

Ibec Academy CPD Diploma in Professional Competence

Personal Effectiveness
Graduate Programme



Developing the Individual's personal effectiveness and leadership capabilities.

- Designed to empower professionals with key skills and competencies that are required in today's world of work.
- Build the necessary confidence to set their careers on a strong and grounded platform embedded in the culture and growth plan of their organisations.
- Core to this is business, interpersonal, communication and personal effectiveness skills which are all applicable in a commercial and applied way in a range of critical areas.
- We will design the programme in partnership with you and ensure it is aligned to your specific company requirements, culture and values.
- We incorporate emerging trends in industry with newly themed areas of ESG, Diversity and Inclusion, strategy, innovation and wellbeing.



Developing the Individual's personal effectiveness and leadership capabilities.

- Specifically, the course gives participants an introduction to and understanding of commercial awareness, leadership, communication skills, team working, career planning, performance and people, time management and handling conflict. It also looks at motivation, presentation skills, organisational behaviour, finance, decision making and self-awareness.
- It helps participants to build their knowledge, competence, and confidence in these areas so that they are clear about their own strengths and how best to work with others and achieve real results. They will learn how to prepare well for internal progression interviews, ensuring they demonstrate to employers their strengths and the value they bring to a team and organisation.
- They will gain a real understanding of what motivates and drives their performance and decision making as well as developing a confidence in their own skills and abilities.



Programme Schedule

Module 1: Professional Competence/ Commercial Awareness

- Understand the fundamentals of strategic planning
- Tools for strategic planning
- Practical strategies that work
- Developing commercial awareness

Module 2: Leadership

- Personal style of leadership
- Building your strengths
- Power and values when leading others
- What kind of leader are you?

Module 3: Communications and Influencing

- Your style as a communicator
- Practical models of communication and human behaviour
- Getting heard and powerful presentations
- Influencing others

Module 4: Team working

- Practical models of team working
- Getting the best from your team
- Your own style when working with others
- How to become a high performing team

Module 5: Project Management

- Fundamentals of project management
- Tools for project management that really work
- Your approach to projects
- Action planning key do's and don'ts

Module 6: Performance and People

- Understanding how and why people perform as they do
- Maintaining your energy and drive
- Personal performance drivers and planning for success
- Differences in others and getting the best from the team

Module 7: Time Management, Assertiveness and Conflict

- A practical time management system that you can apply
- Prioritising and identifying time wasters and stealers
- Assertiveness and handling conflict
- Adapting your style to the person

Module 8: Motivation

- Theories about motivation and how to apply them
- Identifying key motivators and demotivators
- Understanding individual differences
- Getting the best from yourself and others

Module 9: Presentation Skills

- Developing powerful presentation skills
- Designing your presentation for maximum impact
- Dealing with your audience
- Adapting your message to the audience and the outcome desired

Module 10: Financial Skills

- Understanding fundamental accounting concepts
- Cash flow and P/L
- Reading the figures and what they mean in a real way
- Gaining confidence in this key area of the business

Module 11: Decision Making

- Approaches to decision making
- Understanding human behaviour in this area
- Identifying your personal style
- A toolkit for making decisions in the future

Module 12: Self Awareness

- Personality profiling to identify your strengths
- Self awareness and learning from how you react to situations
- Building your style based on strengths
- Attitude and developing resilience

**Assessment: Exam - 60%, Project 30%,
Learning journal 10%**

Individual Assignment

Paper on a Business Improvement relevant to your Organisation

The paper requires you to develop the core concept of a business improvement in a part of the business. As part of the assignment, you will need to discuss the **organisational behavioural challenges** that would need to be considered or that you encountered when planning and implementing the improvement.

To include:

- Proposed Business Improvement description (Case Study)
- An organisational review / diagnosis on the topic selected
- Develop conclusions based on the analysis – things that are working well and things in need for improvement. Support conclusions with material / information in literature review (application of theory to practice)
- Come up with recommendations for the business improvement (supported with material / information in literature review (application of theory to practice crucial to assignment))

Assessment:	Open/Closed Book Exam	60%
Project:	(3,500-5,000 Words)	30%
Learning Journal/Personal Development Plan:		10%



Diploma Programmes facilitated by Fintan Ryan

- Irish Cement
- Rosderra Meats
- Lakeland Dairies
- Portwest
- Glanbia
- Dawn Foods
- Keelings
- Irish Medical Devices
- IBTS
- Drinks Ireland
- O'Brien's Fine Foods
- Kepak
- Viatrix
- eir



Customer testimonials

We are delighted with the customised programs Ibec Academy has designed for our Senior Leadership Development Program and our Future Leaders programs, in addition to our short programs from the standard menu which we have found invaluable in the areas of Health & Safety and HR law in particular. Our partnership with Ibec Academy has been one of the best 'investments in people' we have engaged in recent years.

D. Clarke,
Portwest, Group HR Manager

PORTWEST®



Customer testimonials

The quality of training facilitators is excellent which enhances the learning experience and transfer of knowledge. A number of our colleagues successfully completed the Managing People Skills programme and the feedback from participants has been extremely positive due to the practical application of learnings in their management roles and career development.

Philip Ducie

Group Head of Human Resources, Glennon Brothers



Customer testimonials

We have enjoyed working on several programmes with Ibec focused on professional development at various levels, from our graduates to managers. The course customisation and consultations ensure that we are targeting competencies and skills that are aligned with our values and business objectives and delivered in a meaningful way to our team.

Taylor Hanson

Training & Development Coordinator

Glenveagh Properties



Meet your facilitator



Fintan Ryan

**Senior Ibec Academy
Facilitator &
Executive Coach**

- Over 30 years' experience designing and facilitating training and development courses for organisations
- His style of delivery is challenging, inspirational and results focused
- Senior Ibec Trainer and Executive Coach for over 25 years - designing and delivering a wide variety of Customised Programmes
- Programme Director for the Ibec/TU Dublin Diploma in Professional Competence
- Associate Trainer for:
 - University of Limerick (Centre for Project Management)
 - Smurfit Business School
 - UCD
 - MBA Programme with Sligo IT
 - Team Development Programme for the MBA TU Dublin with Dynamic Group
- He has a special interest in developing and facilitating transformational team programmes in the sporting arena. Has worked with the Munster and Leinster Senior Rugby teams, FAI coaching team, Inter-county football and hurling teams and club teams.