

Application Form

(Please complete all sections in block capitals and return with deposit €100)

Block Capitals

Name _____

Address: _____

Tel. No. _____

Mobile No. _____

E-mail: _____

Signed : _____

Date : _____

Please forward completed enquiry form together with deposit to:-

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

Contact Details

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Or
Anne Bain 086-3999710

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Neil Dawn Associates
is a
FETAC
Registered Centre



Neil Dawn Associates
Belleek Avenue
Ballina
Co Mayo
Ireland



Neil Dawn Associates



Role and Function of First Line Management

FETAC – Level 6



Commencing Winter 2009

Course Details

This programme provides participants with a new and different learning experience that will facilitate their understanding of the *Role and Function of First Line Management* in today's business environment. Using the **FETAC** framework allows participants to gain knowledge and practice in the *Role and function of First Line Management* whilst gaining a national qualification for their efforts.

Therefore, the purpose of this programme is to enable participants to gain an in depth knowledge and understanding of the role and function of the First-Line-Manager in order to develop effective management skills.

Each learning module enables the participant to take a step-by-step approach towards their own development goals, thereby allowing each of them to build their competence and confidence on an ongoing basis.

Learning Outcomes

On completion of this programme participants will be able to:-

1. Distinguish between the different organisational structures and design
2. Understand how organisations adapt to dynamic and changing working environments both internally and externally
3. Identify the management functions and processes organisations use to set the goals and targets for competitive advantage
4. Explain theories of human behaviour and why people work which are appropriate to the organisation, and to critically examine how their own management style impacts on people
5. Practice appropriate management skills with regard to people and resources.

Programme Content

The programme has been split into five modules of learning.

Module 1 - Organisational Design

Module 2 - Organisational Behaviour

Module 3- Strategic Planning

Module 4- Management Skills & Processes

Module 5 - Human Resource Management

Assessment process

Participants will be assessed in the following skill areas:-

- 2 Assignment - 1000 words each (50%)
- 1 Project - 2000 words (50%)

Certification

Successful participants will be awarded a FETAC Level 6 in Business Administration National Qualification.

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 Schedule

The five modules will be delivered over a 36 hour period. There are two methods of attendance:-

- o Day Release over a six week period
OR
- o One night per week (7 to 10 pm) over 12 weeks

(Commencing Jan 09)

Desired Admission Requirements

- For those who have no formal training in supervisory management or those wish to aspire to a management position.
- General standard of education.
- Ability to learn in a group environment.

***Course Fees* : €475.00**

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 who have a great deal of experience in delivering management courses. The centre boasts state of the art presentation equipment in a comfortable learning environment. It also has its own canteen facilities and has access to easy parking.

Corporate Delivery

This programme is suitable for staff development of supervisory/management teams and it can be offered exclusively as an in house development programme.