



QQI Certified Managing People

Class or Online Training (3 Days)

A Practical Guide to Management

QQI Level 6 Certification, code: 6N3945



classroom



in-company for
teams



live virtual



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About This Course

Learn to Manage and Motivate Others

This interactive, 3-day workshop is an excellent choice for anyone who wants to attain core management skills and a recognised certification in managing people.

Our Managing People course looks at the role and responsibilities of a manager, along with the key management techniques you need to achieve results.

We cover all aspects of managing and motivating others such as effective communication skills, team building, and performance management.

This course is a balanced blend of theoretical learning with discussions and practical activities to build your confidence.





About This Course

- ✓ This course is structured to provide you with essential skills for managing others.
- ✓ The skills you will gain can be applied in any environment.
- ✓ It is very practical in style, incorporating discussions and group exercises.
- ✓ The course is delivered by experienced management training professionals, who bring a wealth of real-world management expertise to each course they deliver.
- ✓ You will need to complete further, self-directed learning and assessment work in the weeks following training. ([see pages 14 and 15 for more details](#))
- ✓ We will provide you with a detailed assessment brief to support you in your assessment work.

Training Objectives

✔ Discover and Develop Your Management Style

We devote an entire module of this course to the role of the manager and different management styles.

Developing self-awareness is key to understanding how your own style can impact on your ability to manage others and to deliver excellence through your team members.

This is the foundation from which outstanding managers grow.

✔ Gain a Versatile Management Toolkit

You will learn a range of management tools including organisational, interpersonal, and motivational techniques as well as an awareness of workplace legislation.

The skills you'll gain can be applied in any working environment.

✔ Be Confident to Deliver Results through your Team

A key feature of this programme is the practical application of the newly learned skills to a range of management situations.

This includes adapting your leadership style, communicating effectively, motivating and managing individual and team performance while effectively handling tricky and sometimes difficult situations.

✔ Be prepared to gain your QQI Level 6 Credential

In order to achieve the QQI Level 6 certification in Managing People, you will need to complete assessment work in the 8 weeks following training.

You will be working on this during the 3-day workshop and will receive a step-by-step guide from your highly experienced training professional throughout.



Who Attends This Course?

This course is suited to managers of all levels. Regular participants include:

- ✓ **New Managers**

This course is an excellent foundation and guiding point for new or recently appointed managers.

- ✓ **Experienced Managers**

If you have solid experience managing others, this course can help you delve deeper into motivational management techniques. It's also a great source of new ideas and perspectives.

- ✓ **Thinking About Management?**

If you are thinking about becoming a manager, this course can serve as a great way to get a feel for the role while acquiring the skills you need.

Why Choose Our Approach? (5 Key Benefits)

✓ Gain Confidence in Your Management Skills

Often, the transition to a management role is made without any training or preparation. Therefore, even the most naturally talented managers can feel unprepared. Taking 3 days to complete this Managing People course will help develop your skills and confidence as a manager.

You will learn a range of management tools including organisational, interpersonal, and motivational techniques as well as an awareness of workplace legislation. The skills you'll gain can be applied in any environment.

✓ Be More Organised

We incorporate a module focused on time management, task prioritisation, and delegation. This section of the course also works to equip you with the techniques and know-how for setting SMART goals for your team. These key capabilities will make you and your team more efficient.

✓ Know How to Deliver Results through your Team

A key feature of this programme is the practical application of the newly learned skills to a range of management situations. This includes adapting your leadership style, communicating effectively, motivating and managing individual and team performance while effectively handling difficult situations.

✓ Advice & Feedback from Experienced Trainers

Our management training professionals bring the benefit of their extensive experience to every course. They can provide real-life examples and will give you guidance on the best approaches for achieving the best in your management role.

✓ A Recognised QQI Certification

Successfully completing this course and its assessment work makes you eligible for a QQI Level 6 certificate in Managing People. This solidifies your credibility as a skilled, knowledgeable manager.

[Ask A Question](#)

How do you want to learn?



Classroom Training

Attend in-person training with our expert management trainers.

[Learn More](#)



Virtual Training

Enjoy all the benefits of classroom training while connecting from home.

[Learn More](#)



In-Company Training

Tailored training for your team, delivered in-person or virtually.

[Learn More](#)

Classroom Training

Our classroom training in Dublin provides you with a highly intensive learning approach to People Management Training. Our classroom courses run in convenient Dublin venues, close to the M50.

Why Classroom?

- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment.
- ✓ **Delivered by Experts** - Our classroom training gives you access to our expert trainers. You'll benefit from the opportunity to ask questions and receive advice from your trainer.
- ✓ **Support Materials** - In addition to your classroom training experience, you'll gain access to online support materials (slides, reference materials etc.).



At present, most of our management courses will take place as live virtual training. You can gain all of the benefits of classroom training through virtual training.

Read more and reserve your place on the following page.

Live Virtual Training (online)

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.

[Reserve My Place](#)

In-Company Training

We run this QQI People Management course for in-company (sometimes also called “in-house” 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-Company 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-Company?

- ✓ **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 classroom training.
- ✓ **Flexibility** - In-company 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.

