



MANAGING PEOPLE ONLINE COURSE

6 week e-learning course

HM^í
Health Management Institute of Ireland

COURSE OVERVIEW

Introduction

The Managing People Online Course will equip you with the personal and professional skills to get the best from your people and teams. It covers the essential concepts, tools and models that underpin a professional approach to managing people. The six week course is delivered fully online through six modules of intensive, highly engaging e-learning content, with carefully curated resources, activities and discussions. This is a tutor facilitated e-learning course with feedback and support offered by a management trainer professional.

Target audience

This course is for the busy professional who finds it difficult to set aside regular scheduled time for personal development and is designed for people who have been promoted recently or considering going for promotion and want to enhance their management knowledge and skill-set.



Course duration

- 6 modules over 6 weeks
- Check www.hmi.ie for open course dates

Certificate

- Award: HMI Certificate
- CPD: 27 CPD Hours

Get The Best
Out Of Your
People

About the provider

This fully online course is delivered by SHRC Limited via their e-learning platform The Learning Rooms (www.thelearningrooms.com). SHRC Limited design and deliver training courses and programmes for organisations across the public and private sectors. Since 2003, SHRC Limited has collaborated with the Health Management Institute of Ireland (HMI) on the development and delivery of training courses and programmes within the health sector. SHRC Limited offer validated programmes leading to QQI awards. If you have any queries, please contact SHRC Limited at 01 2974070 or email info@shrc.ie.

COURSE CONTENT

Managing Performance

- Understanding factors affecting performance
- Setting goals in KRAs
- Giving feedback on performance
- Identifying and supporting good performance
- Managing poor performance

Conflict Management

- Causes (of conflict)
- Types (of conflict)
- Managing conflict in a positive way
- Tools to resolve conflict
- Pre-empting and preventing conflict

Coaching

- Coaching as a management style
- Advantages and benefits of coaching
- Principles of coaching
- Coaching processes

Managing Teams

- Stages of team development
- Developing effective teams
- Managing teams
- Optimising team performance

Policies and Procedures

- Managing employee grievances
- Handling discipline
- Dignity and respect in the workplace

Presentation Skills

- Planning; objectives, structure, content
- Delivery; medium, audience, body language

27 HOURS OF E-LEARNING

Learn at your own pace
on computer or iPad

27 CPD POINTS

HMI certificate of completion

3 MONTHS ACCESS

24/7 access to learning materials

6 WEEKS OF TUTOR SUPPORT

Access to discussion forums

HIGHLY INTERACTIVE

Exercises, quizzes & activities

INVEST IN YOURSELF

Only €199 per person

*"Very positive
experience overall.
I would certainly
consider doing more
courses through
e-learning."*



To find out more about **Managing People Online Course**

please do one of the following:



Visit our website www.hmi.ie



Email us at info@hmi.ie



Call us at 01 2974070



facebook.com/hmiireland



twitter.com/hmiireland

Terms & Conditions

Fee is payable in advance. Refunds are not available where cancellations are received less than 5 working days before the course commences. Participants who have booked and paid and are unable to undertake a particular course can change to an alternative date. Participants will be charged in full where there is non-attendance on any programme. SHRC Limited reserves the right to reschedule courses. Special offers cannot be combined.

PARTICIPANT FEEDBACK

As a provider of high quality training experiences, the HMI are eager to know how our participants feel about our courses. We are committed to continuously improving and ensuring the delivery of quality management training to managers/supervisors/team leaders working in a health service environment.

The following statistics were composed from the feedback from participants who attended our management development courses.

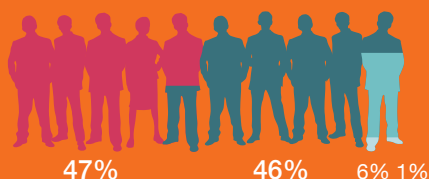
LEARNING OBJECTIVES



93% of our participants rated the achievement of the learning objectives as very good or excellent.

*"Very practical and interactive
...good opportunity
to update
knowledge and
skills"*

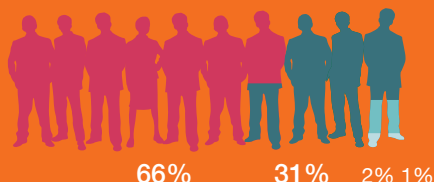
QUALITY OF TRAINING METHODS



93% of our participants rated the mix of training methods as very good or excellent.

*"Speaker was
excellent and
easy on the ear.
Very helpful on
Q&A"*

STANDARD OF TRAINER



97% of our participants rated the standard of the trainer as very good or excellent.

Legend: ■ excellent ■ very good ■ good ■ average ■ poor

Why choose us for your training and education?

- We understand the complexity of healthcare.
- We recognise the challenges that healthcare managers experience.
- We meet these challenges with training, education & ongoing network opportunities.
- We guarantee experienced facilitators.
- We provide best-in-class service.

HMI
Health Management Institute of Ireland

THE
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rooms**

**SHRC
LIMITED**



Call us at 01 2974070



Email us at info@hmi.ie



Visit our website www.hmi.ie

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