



Diploma in Professional Competence

TU Dublin Level 6, Special Purpose Award, 20 ECTS

Details

Duration: 12 Days

Region & Dates

Dublin:

Apr 20, 21: May 18, 19: Jun 22, 23: Sep 21, 22: Oct 19, 20: Nov 23, 24, 2020

Dublin:

Oct 12, 13: Nov 16, 17: Dec 14, 15, 2020: Feb 15, 16: Mar 15, 16: Apr 19, 20, 2021

Time:

9.30 am– 5.00 pm

Cost:

Ibec member: €2990

Non-member rate: €3390

Programme Overview

The main objective of the Diploma in Professional Competence is to build the critical skills needed to succeed. Participants will explore ways to enhance their business, interpersonal and project management skills. The course focuses particularly on applying the skills in the world of work, aiming to build both competence and confidence in a range of critical areas.

Programme Outcomes

The aim of the course is to give the participants a range of vital skills and knowledge which employers look for and value in recruiting new staff to their organisations. The course focuses particularly on applying the skills in the world of work, aiming to build both competence and confidence in a range of critical areas.

Specifically, the course gives participants an introduction to and understanding of commercial awareness, leadership, communication skills, team working, career planning, performance and people, time management and handling conflict. It also looks at motivation, presentation skills, organisational behaviour, decision making and self-awareness. It helps participants to build their knowledge, competence and confidence in these areas so that they are clear about their own strengths and how best to work with others and achieve real results. They will learn how to prepare well for interviews and the world of work, ensuring they demonstrate to employers their strengths and the value they bring to a team and organisation. They will gain a real understanding of what motivates and drives their performance and decision making as well as developing a confidence in their own skills and abilities.

Approach

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.

Who Should Attend?

The CPD Special Purpose Award, Diploma in Professional Competence is a specialised qualification for those looking for employment or contemplating a career in the corporate sector, particularly in financial services, business and finance and related areas. This course is also suitable for those in an organisation who want to develop their competencies in the areas outlined. The course offers an appropriate combination of academic theory, practical business application and skills enhancement.

**Venue:**

Ibec
84-86 Lower Baggot Street
Dublin 2

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; 3500-5000 words: 30%
3. Learning Journal and class participation: 10%

Contact:

For further information, please contact training@ibec.ie or call 01-6051645

Programme Schedule:**Professional Competence/
Commercial Awareness**

- Drawing up a strategic plan for an organisation
- SWOT analysis
- Competitor analysis – how it is devised and what it does
- Customer service - its importance and best practice examples
- Organisational vision statements, mission and values
- Key points to include in developing commercial awareness
- Personality profiling – identify style and strengths

Leadership

- Models of Leadership
- Personal style of leadership
- Values and their role in leadership
- Power and leadership
- Situational Leadership

**Communications &
Influencing**

- Models of human behaviour
- Communications and Influencing styles
- Your style
- Listening, body language
- Presentation skills
- Getting heard
- Varying your style to the person and situation
- Resilience

Team Working

- Models to explain team working dynamics
- Human behaviour and the psychology of performance in groups
- Power and influence
- Your own style of team working
- Stages of a team's development
- High performing teams
- Challenging behaviour and how to deal with it

Project Management

- Why project management?
- Project initiation & definition
- The project team
- Project planning
- Delivering your project on time
- Managing conflict through assertive negotiation
- Project control

Performance & People

- Models and theories of performance
- Managing performance
- What drives personal performance
- Maintaining your energy and drive
- Understanding performance differences in others

**Time Management, Assertiveness
& Conflict**

- Time management system
- Prioritising
- Time wasters and stealers
- Assertiveness as a style of behaviour
- Getting heard
- Handling conflict
- Adapting your style to the person and place

Motivation

- Theories of motivation
- Applying the theory in practice
- Motivators and de motivators in work
- Developing a personal motivation approach
- Understanding differences between individuals
- Getting the best from yourself and others

Presentation Skills

- Designing effective presentations
- Controlling your material
- Dealing with the audience
- Learning styles
- Your style as a presenter
- Best practice presentations
- Building your confidence in this area

Financial Skills

- The basics of accounting
- The profit & loss statement
- The cash flow statement
- Accounting concepts
- Analysis accounts
- Forecasting & budgeting
- Investment appraisals

Decision Making

- The importance of decision making in the organisation
- The approaches and theories on decision making
- How the situation influences the decision made
- Personality differences in making decisions
- Identifying your personal style
- A toolkit for making decisions in the future

Self-Awareness

- Differences in styles when interacting with others
- Self-awareness model
- Journey to increase self-awareness, key milestones
- Building on personal strengths
- Valuing differences in others
- Role of values in determining behaviours
- Setting self-awareness milestones
- Attitudes and how they are formed