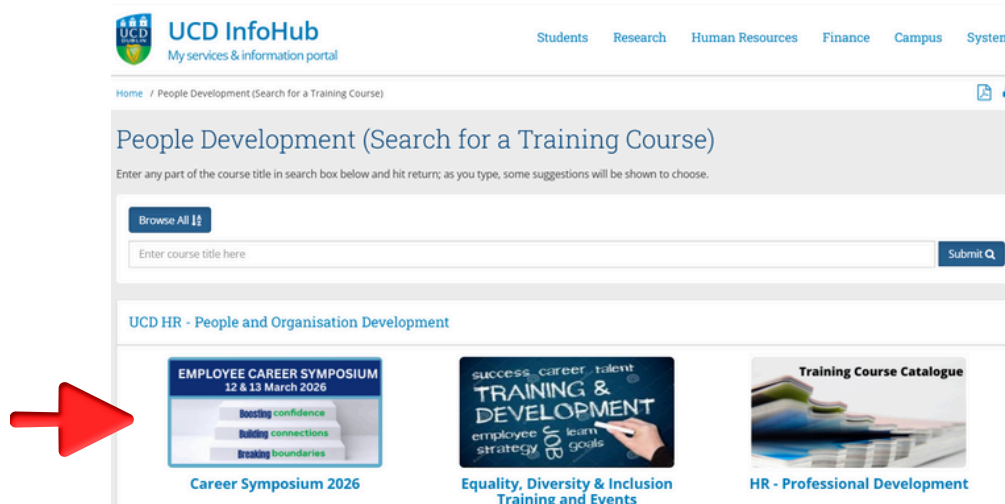
UCD HR Resourcing

Our HR Resourcing colleagues will be available to answer queries on a one-to-one basis about CVs and Cover Letters for UCD roles.

Visit their Drop-in Clinic on the 3rd Floor of the O'Connor Centre for Learning between the hours of 11:00am and 1:00pm on Thursday 12 March.

No booking necessary.

Book your place at the Panel Discussions, Showcases and Power Hour sessions via UCD Connect:



**If you have any queries please contact
peopledevelopment@ucd.ie**

We look forward to seeing you soon.