



professional  
development

# A Guide to our Management Courses and Certification

Practical Skills and Certification

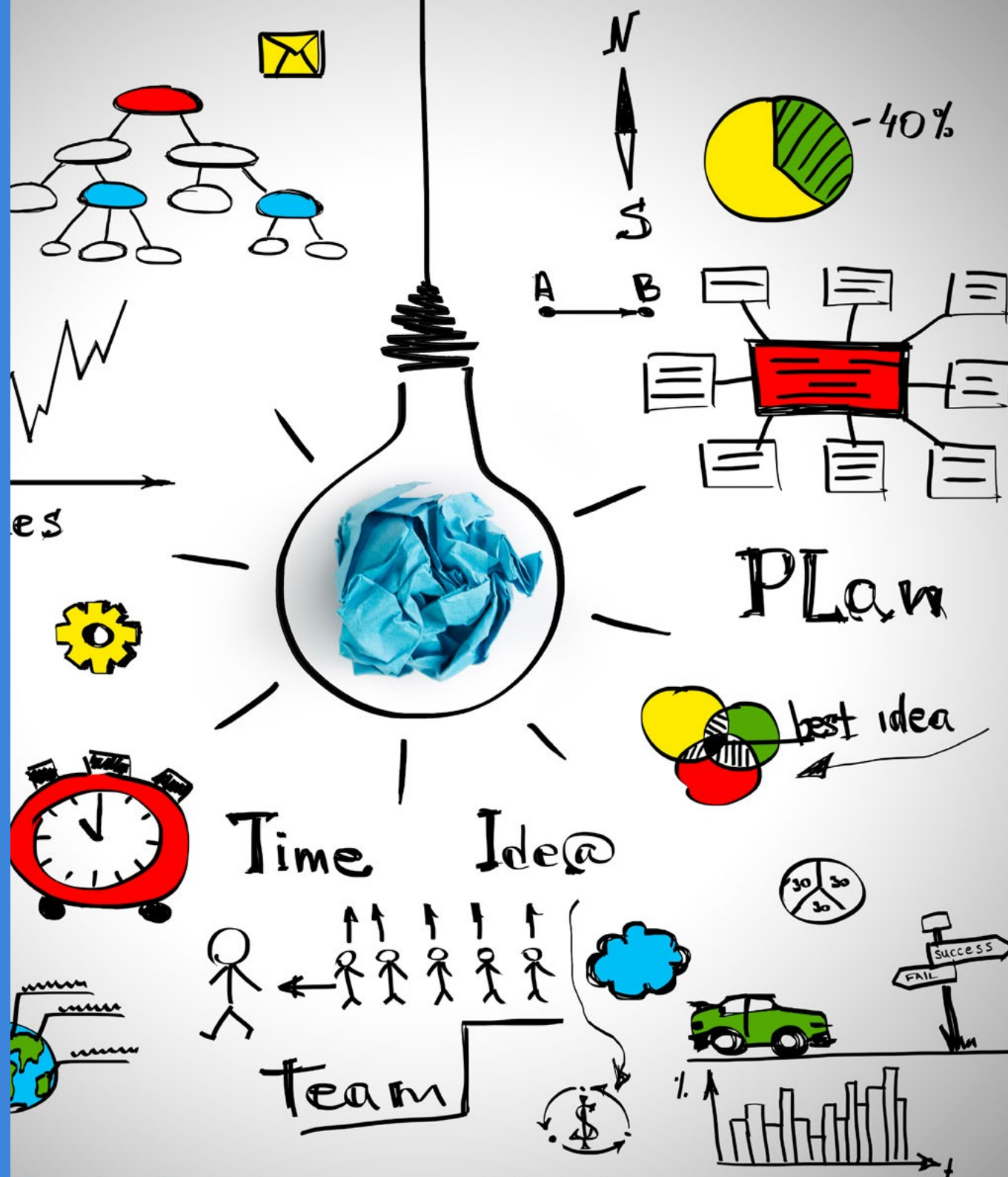
Available for Individuals and Teams



in-house for teams



live virtual training



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# Support for Your Management Role

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All managers, team leaders, and supervisors require a very specific skill set to navigate daily challenges with ease, handle their varied workload, and ensure the success of their teams.

In the past, many managers were promoted based on experience and capability in a previous role, without any management training.

**Happily, that has changed.**

Most companies recognise the value of supporting their management teams - both new and experienced - with ongoing training and development.