[Get a Quote](#)

Course Content

① Management Styles

- Qualities of a good manager
- Management vs leadership
- Understand different management styles and their impact on staff
- Evaluate strengths & weaknesses of each style
- Discover and evaluate your own style

② Motivation & Team Building

- Your responsibility as a role model
- Engaging with staff to build great working relationships
- Using motivational techniques

- De-motivation: recognise the symptoms
- Addressing and resolving low morale

③ Organisational Skills & Planning

- Managing your time
- Goal-Setting: short, medium, and long term
- Using the SMART goal-setting approach
- Prioritising tasks
- Delegation skills and work allocation

④ Communication & Assertiveness

- Understanding how we communicate
- Communicating with confidence and clarity

- Understanding assertiveness
- Learning how to say “No”

⑤ Managing Performance

- Setting recognisable performance goals
- Improving staff performance
- Providing constructive feedback
- Addressing poor performance constructively

⑥ Managing Conflict & Tricky Situations

- Identifying areas of conflict
- How to handle difficult conversations
- Responding vs reacting

Course Content

7 Coaching Your Team

- The Coaching Model
- Identifying poor performance
- Unlocking potential so as to improve performance
- Helping people to change

8 Values, Culture & Attitudes

- Identify and understand the character and personality of your organisation and its impact on team members
- Creating a positive culture within your team / organisation

9 Stakeholder Engagement

- Understanding levels of engagement and the influence of various stakeholders
- Communicating effectively with all stakeholders
- Benefits of building relationships and creating effective networks

10 Legislation, Equality and Diversity

- Workplace legislation relevant to organisations and staff
- The impact of this legislation on organisational culture



Ready to Go?

Reserve A Place

Ask A Quick Question

About This Certification

What is QQI?

QQI (Quality and Qualifications Ireland) is responsible for the development and review of the National Framework of Qualifications (NFQ).

QQI was established to combine the standalone agencies of FETAC, HETAC and NQAI. This means that awards previously offered as FETAC Level 6 have been revised, redesigned and are now QQI Level 6 awards.

Award type and credit value for this course

Managing People is a Level 6 Minor Award. It sits at Level 6 on the National Framework of Qualifications (NFQ), and carries 15 credits. The course code is 6N3945

continued on next page...

"How Do I Achieve My Certification?"

1. Attend our 3-Day QQI Managing People Course

Attend either our live virtual or classroom based QQI Managing People Course.

2. Self-Directed Learning & Assessment Work

Project (50%) + Learner Record (30%) + Assignment (20%)

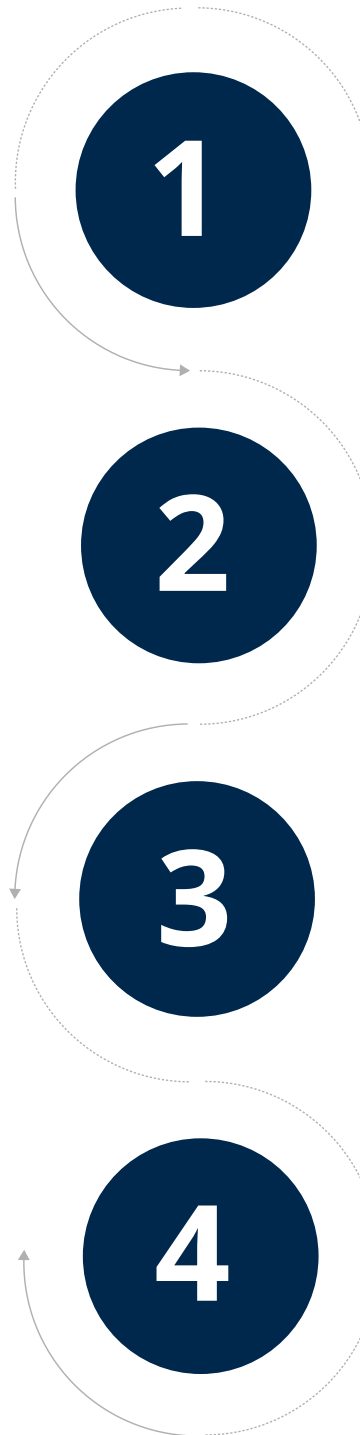
Self-directed learning includes research, reading, study, practice, reflection, and preparation of assessment work.

3. Submit Your Assessment Work

You must submit all of your assessment work within 8 weeks of completing training.

4. Achieve Your Certification!

You will receive a notification of your results approximately 1 month from your submission date (depending on what date you submit your work). Your official certificate will be sent to you within 3 months.



Important Information About Your Certification

- Successfully completing this course and its assessment work leads to a **QQI Level 6 certification**. QQI (Quality and Qualifications Ireland) is responsible for the development and review of the **National Framework of Qualifications (NFQ)**.
- In order to be eligible to achieve QQI Certification, you must have - and provide us with - a **valid Irish PPSN** (Personal Public Service Number).
- If you are a UK citizen with a **valid NIN** (UK PPSN equivalent) you are eligible to apply for a QQI award. Other EU citizens are not eligible to apply for a QQI award (unless they are already in possession of a valid Irish PPSN or UK NIN).
- QQI require that all grades being submitted for certification include the following **personal information**:
 - ✓ Full Name
 - ✓ Date of birth
 - ✓ PPSN
 - ✓ Gender
- This means that **we are required to collect this information** from you when you submit your assessment work.
- This information is collected solely for the purpose outlined above and is stored **securely** on-site at our offices in Dublin. You can view our **Privacy Policy** by [clicking here](#).



Ask Us A Question

If you have any questions about QQI Certification, you can reach us at Freephone 1800 910 810, or click below to "Ask A Quick Question" online.

We will respond with the information you need.

Ask A Quick Question

3 Ways to Get Started



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 people management training, or book a place for you on an upcoming course date.

Freephone 1800 910 810



Reserve a Virtual Place

Using the button below, you can view and select upcoming dates to reserve your provisional place on an upcoming managing people course.

We will get in touch with course details, to answer any questions you may have, and to confirm your place.

Reserve a Place



Get a Quote

To request a tailored quotation for your in-company people management training, click the button below.

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

Get a Quote

About Us

Professional Development - 34 Years of Innovation and Excellence

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

For over 34 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, it service management, and training design and delivery skills.

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



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 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 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 Certifications

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

Stay Connected



Contact Us

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