

HMÍ

Health Management Institute of Ireland

Training & Development Guide



Inform - Educate - Involve

Training you can rely on!



The HMI is the professional body for healthcare managers across all sectors of the health services in Ireland. Its primary aim is the continuous development of standards of management competence and practice. The HMI meets the needs of the modern healthcare manager through informing, educating and involving its members and stakeholders in professional development and networking activities.

About HMI Training

The HMI design and deliver sophisticated, yet highly practical, open and in-house courses that combine theory, peer learning and action learning principles to meet the needs of client organisations. The result is practical-oriented courses where participants can share their experiences whilst developing new and applicable skills.

Why choose HMI?

- Experienced facilitators with expert knowledge of the Irish healthcare sector
- Highly relevant content
- Practically-oriented learning processes
- Flexibility in our approach
- Content continuously updated to reflect best practice
- All-in price with no hidden extras
- Competence in everything we undertake
- QQI/FETAC certification (where applicable)

Become a HMI Member today!

As a HMI member you can help shape the future of management policies, processes and practices in the Irish health services in addition to benefiting from opportunities for professional development and networking.

Discounts for HMI Members
Group discounts apply
Early booking offers available



SHRC and OPS are QQI/FETAC registered providers.

Management Essentials

This course is designed to help managers apply supervisory management concepts, principles, creative thinking and specialist skills to a range of healthcare related contexts and situations. It aims to equip managers and supervisors with the knowledge and skills to assume responsibility for prioritising, managing and organising their own work and that of their team. Management Essentials develops the competencies required to achieve organisational and personal objectives while building self-esteem and self-confidence.

QQI Certificate (Leading to QQI/FETAC Managing People Component Certificate Level 6 (6N3945))

- 3 days (or 9 evenings) face-to-face + 6 e-learning modules
- In-house course €6,250
- Open course €849pp

HMI Certificate

- 3 days face-to-face
- In-house course €4,995

Coaching for Managers

Coaching has been described as the quickest and most effective method for developing staff. This course encourages managers to consider adopting coaching as a management style. This is especially useful when you wish to encourage staff development, promote independent thinking and increase individual and team performance. The course is specifically designed to suit the needs of managers and supervisors working in clinical and non-clinical health service environments including hospitals, nursing homes and other healthcare facilities, whose remit includes responsibility for the development of members of their teams and individuals from across the organisation.

HMI Certificate

- 2 days face-to-face
- In-house course €2,600
- Open course €549pp

Breakthrough

Succession planning and developing the skills of managers to enable them to adopt a strategic approach is an on-going issue for organisations striving to maintain competitiveness whilst also ensuring a continuous high standard of service delivery. This course aims to further develop the leadership and management skills of managers to prepare them for middle management responsibilities including involvement in determining the strategic direction of their organisation. The course is action learning based and is designed to encourage managers to work together on team-based projects that are relevant to the strategic plans and direction of their respective organisations.

QQI Certificate (Leading to QQI/FETAC Strategic Planning Component Certificate Level 6 (6N3673))

- 5 days face-to-face + 9 e-learning modules
- In-house course €10,000

HMI Certificate

- 4 days face-to-face + 9 e-learning modules
- In-house course €7,500

Clinical Directors Programme

This programme is designed to give clinicians, who are taking on leadership responsibilities, the opportunity to develop leadership competencies and to agree key management processes. It is designed to assist participants to operate as part of an overall clinical leadership team with a shared philosophy and a common understanding of the language and methodology of management.

HMI Certificate

- 10 days face-to-face + e-learning modules
- Tailored in-house course only

Professional Skills & Development

Building Resilience

This course aims to assist participants to examine their ability to be successful both personally and professionally, in the midst of a high-pressured, fast-paced and continuously changing environment.

HMI Certificate

- 1 day
- In-house course €1,350
- Open course €249pp

Emotional Intelligence Masterclass

Emotional intelligence is the ability to recognise how your emotions affect your behaviour and your general perception of other people. This masterclass aims to give you an insight into your emotional intelligence and how you can use that knowledge in the development of your skills and abilities.

