SQT

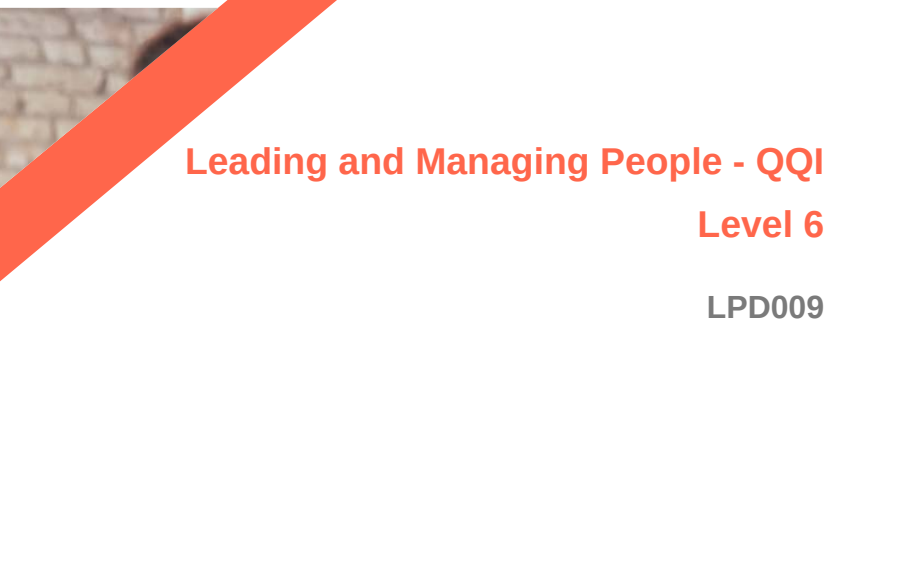
TRAINING THAT DEVELOPS
*REAL* CAPABILITY











# Leading and Managing People - QQI

## Level 6

**LPD009**

# Leading and Managing People – QQI Level 6

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.

## Duration & Price

Duration: 6 days
Delivery mode: This programme is available In-Company

## Dates & Locations

*In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.*

## In-Company Training

Please contact us for more information on our In-Company training options

## What's covered?

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

This programme will run over 10 weeks consisting of the following:

Day 1 Week 1
Day 2 Week 2
1 Hour Individual learner Coaching Weeks 2 or 3

Day 3 Week 4
Day 4 Week 5

Day 5 Week 7
Day 6 Week 8
Training and presentation Days
1 Hour One to One contact with learner Weeks 6 or 7

**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 practise 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.

## Who should participate?

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

During the application process we will, however, take the time to discuss your needs and expectations to check that this programme is a good fit for you. Our courses attract diverse and motivated people from a wide range of backgrounds. We find the learning experience co-created with such a diverse and committed group is very powerful. We believe you will too.

## 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.

## What are the entry requirements?

QQI Level 5 Certificate, and/or relevant life and work experiences.

All applicants must demonstrate a **high level of competence in English**. International applicants whose first language is not English must provide evidence of competence **greater than or equal to B2+ on the CEFR**.

## How will I be assessed?

The program will be run over a 11 week period. Those delegates wishing to pursue QQI certification will be required to complete;

Learner Record 40%

- Assignment 1: Due at beginning of Day 3 on week 4
- Assignment 2: Due at beginning of Day 5 on week 7
- Assignment 3: Due on week 10

Skills Demonstration 60%

- Skills Demonstration 1: Due on week 10
- Skills Demonstration 2: Due at beginning of Day 6 on week 8
- Skills Demonstration 3: Due at the beginning of Day 6 on week 8

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

The grading of the QQI award is as follows:

Pass 50-64%
Merit 65-79%
Distinction 80-100%

## How do we train and support you?

**In-House Courses**

For In-House courses, the tutor will contact you in advance to discuss the course programme in more detail in order to tailor it specifically for your organisation.

**Course Manual**

Delegates will receive a very comprehensive course manual.

**Additional Support**

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.

## Programme accreditation

This course is QQI accredited at Level 6 on the National Framework of Qualifications. The course meets the requirements of Component Specification 6N2191, a QQI Minor Award. Delegates who successfully complete the course and pass the assessment will receive QQI certification 15 FET Credits

## Tutors



**Emer Doyle**
View Profile



**Gina Ryan**
View Profile

## What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.

Click Here

# SQT TRAINING THAT DEVELOPS *REAL* CAPABILITY

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

## LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

- Lean Six Sigma
- Join our Lean Six Sigma Network
- Continual Process Improvement
- Project & Programme Management

## COMPLIANCE, STANDARDS & AUDITING

- Quality
- Environment & Energy Management
- Health & Safety
- Food Safety
- Life Sciences
- Laboratory
- Integrated Management Systems

## LEADERSHIP & PERSONAL DEVELOPMENT

- Leadership & Personal Development
- Train the Trainer

QQI AWARD | IEMA APPROVED | CompEx Part of the JTL Group | FSPCA FOOD SAFETY PREVENTIVE CONTROLS ALLIANCE | CQI IRCA APPROVED TRAINING PARTNER | Chartered Institute of Environmental Health

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