In recent years, we have seen a significant rise in the demand for management training at all levels from new managers to executive leadership teams.

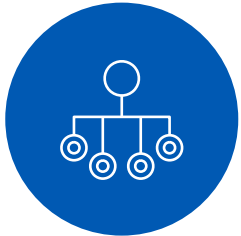




### 1. Expert Feedback



### 2. Confidence



### 3. Structure



### 4. New Skills



### 5. Fresh Perspective



### 6. Support

# What are the Benefits of Management Training?

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There are many benefits to attending management training. Here are our top 6:

1. Expert Feedback
2. Confidence
3. Structure
4. New Skills
5. Fresh Perspective
6. Support

We focus on providing participants of our management courses with these key benefits.

You'll gain support and feedback from our experienced management trainers and fresh perspectives from your fellow participants.

Our course content is always designed to support you with structure and new skills in your management role.

You can find out more about how we structure and deliver our management courses over the following pages. >>



# Our Management Courses

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We run management courses all year round, both for public attendance, and for tailored, in-house training.

Many clients are often undecided between a number of courses when they first get in touch. Every client wants to ensure they choose training that provides the right fit for their career development or their team's requirements.

On the following page, we have outlined our guide to choosing the right management course for your needs.

**For tailored advice and the benefit of experience, why not get in touch with our expert training consultants?**

We'll chat with you about your background, goals, and interests to help find the best choice for your training and certification.

You can call our team at Freephone 1800 910 810 or Dublin 01 861 0700 during office hours. Alternatively, use the "Which Course for Me?" button to ask us online.



**Which Course for Me?**



# Choosing the Right Course

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## Choose a Management Course that gives you the results you want

The best way to choose a management course is to think about the outcome you want.

Ask yourself the questions “What do I want to achieve through training?” and “What skills do I need to gain from training?”.

We’ve listed some answers we often hear to those questions below, and the recommended courses on the following pages.

- “I’m looking for in-depth people management skills and certification” ([see page 8](#))
- “I need a practical guide to management, but not certification” ([see page 9](#))
- “I want to learn how to coach individual team members to achieve their best” ([see page 10](#))
- “Practical project management skills would make my job easier” ([see page 11](#))
- “I want to train my team or department in a specific set of management skills” ([see page 12](#))

# Delivery Style: Live Virtual Training

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Virtual training enables you to connect to live, trainer-led sessions from wherever you are. It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home. Our virtual training dates are available for anyone to attend.

## How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone.

Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.



## Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Read about our live virtual courses on the following pages](#)

# People Management Course (QQI Level 6)

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**“I’m looking for in-depth people management skills and certification”**

Our People Management Course (QQI Level 6) equips you with a comprehensive overview of the skills used by effective managers.

This live virtual classroom training covers the theory behind strong management skills and the practical aspects of being a motivational leader.

Course content includes team building, how to motivate staff, understanding EU Legislation relating to management, and the key principles of management.



**Download our PDF QQI People Management Brochure Instantly**

For a full course outline and steps to get started, download our PDF brochure by using the button below.

**Download PDF Brochure**

**What You’ll Gain:**

- **QQI Certification:** Our People Management Course leads to a respected QQI certification.
- **Confidence:** Develop your people management skills and gain the confidence to motivate others.
- **Expert Trainers:** Our People Management trainers have extensive management experience.
- **Essential Skills:** You’ll gain the management tools needed to delegate, communicate, and motivate.
- **Choose Your Style:** We offer this People Management course for both virtual and in-house training.

**Visit Webpage**

**Reserve a Place**



# Management Training Course (Uncertified)

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**"I need need a practical guide to management, but no certification"**

This practical and informative management course is designed for managers who want to develop skill and confidence in motivating and managing others.

Over 2 days, we give you a valuable insight into the modern management skills required to improve team performance.

Learn how to balance your own style with finely tuned management techniques to motivate, stimulate, and organise teams. Discover how to pre-empt and avoid the traps and pitfalls that can cause management failure.



**Download our PDF Management Brochure Instantly**

For a full course outline and steps to get started, download our PDF brochure by using the button below.

**Download PDF Brochure**

**What You'll Gain:**

- **Versatile:** This Management Course equips you with a strong set of skills you can use in any environment.
- **Choose Your Style:** We offer this programme as virtual (available to all) and tailored team training.
- **Communication:** Develop clear communication skills and team motivation techniques.
- **Delegation:** Gain a set of abilities to help you delegate tasks and manage your time with ease.
- **Certification Option:** You can progress to QQI Certification if you want to achieve a management certification.

