

Managing Yourself – Professional Development and Communications

Content

This Continuous Professional Development (CPD) Module focuses on the skills needed for effective management performance. There is also a focus on how to manage communications effectively and the development of skills needed in relation to time management, delegation, negotiation, managing meetings and managing stress.

Learning Outcomes

On successful completion of this module the student will be able to:

- know the multiple roles of the first line manager
- understand the key components of the manager's role
- have identified your strengths and weaknesses in relation to the manager's role in your organization
- have identified your predominant style in working with people
- know the critical elements of effective communication and how to use these to the best advantage
- understand aspects of information management
- have developed skills in relation to:
 - time management
 - delegation
 - negotiation
 - effective performance in meetings
 - managing stress

Assessment: This module is assessed by means of ongoing continuous assessment.

Accreditation: This CPD Module is accredited by the Higher Education and Training Awards Council (HETAC). Click www.hetac.ie
It is a Minor Award placed at Level 6 on the Irish National Framework of Qualifications. Click www.nfq.ie

Credits: 10 Credits

Delivery and Supports

The student will **learn through** open learning materials, online library, practical assignments and workshops/seminars/online discussions.

The student is **supported by** a tutorial system (telephone/email), group tutorials online, feedback on your progress (both summative and formative), various online supports (including a study skills module, assignment writing course, news forum, my virtual classroom) and a College helpdesk.

Prior to commencing a course, each student completes a one-week, tutor-led online course that will help to boost student confidence and fine tune online skills when using the OTC virtual learning environment, MyOTC.

CPD Application Forms are available online or by contacting the OTC. Tel: (01)2988544

Entry Requirements

All applicants must:

- Be age 23 years at time of application OR have successfully completed the Leaving Certificate/FETAC Level 5 Certificate.
- Employment in Human Services/Non-Profit services is not a prerequisite for entry to this programme, however, due to the applied nature of the programme, employment status will be considered in support of all applications.

Cost: €395 (€345 for any subsequent Management CPD modules studied).

CPD students can avail of reimbursements should they choose to further their studies through the full certificate, higher certificate or degree courses in Applied Management.