

Enquiry Form

(Please complete this form if you are interested in participating in the Advanced Professional Diploma Programme)

Block Capitals

Name _____

Address: _____

Tel. No. _____

Mobile No. _____

E-mail: _____

Signed : _____

Date : _____

Please forward completed enquiry form to:-

**Neil Dawn Associates,
Belleek Avenue,
Ballina,
County Mayo**

Contact Details

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Or
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Neil Dawn Associates
is a
FETAC
Registered Centre



Neil Dawn Associates
Belleek Avenue
Ballina
Co Mayo
Ireland



Neil Dawn Associates



Advanced Professional Diploma in Managing

*In conjunction with Leeds
Metropolitan University*

Commencing Autumn 2008

Course Details

Introduction.

Neil Dawn Associates in conjunction with Leeds Metropolitan University (UK) have developed this exciting new *Post Graduate Diploma* programme to fulfil three necessary competencies that managers need to demonstrate at the highest levels in their *organisation*.

1. Leading Change in today's chaotic working environment.
2. Creating *strategic direction* and *business planning* processes that enables the organisation to exploit new opportunities.
3. Leadership without the discipline of execution is incomplete. In other words ensuring strategy is implemented at operational levels.

Facilitators have been especially chosen because their learning philosophy mirrors the style of the programme and they have been successful in their own right as leaders.

Learning Outcomes

The programme has been designed to fulfil the following outcomes:-

1. To enable managers develop skills and knowledge of *strategic management* and *business planning* to exploit opportunities
2. The development of leadership attributes in order to *lead change* and *motivate staff*.
3. The development of management skills to *implement strategic and business planning* in operational practices and processes.

This "learning" programme uses techniques that increase individual's ability to learn and desire to implement new learning. Each session will be highly participative, with practical exercises, role-play and plenary discussion.

Programme Content

The programme has been split into five modules of learning.

Module 1

- o Introduction, Learning at three levels

Module 2

- o Personal development and reflective practices.

Module 3

- o Leadership and Strategising tools and techniques

Module 4

- o Leading Change

Module 5

- o Execution – delivering on our promises

Assessment process

The Assessment process will be structured in three phases that will run sequentially over the length of the programme. Leeds Metropolitan University are the awarding body for the programme and are considered world class in this area of expertise.

Phase 1- Essay (1500 words)

In workplace Reflective Practice.

Phase 2 - Learning Activities Essay (1500)

Identifying new learning and putting into practice at work.

Phase 3 – Work Based Project (7,500).

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

Programme Schedule

The five modules will be delivered over a 10 hour period leading to fifty hours of direct learning. In addition 10 hours of tuition is reserved for essay and project building development. Some Saturday attendance maybe required.

(Total 60 hours)

Online support and one to one tuition is available throughout the programme.

Desired Admission Requirements

One of the three below

- Leaving Cert Standard or equivalent
- Formal Management Training
- People Management/Supervisory experience

Commencing:-19th September 2008

Course Fees: €2,450.00

Academy of Learning and Development

The Academy Centre which is located in the Ridgepool Village, Ballina has excellent facilities and boasts a team of facilitators including Jeff Gold and Neil Dawn. Jeff is considered one of UK's leading lights in Leadership and Human Resource Management and is senior lecturer at Leeds University and Leeds Metropolitan University. Neil is a leading consultant in the Northwest region and has delivered Organisational Development programmes throughout Ireland.

Corporate Delivery

This programme is suitable for the development of management teams and it can be offered exclusive as an in house development programme.