HMI Certificate

- 1/2 day
- In-house course €625
- Open course €99pp

Team Working Skills

This engaging programme aims to give managers the theory and practice to develop teams that will maximise effectiveness.

HMI Certificate

- 2 days + e-learning module
- In-house course €2,600

Facilitation Skills

This course is designed to help facilitators effectively plan, guide and manage individuals and groups to achieve maximum effect in an increasingly pressurised environment.

HMI Certificate

- 2 days
- In-house course €2,600
- Open course €549pp

Employment Law for Health Service Managers

Covering ten key areas of employment practice, this programme is designed to provide managers with a full working knowledge of employment law as it affects day-to-day management.

HMI Certificate

- 1 day
- In-house course €1,350
- Open course €249pp

Competency-Based Interviewing Skills

Develop the capability and confidence to make selection decisions that are effective, consistent and within the legal requirements of the law.

HMI Certificate

- 1 day
- In-house course €1,350

“Facilitator was excellent, sessions were engaging & interesting, kept my interest for all of the three days.”

Participant, Management Essentials

E-learning

Do you have difficulty getting time off for training and development?

The HMI and The Learning Rooms are dedicated to delivering high quality e-learning courses in management, leadership and human resource management processes as well as health and safety.

Managing People Online Course

Our flagship 'Managing People Online Course' offers 6 weeks of intensive, highly engaging learning with peer and tutor support through online discussions. The course will help you develop the professional skills needed for effective people management and leadership. It is designed for those recently promoted to a management position, going for promotion, or the existing manager looking to refresh their skills. It includes modules in:

- Managing Performance
- Conflict Management
- Coaching
- Policies & Procedures
- Managing Teams
- Presentation Skills

HMI Certificate

- Open e-learning course: €199pp

Other e-learning courses include 'Managing with Impact' and 'HR for Line Managers'. You can also complete any of the Managing People modules individually.

People Handling Training DVD

This 30 minute DVD offers employers and employees a best practice guide on safer people handling. It has been produced in partnership with the Irish Society of Chartered Physiotherapists (ISCP) to support training in the safer moving and handling of people. (€200+VAT)

Manual Handling in the Workplace Training DVD

This 15 minute DVD helps support the delivery of Occupational Health and Safety (OHS) training to staff members who frequently perform manual handling activities. (€175+VAT)

Infection Control Series Training DVD

The HMI have a series of infection prevention and control training DVDs based on current and best practice guidelines. They have been developed in cooperation with a range of leading experts and practitioners in the field of infection prevention and control, microbiology and waste management. They are designed to facilitate both tutor-led group training sessions and individualised self-paced learning; provide an easy transfer of skills to staff and are easy to follow. DVDs in the series include Hospital (Ireland), Community (Ireland) and International.

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

Participant, Managing People Online Course

Open course dates available at
www.hmi.ie

People Handling Instructor Course

People Handling Instructor Course (patient handling) is a highly practical and interactive programme which provides participants with the knowledge and skills necessary to develop and deliver effective training programmes in manual handling and people handling. This nine day programme, tackles four core modules over a period of six weeks and covers a wide range of topics including: legislation and manual handling policy developments; the back and risk factors for back problems; manual handling and people handling techniques; instructional skills; and developing, organising and delivering people handling training programmes in the workplace.

QQI Certificate (Leading to QQI/FETAC Special Special Purpose Certificate in People Handling Instruction Level 6 (6S0243))

- 9 days
- In-house course
- Open course

People Handling Instructor Update Course

The aim of the people handling update course is to update existing people handling instructors on current information and guidance on people handling techniques, and on new developments in this area. Participants are required to have Level 6 FETAC certification in people handling instruction.

OPS Certificate

- 1 day
- Open course

Manual Handling Instructor Course

The incidence of back injury remains high in workplaces. Safe manual handling continues to be a major challenge. Manual handling training is an important element of a workplace programme to reduce the risk of injury and is a requirement under Health and Safety legislation. The aim of the Manual Handling Instructor's Course is to provide the participants with the knowledge and skills necessary to provide an effective manual handling training course for staff in the workplace.

