



Course Title:	Emerging Managers Programme
Course Ref:	G390418
Course Duration	This is a 4-day programme which includes QQI certification
Course Dates:	2 x days June tbc; 2 x days Sept
Location:	Galway city
Course Overview and Objectives:	<p>This 4-day programme for supervisors and team leaders is designed to equip participants with the skills, knowledge and confidence to raise their levels of effectiveness within their organisations. It provides opportunities for participants to explore, assess and demonstrate new approaches to typical situations supervisors and team leaders encounter. As a result of this programme participants will:</p> <ul style="list-style-type: none"> - Demonstrate enhanced ability to resolve issues promptly with long-term positive impact - Communicate with colleagues with confidence while also managing the relationship they have with their managers - Delegate effectively ensuring workloads are managed and priorities addressed - Actively work towards drawing on the power of team engagement and productivity
Course Content (summary)	<p>During this 4-day programme participants will explore the areas of:</p> <ul style="list-style-type: none"> • Managing themselves and their responses to individuals and contentious or challenging situations • Team leadership: How to fulfil the role • Communication: Ensuring it's effective and constructive • Organisational and time management skills: Developing good practices, delegating effectively
Participant requirements to be eligible for this course	<p>This programme includes Level 5 QQI certification. Participants need, at a minimum, to have a basic level of English (both verbal and written skills)</p>
Certification Details	<i>Certification Body:</i> QQI - Level 5 Teamworking
Programme Cost per person	€525 p.p. – GES Members (€725 p.p. – non-members) QQI Certification (optional): €150 p.p.
Booking Details:	Please email info@galwayexecutiveskillnet.com confirming no. of places, course reference no. and your P.O. if applicable