

# Application Form

## Block Capitals

Name \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

Tel. No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail: \_\_\_\_\_

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Signed : \_\_\_\_\_

Date : \_\_\_\_\_

Please forward completed enquiry form to:-

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

## Contact Details

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Neil Dawn 087-2907850

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**E-mail:** neildawn@eircom.net

Neil Dawn Associates  
is a

FETAC  
Registered Centre



## Neil Dawn Associates

Belleek Avenue  
Ballina  
Co Mayo  
Ireland



# Neil Dawn Associates



## Management Skills For Nurses

*FETAC – Level 6*



## ***Course Details***

### **Introduction.**

This programme provides participants with a unique learning experience which will give them the knowledge and skills to manage people and resources within a *Residential Care Home Setting*. Using the **FETAC** framework the “learning” programme allows participants to gain knowledge and practice in management techniques whilst gaining a national qualification.

Throughout the programme the participants will gain experience in the monitoring of policies and procedures outlined in the **HIQA** standards.

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. To gain an understanding of the new role and responsibilities of Nurses
2. Acquire the theoretical knowledge to enable a more conscious approach to managing people and resources
3. Identify and acquire appropriate management skills.
4. Demonstrate good communications with staff
5. Demonstrate the ability to deal with difficult situations
6. Demonstrate the importance of planning and goal setting in improving performance (Appraisals).

## ***Programme Content***

The programme has been split into six modules of learning.

Module 1 - Management & Organisation - Role and Responsibilities

Module 2 - Leadership Skills.

Module 3- Time Management & Personal effectiveness

Module 4- Teamwork and Developing People

Module 5 – Legislation including:-

- HIQA
- Employment Law
- Health & Safety

Module 6 – Communication and Improving Performance (Appraisal)

## ***Assessment process***

Participants will be assessed in the following skill areas:-

- **Operational planning** i.e. setting goals and targets, developing work plans, problem solving and evaluation.
- **Organisational skills** i.e. personal effectiveness, record keeping, running meetings and delegating work.
- **Team Leadership Skills** i.e. communication, motivation and group dynamics

The Assessment process includes:-

- Skills demonstration in the above areas (70%)
- Assignment - 2,500 words (30%)

## ***Certification***

Successful participants will be awarded a FETAC Level 6 National qualification.

## ***Programme Schedule***

The six modules will be delivered in the following formats:-

- Day Release over a six week period commencing one day per week

OR

- One night per week (7 to 10 pm) over 12 weeks

***Course Fees :*** €500.00

## ***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.

*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.*