



Foundations in Management

Details

Duration: 2 Days

Region & Dates

Dublin:

Feb 24, 25, 2021
Apr 28, 29, 2021
Jul 14, 15, 2021
Sep 22, 23, 2021

Cork:

Sep 8, 9, 2021

Limerick

Sep 8, 9, 2021

Waterford:

Sep 7, 8, 2020

Galway:

Sep 8, 9, 2021

Time:

9.30 am– 5.00 pm

Programme Overview:

This programme aims to give managers, or those moving into management roles, the fundamental skills of effective management. Participants will learn how to improve their leadership and communication skills, how to deal with challenging staff while increasing motivation levels among those in the team.

The programme will give the participants the ability to deal with a grievance or disciplinary issue in an effective way, ensuring that no claims will be taken against the company.

Programme Outcomes:

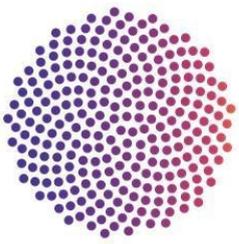
On completion of the programme, participants will be able to:

- Understand different leadership styles
- Communicate effectively with teams and colleagues
- Develop and improve key skills to supervise and motivate a team
- Learn the essentials of dealing with grievance and disciplinary interviews
- Distinguish between aggressive, assertive and passive behaviours and demonstrate ability to deal with it
- Give effective feedback to the team and deal confidently with challenging situations

Approach:

There will be a number of activities and case studies used as part of the course to ensure that the key knowledge and skills are practiced.

The programme is delivered by experienced Ibec Executives who provide members with advice, consultancy and training on a daily basis. Programme participants are encouraged to express their views and experiences. The programme facilitates participant discussion to ensure a thorough understanding of the key points and their application. Real life case studies and exercises will be used to ensure a real practical understanding of each topic.

**Venues:**

Ibec
84-86 Lower Baggot Street
Dublin 2

Ibec,
Ross House
Victoria Place
Galway

Ibec
Gardner House
Bank Place
Charlotte Quay
Limerick

Ibec
Knockrea House
Douglas Road
Cork

Ibec North West

3rd Floor
Pier One
Quay Street
Donegal Town

Cost:

Ibec member: €800
Non-member rate: €900

Contact:

For further information, please
contact
Quelba Lima on
(01) 605 1619 or at
training@ibec.ie

Who Should Attend?

All those who are new to the role of managing others and who want to develop their personal skills in this area.

Programme Schedule:

Day One	Day Two
<ul style="list-style-type: none">• The Role of the Manager• Prioritising tasks• Delegation• Managing v leading• Action Centred Leadership• Leadership styles• Communicating effectively – questioning, listening• Motivating the team	<ul style="list-style-type: none">• Disciplining others• Handling grievances effectively• Behaving assertively and handling conflict• Dealing with angry behaviour• Giving effective feedback

What you said:

“Excellent introduction to management”

Gary Malone, Senior Accountant, Ancestry.com