



Management Essentials

Managers in the University of Limerick need to be able to manage on-going changes successfully and with confidence. 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. 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

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

Module	Details	Duration
The role of a Manager	<ul style="list-style-type: none"> • Management in the University context • Management Styles • Manager as a coach 	2 * 90 mins
Manager Responsibilities	<ul style="list-style-type: none"> • Outline of key Policies & Procedures • Employee Relations 	2 * 90 mins
Effective Communication	<ul style="list-style-type: none"> • Communication Styles • What is conflict and how do you address it • Assertiveness/Saying No 	2 * 90 mins
Managing Performance	<ul style="list-style-type: none"> • PDR Process Overview • Setting SMART objectives • Managing Performance 	2 * 90 mins
Team Building	<ul style="list-style-type: none"> • Value of teamwork • Motivation • Building trust • Relationships 	2 * 90 mins
Getting it Done!	<ul style="list-style-type: none"> • Prioritising tasks • Eliminating the urgency addiction • Delegating Effectively 	2 * 90 mins

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





3 Elective Courses

Choose 3 from the following courses:

Title	Duration
Managing Difficult Conversations	3.5 hours
Chairing and Facilitating Effective Meetings	2* 2.5 hours
Presentation Skills	2 * 3.5 hours
Resilience for Managers	3.5 hours
Influencing Skills	4 hours
Principles of Project Management	2 * 3.5 hours

8 Mandatory Courses

The following 8 courses must be completed:

Title	Duration
Dignity & Respect	3 hours
Unconscious Bias	E-learning course
Interviewer skills	E-learning course
Chairing Interview boards	1 hour
GDPR	E-learning course
PDR training	3 hours
Equality Diversity and Inclusion in Higher Education	E-learning course
Managing Attendance and Sick Leave	E-learning course

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.

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 in the 12 months prior to beginning the Core modules, then these can be counted towards the digital badge.

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.

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ul.ie/hr/current-staff/learning-and-development

How do I apply?

To apply, email HRbookings@ul.ie, with approval from your Manager.

What if I don't get a place?

The Core Modules are run approximately 3 times per year. Applicants who do not receive a place will be waitlisted for the next programme. You are welcome to attend the Elective and Mandatory courses as they are advertised.

How much time do I have to complete all the modules & achieve the digital badge?

The 6 core, 3 elective and 8 mandatory modules must be completed within 18 months of beginning the Core modules.

I do not have Management responsibilities, but I would like to be a manager in the future, can I attend?

No, this is not an aspiring manager programme. This programme is intended for those who are newly promoted to management or those who have not received any management training previously.

