

Maynooth University

People Development Policy

Frequently Asked Questions

March 2025

Contents

People Development.....	3
Attending a People Development Course.....	4
Career Development	5
Leadership and Management Development	6
Mentoring	6
Coaching	6
Networking and Communities of Practice	6
Retirement Planning.....	7
Onboarding New Staff.....	7
Wellbeing Supports	7

People Development

1. What are the current services offered by the People Development Unit?

Services include Training Needs Analysis, onboarding of new staff, soft skills programmes, wellbeing supports, leadership and management development programmes, mentoring, coaching, career development, basic IT skills training*, retirement planning and more. Full details are available on the [People Development](#) website.

*Currently Excel, Word, Powerpoint and Outlook. Other supports are available through IT Services.

2. Who can access People Development services at the University?

People Development services are available to all permanent and temporary staff, including academic, research, administrative, professional, technical, and support staff.

3. What supports are available for individuals engaged on an occasional basis?

Occasional staff can access onboarding supports, wellbeing supports, and compliance training such as Health and Safety, EDI, Data Protection, Freedom of Information, and Cybersecurity. Full details are available on the [HR webpage](#).

4. Can occasional staff receive additional training?

Depending on the nature of their engagement, occasional staff may receive additional training if necessary to carry out contracted duties or meet legal or compliance obligations. The Head of Department/manager should direct queries to people.development@mu.ie.

5. How can staff access online and e-learning resources?

Staff can access online and e-learning resources through the [DCM Learning Hub](#), [Moodle](#) and other channels listed on the E-learning Supports and Guides section of the [People Development](#) website.

6. Can People Development courses be tailored for specific departments or teams?

Yes, all courses can be tailored to meet the needs of a department or team and run at a time that works for them. The department would cover the cost of the tailored course. Departments can contact People Development directly at people.development@mu.ie to discuss and arrange tailored courses.

Attending a People Development Course

7. Where can I find the course outline for People Development courses?

All course outlines are available on the [Course Directory](#), which includes a course description, objectives, location, dates/times, and booking information.

8. When and where do People Development courses take place?

Courses run over the 12 months of the calendar year. They take place during normal working hours on campus or online. Full-day courses typically run from 09:30 to 16:30.

9. Do I need approval to attend a course?

Yes, you need to discuss your planned absence with your manager/Head of Department and ensure your workload is considered before booking a place on a course.

10. How do I apply to attend a course?

Applications should be made through the [Employee Self Service \(ESS\)](#) under the Learning & Development tab. You will need your MU username and password to log in. Booking information is available on the course outlines on the [Course Directory](#).

11. How are special requirements for courses requested?

Special requirements such as access or dietary needs can be added under the comments section when booking a course through [Employee Self Service \(ESS\)](#). Alternatively, you can email us with any specific requirement or call to discuss it with us.

12. What if the course I want to attend is not currently scheduled?

You can add your name to the waitlist for the course on [Employee Self Service \(ESS\)](#). You will be notified when the course is scheduled again.

13. Will my information be shared with any third parties?

Yes, your name, role category (academic, admin etc..) and department will be shared with internal/external course facilitators so they can tailor the course to the audience. Email addresses are only shared in exceptional circumstances.

14. Can I receive a Certificate of Completion for a course I have attended?

Yes, a Certificate of Completion is available upon request for those who complete a professional skills People Development course. Queries should be directed to people.development@mu.ie.

15. How should I choose a course to attend?

It is recommended to choose a course related to your current role, identified as a skills gap or competency requirement during your Developmental Review or probation conversations. You will find a full list of courses on the [Course Directory](#).

16. What happens if I need to cancel my attendance for a course?

If you need to cancel, you should do so at least 3 working days beforehand through the [Employee Self Service \(ESS\)](#) to give People Development the opportunity to fill your place. If you cancel within 3 working days, you must contact People Development directly by email to people.development@mu.ie.

17. Is there a cancellation fee for late cancellations?

All People Development courses/seminars are free of charge to MU staff. However, each place we provide represents a cost to the University, therefore cancellation fees may apply. If sufficient notice is not given (3 working days), a €150 cancellation fee may be charged to your department to cover the cost of your non-attendance. Extenuating circumstances will be taken into consideration. Please see the [People Development Cancellation Policy](#).

Career Development

18. How can staff access career development resources?

Full details of career development resources are available on the [Career Development](#) and [Research Careers](#) sections of the Maynooth University website.

19. What is the Developmental Review (DR) framework?

The Developmental Review framework is a process for staff to discuss and agree on development plans, ensuring their development needs are met. Full details are available on the [Developmental Review](#) webpage. All queries should be directed to dr@mu.ie.

Leadership and Management Development

20. What leadership programmes are offered by People Development?

Leadership programmes include the Newly Appointed Leaders Programme, Foundations of Leadership & Management, People Management & Support, LEAD Senior Leadership Programme, Preparing for Academic Advancement and more. Full details are available on the [Leadership and Heads of Department Supports](#) section of the People Development website.

Mentoring

21. How can staff participate in mentoring schemes?

Mentoring schemes are offered annually, targeting different categories of staff and pairing mentees with mentors from outside their department. Further information is available on the [Mentoring Supports](#) section of the People Development website.

Coaching

22. What coaching programmes are available?

Coaching is offered as part of the Senior Leadership Programmes (LEAD and Newly Appointed Leaders) with a panel of external coaches. An Internal Coaching Panel is also available for all staff. Further information on coaching is available on the [Coaching](#) section of the People Development website.

Networking and Communities of Practice

23. What networking opportunities are hosted by People Development?

Events include MU Technical Officers Networking, Newly Appointed Heads Networking, Aurora Alumni Networking, New Staff Networking, and Mentor/Mentee Networking.

24. What Communities of Practice (CoP) are available at Maynooth University?

CoP provide a forum for peer-led leadership development through collaboration, resource sharing, and development of innovative practices. They are available for those who have completed specific leadership programmes. Staff can view further information on CoPs on the [Leadership and Heads of Department Supports](#) section of the People Development website.

Retirement Planning

25. What retirement planning supports are available?

Supports include courses such as Mid-Career Planning for Retirement, Planning for Retirement, and Your Retirement, as well as pension information seminars. Full details are available on the [Course Directory](#) and the [Retirement Guide for Staff](#) on the People Development webpage.

Onboarding New Staff

26. What is the process for onboarding new staff?

Onboarding takes place in three stages: before the staff member starts, within the first month, and within the first year. It includes online information, checklists, presentations, and orientation programmes. Full details are available on the [HR webpage](#).

27. How can new staff request development support?

New staff can request development support through probationary meetings and discussions with their manager.

Wellbeing Supports

28. What wellbeing supports are available to staff?

Wellbeing supports include seminars (online and on campus), the Employee Assistance Programme, a Wellbeing Hub, the See Change Mental Health Pledge, collaboration with Healthy Campus and more. Full details are available on the [HR webpage](#).

29. What is the Employee Assistance Programme?

The Employee Assistance Programme (EAP) is a confidential, independent support service that provides counselling supports to staff to help them manage personal and professional challenges. Full details are available on the [HR webpage](#).