

Diploma in Management For Nurses

An Introduction to Management and
Leadership Skills

From

Neil Dawn Associates

and

Leeds Metropolitan University

“The great excitement of the future is that we can shape it”

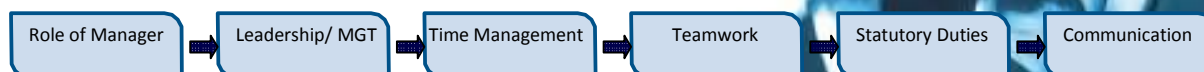
Charles handy

Now more than ever it is essential that Nurses who have responsibility for staff understand and are able to implement their management responsibilities in a competent and confident manner.

As the work of managers becomes more complex it requires managers to have a variety of skills and knowledge that is significantly different to what was needed in the past. Today’s managers have to inspire staff to new levels of performance often with scarce resources.

It is essential they understand and implement their strategic and responsibilities whilst observing “Best Practice” in dealing with people and maintaining corporate governance, especially during these harsh economic times.

The ***Diploma in Nursing Management*** (Level 8) seeks to assist nursing managers carry out their role in a competent and confident manner whilst at the same time enabling them to meet organisational as well as their statutory duties within the Health Service.



This programme provides participants with a unique learning experience which will give them the knowledge and skills to manage people and resources within the *Health Service or Residential Care Home Setting*.

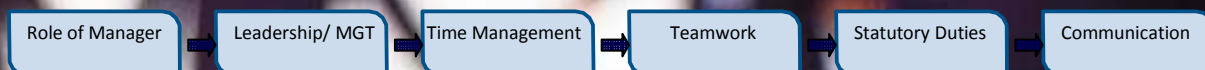
Throughout the programme the participants will gain knowledge and practical experience in three key elements:-

- Leading People
- Managing resources
- Applying Statutory, Quality Assurance and Corporate Governance practices and procedures

The Diploma in Nurse Management will facilitate participants in the development of knowledge, skills and competencies to move away from coping within a chaotic world towards exploiting this chaos with elegance and poise.

Outcomes of the Programme

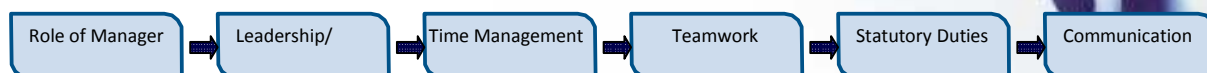
1. To gain an understanding of the new role and responsibilities of HSE Clinical Nurse managers
2. Acquire the theoretical knowledge to enable a more conscious approach to managing and leading staff
3. Demonstrate good communication skills, especially the language skills needed in inspiring and motivating staff at all levels
4. Identify and acquire appropriate management skills in dealing with current budget constraints and limited resources.
5. Apply relevant policies and procedures, best practice and continuous improvement philosophies
6. Demonstrate the ability to deal with difficult situations
7. Demonstrate the importance of planning and goal setting in improving performance



This Level 8 Diploma, on the National Framework, has been specially developed in partnership by Neil Dawn Associates and the Leeds Metropolitan University to enable Nurse Managers acquire the skills and attributes of excellent leadership and management in a unique learning setting.

The **Diploma in Nursing Management** has been split into six modules of learning that will enable participants to learn in a step by step manner utilising learning from each previous module to build up their own knowledge and challenge their perceptions of leadership and management.

MODULE	DAYS
1 Role of Manager	2
2 Leadership / Management skills	2
3 Time Management / Personal Effectiveness	2
4 Teamwork and Developing People	2
5 Health Policy/ Legislation & Conflict Management	2
6 Communication / Improving Performance	2
7. Project Development	1



Each of the Following Modules will be delivered over a two day workshop with one month approximately between each one. Therefore, the taught programme will be delivered over a six month period.

Module One : *Role of Manager*

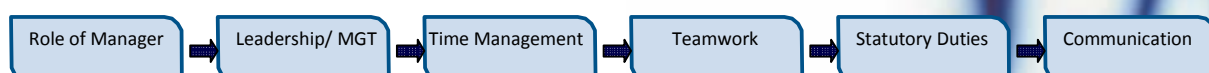
This Module deals with the introduction to the programme and discusses the outcomes of the programme and the participants. It also critically reviews the role of the manager from the early scientific management theories to present days theories. It will also looks at how our understanding of management has been shaped and contextualised by our experiences to date. From this students will gain and understanding of their own styles of leadership and management.

Module Two : *Leadership / Management skills*

From module one we build up our understanding of Leadership and Management, and in particular begin to understand the difference between the two. Through a participative process students build a frame of their own Leadership and management styles in line with current best practice and thinking. This module also looks into the increasingly important subject of radical change and looks at change from a leadership perspective using contemporary models of change.

Module Three : *Time Management & Personal Effectiveness*

In this pivotal module, we take into account the learning around leadership and management of the last module and weave it into new insights of pro-activity and self leadership. New discoveries in time management skills enable students to begin to balance important elements of work with urgent ones. From the whole of the module students are able to apply new insights and awarenesses in improving their own performance as managers.



Module Four : Teamwork and Developing People

This module encourages students to incorporate the learnings from the previous modules and use them in this different manner of introducing the concepts of teamwork. Through a series of specially designed team based exercises students identify and develop a process of team working that is utilised during the exercises. Students also get the opportunity of observing and practicing team leading skills.

Module Five : Health Policy / Legislation and Conflict Management

Module Five takes a leadership approach in recognising and implementing manager responsibilities in relation to various forms of legislation. These themes include:-

- Statutory Instruments
- HIQA
- Employment Law
- Health & Safety

Using specific case studies students are able to determine the strengths and weaknesses of their group decisions concerning the above themes and therefore reflect on the consequences of their actions. This module also looks into the study of conflict resolution and the models that may be used in dealing with challenging issues.

Module Six : Communications and Improving Performance

How we frame our language is critical in relation to how it is interpreted by its receivers. In this module we look Language through the lens of the Four Levels of Conversation and develop new methods of communicating with our staff on a one-to-one basis or collectively in team meetings. We further develop this thinking into new techniques of discussing performance issues with staff members.



“Key to making learning a more conscious and deliberate process is the adoption of a certified standard”

Neil Dawn Associates together with Leeds Metropolitan University have developed the *Diploma in Nursing Management* which successful participants will achieve a Diploma which is equivalent to Level 8 on the National Framework.

The Certification Processes of the Programme will be structured in three phases that will run sequentially over a minimum of six months taught period:

Phase 1- Introduction to Reflective Practice

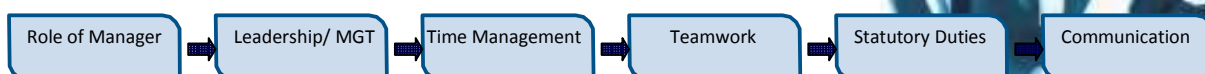
This phase allows participants to engage in Reflective Practice by gathering data about workplace activities to reveal underlying patterns of behaviour. (Assignment of 2,000 words)

Phase 2 - Learning Activities

Participants will undertake a series of learning activities, and attempt to build new skills and understanding into their practice. They will carry out a reflective practice of the programme inputs that interest them and how they are using them in their own practice. (Assignment of 2,000 words)

Phase 3- Work Project

This will consist of a work-based project, the purpose of which is to allow participants to demonstrate and develop further the knowledge and skills acquired during the course. Participants will identify an interesting and important issue relating to their work, which is used to initiate a project of work-based learning via planning, action and reflection. (7,500 words)



Role of Manager

Leadership/ MGT

Time Management

Teamwork

Statutory Duties

Communication

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