QQI Certificate (Leading to QQI/FETAC Special Purpose Certificate in Manual Handling Instruction Level 6 (6S0242))

- 5 days
- In-house course

Introduction to Work Ergonomics

This course is designed for individuals who are working in the area of health and safety and who wish to expand their knowledge of practical ergonomics in the workplace. On completion of this course participants will have an understanding of Ergonomic Principles and Anthropometrics and knowledge of risk assessment tools which can be used in the workplace.

OPS Certificate

- 1 day
- Open course

For more information on the Health & Safety courses email info@oops.ie

Microsoft Office/ECDL

The HMI with their ICT training partner User Friendly Computer Training, can provide in-house IT training to client sites nationally. Training can be provided from introductory level to advanced level in all areas of Microsoft Office.

ECDL training can also be provided in house (requires registration of the centre where the course will take place by ECDL Ireland).

“The HMI programmes present a wealth of practical knowledge that is essential for all front-line managers”

Dolores Donegan, Deputy Director NMPD, HSE, Ardee

Need a tailored solution?

We can provide tailored training solutions or other organisation interventions adapted to your operating context. Our know-how combined with your local expertise will provide the ideal response to your requirements.

We take the time to devise a customised response specifically suited to your needs. In-house training and organisation support interventions receive the same dedication and commitment from the HMI team as all our activities.

Organisation Support Services

- HR/Management Consultancy
- Employment Law Issues

Executive Coaching

- Performance Management
- Organisational Surveys
- Team Building/Development
- Emotional Intelligence (EI)

Training

- Courses listed inside can be tailored for in-house delivery
- Open course dates available at www.hmi.ie

E-Learning

- E-Learning Development Services
- Managing People Online Course
- People & Manual Handling Training DVDs
- Infection Control Training DVDs

Some of our satisfied clients include:



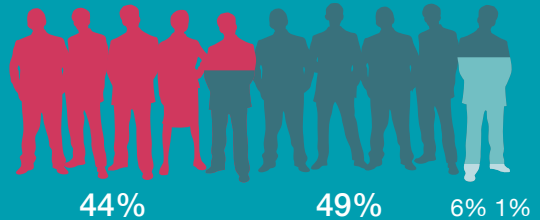
Client Feedback

As a provider of outstanding quality training experiences, the HMI are eager to know how our participants feel about our courses. This is part of our commitment to continuously improve and ensure the delivery of quality management courses to managers and supervisors working in a health service environment.

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

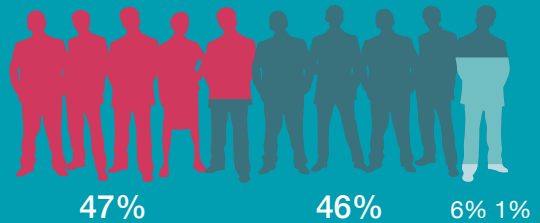
Learning Objectives

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



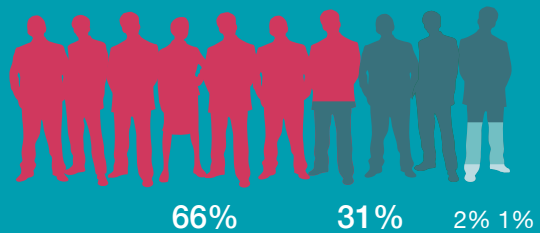
Quality of Training Methods

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



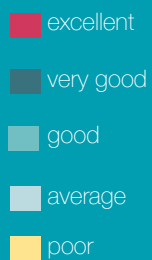
Standard of Trainer

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



Other statistics include:

- 100% of participants would recommend our courses.
- 97% of participants rated the suitability of course content as very good or excellent.
- 89% of participants rated the quality of the training materials and resources as very good or excellent.



“Course has given me the skills to perform my work as a manager better.”

Participant, Management Essentials



01 2974070



www.hmi.ie



info@hmi.ie



[/hmiireland](https://www.facebook.com/hmiireland)



[@hmiireland](https://twitter.com/hmiireland)



[HMI Ireland](https://www.linkedin.com/company/hmiireland)