

## Leadership and Management Course

### Introduction

Industry 4.0 Skillnet is a network that provides funding to Irish Private Construction, Manufacturing and Quarrying companies (including Sole Traders). We are proud to collaborate with UCD Professional Academy by offering 30% funding for the Professional Academy Diploma in Leadership and Management.

### Course Introduction

This course covers a range of topics related to leadership in organisations and takes a sequential approach. From identifying the needs of an organisation, building and developing teams through to the skills change management and enhancing performance, the course aims to instil in participants an understanding of how a successful and productive environment can be created and sustained longterm. The course is designed to be thought-provoking and relevant to current contexts and makes ample use of case studies and real-life examples.

### Learning Outcomes

On completion of this course, the learner should be able to:

- Demonstrate use of models and approaches to describing organisations
- Show clear understanding of people management and planning issues in relation to organisational performance
- Anticipate consequences of management decisions and approaches
- Demonstrate reflection on own experience, practice and planned professional development as a result of this course

**Course Delivery:** Part-time: 1 evening/ week, 6.30 to 9.30 pm, over the course of 12 weeks.

**Price:** Full Price €1,799 | Industry 4.0 Skillnet Price €1,259.30

### Course Breakdown

#### 1. Organisations

- Why Organisations Form;
- Why they deliver;
- Company Culture;
- Inclusion and Diversity;

#### 2. Getting the Right People

- Resource Planning;
- What is Competence;
- Getting the right person;

#### 3. Change

- The VUCA world;
- Change Management;
- How to we cope with and manage change;

#### 4. Management & Leadership

- What is the Difference;
- Leadership Styles;
- Why Leadership works;

#### 5. Coaching & Mentoring as Managers

- Models of Coaching;
- Coaching Competencies as a Manager;
- Difference between Coaching and Mentoring;

#### 6. Teamworking and the Management of Teams

- Teams are not work groups;
- Management of Teams in a Virtual/Hybrid environment;

#### 7. Getting the Best from your People

#### 8. Networking

- Who is your Network;

- Managing Performance in a hybrid & virtual working environment;
- Setting Goals;
- Enhancing Performance;
- The importance of networking;
- How to go about it;

#### 9. Developing Others

- Motivation Theory;
- Development Plans;
- High Performance Identifications;

#### 10. Difficult Conversations

- Why they are Stressful;
- Rules for Having Difficult Conversations;
- Feedback Models;

#### 11. Business Continuity Planning

- Authentic Leadership;
- Practical Planning tools to ensure your company keeps succeeding;

#### 12. Career Planning

- Planning for your leadership future;
- Recognising your leadership state;

#### How will I be assessed?

Weekly learner log (accounting for 40% of final grade) which will be submitted at the end of the course; and one 3,000-word written assignment (accounting for 60% of final grade) which will be submitted two weeks after the course completion.

#### Get in touch with us today to enquire about funding eligibility and book your course

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