



Diploma in Management

Level 6, Special Purpose Award, 20 ECTS

Details

Duration: 12 Days

Region & Dates

Dublin: May 7, 21, June 4, 18, July 2, 9, September 7, 24, October 8, 22, November 5, 19, 2020

Dublin: Oct 20; Nov 3, 17; Dec 1, 2020; Jan 12, 26; Feb 9, 23; Mar 8, 22, 30; Apr 19, 2021.

Limerick: Oct 10, 22; Nov 5, 19, Dec 3, 2020, Jan 14, 28, Feb 11, 25, Mar 11, 25, Apr 22, 2021

Donegal: Oct 15, 16; Nov 19, 20, 2020; Jan 14, 15; Feb 18, 19; Mar 11, 12, Apr 15, 16, 2021

Time:
9.30 am– 5.00 pm

Venues:
Ibec
84-86 Lower Baggot Street
Dublin 2

Cost:
Ibec member: €2,990
Non-member rate: €3,390

Programme Overview:

The primary objective of the Diploma in Management (12 day) programme is to deliver an in-depth understanding of the fundamentals involved in the management of others, gaining practical experience in the development of core skills in this area. The programme will offer participants the opportunity to learn more about their own management style, how best to lead and motivate others and best practice in this area.

Programme Outcomes:

At the end of the programme participants will:

- Develop an awareness of the human factors in the business environment and how individual differences (e.g. attitudes) impact on organisational performance
- Develop an awareness and understanding of their style of leadership / management and how this impacts on others
- Develop an integrated theoretical and practical perspective on Management and Leadership
- Understand how to assign responsibilities, delegate and empower others and monitor progress effectively
- Develop active listening and communication skills
- Will be able to deal with conflict in a more assertive and collaborative manner

Approach:

There are a number of activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. The programme is delivered by experienced Ibec executives who provide members with advice, consultancy and training on a daily basis. The programme leader encourages group discussion and involvement throughout each session, ensuring opportunities for questions and real issues are discussed at all times. Best practice examples in all areas will be highlighted and discussed throughout the programme, giving participants plenty of opportunities to build on the elements of these that could be applied in their own organisations.

Who Should Attend?

This diploma is for participants who are looking to improve their knowledge and skills in the management area, whilst gaining an accredited qualification.



Programme Assessment:

Individual assessments are an integral part of the programme and count towards end of year results as follows:

- 1) Closed book exam 60%
- 2) Project (3,500 - 5,000 words) 30%
- 3) Learning journal and class participation 10%

Contact:

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

What you said:

“Great teachers who really understand the areas being covered. A high level overview of all main topics in an easy to understand language”

Jamie Davin, Cyber Security Architect, Integrity 360

Programme Schedule:

Module 1 - (8 Days)

Organisational Behaviour – (2 Days)

- The meaning and importance of organisational behaviour
- The historical roots and emergence of organisational behaviour theory
- Contemporary organisational behaviour
- Context and managerial perspectives on organisational behaviour

Communications in Organisations – (1 Day)

- The nature of communications in organisations
- Methods of communications
- The communications process
- Managing communications

Performance Management – (2 Days)

- Goal setting and motivation
- Performance management in organisations
- Individual rewards in organisations
- Managing reward systems

Corporate Leadership – (2 Days)

- The nature of leadership.
- Early approaches to leadership
- The LPC theory of leadership
- The Path-Goal theory of leadership

Strategic Management – (1 Day)

- Definitions of strategy
- Perspectives and shifts on strategy
- Steps in a formal strategic management process
- Identifying the key tasks of a strategic manager
- Identification of problems with strategy formulation and implementation
- The link between strategy and structure

Module 2 - (2 Days)

Finance for Managers (2 Days)

- The basics of accounting
- Accounting concepts

Module 3 – (2 Days)

Employment Law (2 Days)

- Contracts of employment
- Grievances
- Equality legislation
- Discipline & Dismissals
- Protective leave
- Bullying & Harassment