Management Essentials

Management Essentials has been designed to support you on your journey as a people manager; helping you develop a complete set of management skills and capabilities. Managers in the University of Limerick need to be able to manage on-going changes successfully and with confidence. With core, elective and mandatory elements leading to a digital badge, this programme ensures that you will develop a comprehensive management toolkit, enabling your success as a Manager in the University of Limerick. Through group discussions, team exercises and personal reflections you will identify actions to ensure what you learn is applied in the workplace.

Facilitated by skilled professionals with in-depth knowledge and experience of what it takes to become a successful and effective manager, this comprehensive Management Essentials programme will kick-start your journey to leadership.

Programme Content and Delivery

The programme will be delivered online.

6 Core Modules + **3 Elective Courses** + **6 Mandatory Courses** →

Management Essentials Programme
UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH
Awarded 2020

6 Core Modules

Totalling 18 hours of contact time, delivered in 90 minute segments, 2 segments per week.

Module	Details	Duration	Dates
The role of a Manager	• Management in the University context • Management Styles • Manager as a coach	2 * 90 mins	Tues. 24th Nov Thurs. 26th Nov
Manager Responsibilities	• Outline of key Policies & Procedures • Employee Relations	2 * 90 mins	Tues. 1st Dec. Thurs. 3rd Dec.
Effective Communication	• Communication Styles • What is conflict and how do you address it • Assertiveness/Saying No	2 * 90 mins	Tues. 8th Dec. Thurs. 10th Dec.
Managing Performance	• PDR Process Overview • Setting SMART objectives • Managing Performance	2 * 90 mins	Tues. 15th Dec. Thurs. 17th Dec.
Team Building	• Value of teamwork • Motivation • Building trust • Relationships	2 * 90 mins	Tues. 12th Jan. Wed. 13th Jan.
Getting it Done!	• Prioritising tasks • Eliminating the urgency addiction • Delegating Effectively	2 * 90 mins	Tues. 19th Jan. Thurs. 21st Jan.

There will also be a 1:1 coaching session provided during this element of the programme.

3 Elective Courses

Choose 3 from the following half day courses:

Title	Duration	Dates
Managing Change	2.5 hours	TBC
Working Productively While Working from Home	2.5 hours	TBC
Presentation Skills	2.5 hours	TBC
Resilience	2.5 hours	TBC
Influencing Skills	2.5 hours	TBC
Principles of Project Management	2* 2.5 hours (Note: this is a longer course)	TBC

6 Mandatory Courses

The following 6 courses must be completed:

Title	Duration	Dates
Dignity & Respect	3 hours	TBC
Unconscious Bias	E-learning course	Anytime
Interviewer skills	3 hours	TBC
Chairing Interview boards	1 hour	TBC
GDPR	E-learning course	Anytime
PDR training	3 hours	TBC

FAQ's

Who is it aimed at?
This programme is aimed at those who are new to management and wish to develop their managerial skills or those who have not attended management training previously.

I have already attended some of these courses – do I have to do them again?
If you have completed any of the Elective or Mandatory modules from the 1 st Sept 2019, then these can be counted towards the digital badge.

How do I apply?
To apply, email HRbookings@ul.ie, with approval from your Manager.

I have attended Introduction to Management, can I attend Management Essentials?
No, this programme is intended for those who are newly promoted to management or those who have not received any management training previously.

What if I don't get a place?
We will be running the core modules of this programme again in Spring 2021. Applicants who do not receive a place in the current programme will be waitlisted for the next programme. You are welcome to attend the Elective and Mandatory courses as they are advertised.