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**Reserve a Place**

# Management Coaching Course (QQI Level 6)

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**"I want to learn how to coach individual team members to achieve their best."**

Our Management Coaching Course is designed to support those who manage others.

It's a practical, 4-day course that equips you with the skills and understanding you need to effectively coach those you manage to achieving their professional best.

Course content includes managing coaching sessions, essential coaching skills, coaching models, and goal setting for coachees.



**Download our PDF Management Coaching Course Brochure Instantly**

For a full course outline and steps to get started, download our PDF brochure by using the button below.

**Download PDF Brochure**

**What You'll Gain:**

- **Principles of Coaching:** Learn key coaching techniques that you can apply to your daily work.
- **Confidence:** There are plenty of exercises and practice sessions to help you develop confidence in your style of coaching.
- **Guidance from Experts:** Our trainers bring years of valuable coaching experience to every coaching course.
- **Key Coaching Skills:** Strengthen the specific communication skills you need to be able to coach others successfully.
- **QQI Certification:** Our Management Coaching Course leads to a respected QQI certification.

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# Certified Project Management Course

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“Practical project management skills would make my job easier”

This Certified Project Management Course is for anyone who wants to gain practical project management skills that will be effective in any situation.

It also leads to a QQI Level 6 Certification in Project Management.

No previous experience is required for this project management course, making it ideal for building a strong foundation in project management skills.



**Download our PDF QQI People Management Brochure Instantly**

For a full course outline and steps to get started, download our PDF brochure by using the button below.

**Download PDF Brochure**

## What You'll Gain:

- **QQI Certification:** This course leads to a respected QQI Level 6 certification.
- **Practical Learning:** This course is very practical. You'll apply the learning to a real-life or hypothetical project.
- **Expert Trainers:** Our skilled, certified trainers have extensive, hands-on project management experience.
- **PMI® Standards:** This course follows methods and international standards from the PMI® framework.
- **Relevant Skills:** The project management skills you learn can be applied in any sector of business or industry.

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# In-House Training

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We run all of our Management Courses as in-house (sometimes called “in-company” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose. There are many benefits to choosing an in-house style of delivery.

## How In-House Training Works

When you get in touch with us about in-house training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



## Why In-House?

- ✓ **Tailored for Your Team** - Although the course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✓ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual training.
- ✓ **Flexibility** - In-house training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.
- ✓ **Broad Suite of Courses** - We offer many different management programmes, all of which can be customised for your needs. You can get an overview of what's available [on the next page](#).

[Get a Quote](#)



# In-House Training: What's Available?

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## ✓ People Management (QQI Level 6)

Respected certification & essential management techniques. [learn more...](#)

## ✓ Leadership Skills

Learn to lead and motivate teams with both skill and confidence. [learn more...](#)

## ✓ Strategic Management for Growth

Supports leadership focusing forward & growing the business. [learn more...](#)

## ✓ Management Skills

This 2-day course is a practical guide to effective management skills. [learn more...](#)

## ✓ Change Management

Support your team managing change efficiently and effectively. [learn more...](#)

## ✓ Resilience Skills

Addresses the need for response and action in challenging times. [learn more...](#)

## ✓ Team Building

Helping your team become a stronger, more productive unit. [learn more...](#)

## ✓ New Manager

Supporting your team in their transition to management. [learn more...](#)

## ✓ Stakeholder Management

Build strong, productive stakeholder relationships. [learn more...](#)

## ✓ Time Management

Designed to teach your team how to optimise their time. [learn more...](#)

## ✓ Finance for Non-Finance Managers

Gain understanding of financial documents in the workplace. [learn more...](#)

## ✓ Risk Management

How to identify potential risks and put contingencies in place. [learn more...](#)

## 3 Ways to Get Started

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### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your management training, provide a quote for your team, or get you set up for virtual training.

**Freephone 1800 910 810**



### Ask a Question

If you'd prefer to contact us online, request a phone call, or to get in touch outside of office hours, using the "Ask A Quick Question" button below is the best option.

We'll respond with the information you need.

**Ask A Question**



### Get a Quote

To request a tailored quotation for your in-house management programme, click the button below.

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quote**

# About Us

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## Professional Development - 30+ Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 30 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential

## Stay Connected

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### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

# Contact Us

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