

Leading and Managing People



QQI (FET) Level 6 Minor Award (6N2191)



Duration Six day training programme

Introduction

This comprehensive programme will incorporate extensive insight, exploration and practice of the skills required to manage and lead others in either business or community environments. This programme will examine the theories that underpin best practice in leading, interaction with and the motivation of direct reports both individually and within a team. Participants will be invited to engage in a process of reflection and exploration of theoretical models introduced through designed experiential exercises and skills practice, which aim to give real learning of how these theories apply to their roles and business needs. Core Competencies around planning for individual and group discussions and communicating effectively will be demonstrated and assessed.

What's Covered?

Total Contact hours = 50 Directed Learning + 100 Self-directed learning

Who Should Attend?

Supervisors, Managers, Leaders at different levels of development, be they new to the role or those wishing to develop their skills further.

Training and Presentation Days

Leadership Skills – Exploration and Development

- You will explore and gain understanding of yourself as a Manager/Leader using a number of different methodologies including DiSC assessment Tool (Optional)
- Using a specific framework you will develop a forward focused strategy of how you intend to be as leader/manager and what you will commit to doing to achieve this.
- You will be introduced to and practice the Communication Tools defined by industry experts as the best practices required to be able to manage and interact effectively with Direct Reports, Peers and Senior Management.

- You will gain experience of and put into practice a methodology for dealing with different types of conflict and confidently managing yourself to achieve win- win solutions.

Tools for Effective Leadership of Others

- You will be introduced to and learn how to set clear and effective performance goals and objectives which motivate and empower your Direct Reports
- You will learn, understand and practice how to have effective performance discussions with your Direct reports using the Communication model introduced on days one and two.
- You will understand and gain appreciation of the globally recognised leadership styles model and how best to apply each style in different situations and with different individuals that report to you.
- You will gain clarity about what motivates direct reports and then learn how to apply this theory to your own specific work context and team, which can encourage Direct report engagement and individual ownership.
- You will learn about and put into practice a model for preparing and conducting effective meeting that will ensure productive outcomes.

[DiSC](#) profiling will also be available as an accompanying self-awareness tool and learning intervention.

What Will I Learn?

Participants achieve the following learning outcomes from the programme;

- Analyse the evolving role of leadership over time, to include current and past examples of good leadership and its impact on the turn of events
- Evaluate leadership styles and approaches in a range of public and private contexts, to include leadership dilemmas, the need for leadership in all aspects of life, and the impact of personal and public ethics, morals and values
- Draw up a personal leadership plan for a task, project or job, to include strengths and areas for improvement
- Demonstrate effective communication skills, to include oral presentations, listening skills, making suggestions and giving feedback, written documents and correspondence
- Demonstrate problem-solving skills, to include strategic analysis of issues or problems, action plans, execution of plans, and evaluation of outcomes
- Manage projects and tasks, to include working with a team on a practical project or task that results in effective team performance
- Handle group dynamics, to include facilitating the different roles that people play, conflict resolution, interacting with people who have diverse views and styles, teamwork and motivating others
- Conduct meetings efficiently, to include use of appropriate meeting etiquette, procedures and processes in a particular public, private or voluntary context
- Demonstrate leadership skills in a chosen environment, to include reflection on personal experience and progress

How Will I be Assessed?

This course is **QQI** accredited at Level 6 on the National Framework of Qualifications. Delegates who successfully complete the course and pass the assessment will receive QQI certification.

The program will be run over a 12-week period. Those delegates wishing to pursue QQI certification will be required to complete;

Learner Record 40%

Assignment 1 - Due at beginning of Unit 2

Assignment 2: – Due at beginning of Unit 3

Assignment 3: - Due at the end of Week 12

Skills Demonstration 60%

Assessed continually through all units of the program

Full Assessment briefs will be given to all delegates during their one to one tutor discussion prior to commencing the programme.

How do we Train and Support you?

To assist and continue with skills development, we facilitate via email a post learning reflective practice utilising skills practice sessions recorded during the course. This assists delegates in embedding new learning, gives further support and enables them to define any further actions required.

This programme offers one to one or group coaching as an additional element to further support the delegate and embed the learning process.