

**Food Drink Ireland Skillnet GRADUATE PROGRAMME
with Ibec & DIT: Diploma in Professional Competence
(Level 6, CPD, Special Purpose Award, 20 ECTS)
Duration: 12 Days**

Aimed at: Graduates, or high potential employees, across the full range of disciplines within the Food and Drink sector that need practical training to support their transition from academia into the workplace.

Trainer: **Ibec's Management Training Division** is a leader in the initiation, development and delivery of business-focused, training programmes. They have experience working with Ireland's leading organisations and have built a reputation for delivering accredited and practical training that makes a real difference to Irish businesses.

Programme Overview:

The primary objective of the Diploma in Professional Competence (12 Day) programme is to facilitate the development of management and professional competence skills which are essential in business today. It is a very practical course, which is particularly beneficial for graduates, as they make their transition from Academia into the workplace. This programme will enhance your professional competence and self-confidence and allow you to demonstrate these skills in the context of your own career.

Programme Outcomes:

On completion of this programme, participants will be able to:

- 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
- Understand the fundamental principles involved in the production of company accounts, and develop a capacity for interpretation and analysis of financial information
- Develop an integrated theoretical and practical perspective on Management and Leadership
- Develop a good understanding of several key areas of personal effectiveness such as time management, decision making and presentation skills
- Understand the steps involved in a formal strategic planning process and how to develop a framework of analysis to identify problems in business scenarios
- Develop active listening and communication skills
- Be able to deal with conflict in a more assertive and collaborative manner
- Be able to build more effective teams committed to organisational goals; fostering collaboration among team members
- Appreciate different methods of influencing others and handling conflict
- Describe a range of theories on human behaviour, attitudes and values
- Discuss differences in human behaviour, why this occurs and how to understand each type
- Develop the critical professional skills needed to be a high performing manager and leader

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. This professional development programme is delivered by experienced Ibec trainers 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.

Programme Schedule for Professional Competence

<p><u>Commercial Awareness</u></p> <ul style="list-style-type: none"> • What is commercial awareness • What do you need to know • Customer service • Competitor analysis • Perspectives and shifts on strategy • Steps in a formal strategic management process • Identifying the key tasks of a strategic manager <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Contemporary approaches to leadership. • Influence-based approaches to leadership • Power and personal style • Politics and political behaviour • Values as a leader <p><u>Communications in Organisations</u></p> <ul style="list-style-type: none"> • The nature of communications • Methods of communications • Influencing style • Presentation skills <p><u>Team Working</u></p> <ul style="list-style-type: none"> • Stages of team development • Behaviour in teams • Getting the best from the team <p><u>Project Management</u></p> <ul style="list-style-type: none"> • Characteristics of a project • Key skills • Project planning and implementation <p><u>Performance and People</u></p> <ul style="list-style-type: none"> • Models and theories of performance • What drives performance • Maintaining your energy and drive • Differences in individual performance levels 	<p><u>Time Management, Assertiveness and Conflict</u></p> <ul style="list-style-type: none"> • Principles of time management in action • Prioritising work • Assertive, passive and aggressive behaviour • Getting heard • Handling conflict <p><u>Motivation</u></p> <ul style="list-style-type: none"> • Theories of motivation • Applying the theory • Differences between people • Getting the best from others <p><u>Presentation Skills</u></p> <ul style="list-style-type: none"> • Designing an effective presentation • Controlling your material and yourself • Your style as a presenter • Building on your strengths <p><u>Financial Skills</u></p> <p>Basics of accounting</p> <ul style="list-style-type: none"> • Accounting concepts • Profit and loss statements • Preparing a forecast and budgeting • Costs and pricing <p><u>Decision Making</u></p> <ul style="list-style-type: none"> • Theories in decision making • Management perspectives on decision making • Your preferred style • A practical toolkit <p><u>Self Awareness</u></p> <ul style="list-style-type: none"> • Increasing self awareness • Your strengths • Attitudes and how they are formed • Action planning
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Programme Assessment:

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

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

Programme Cost:

Normal Cost per employee - €3,100

Food Drink Ireland Skillnet Member Cost per Employee - €1,500

To book your place, or for more information, contact Mark Skinner on (01) 6051615 or mark.skinner@ibec.ie