

**Health Management Institute of Ireland (HMI)**

**Associate Trainer Panel**

The Health Management Institute of Ireland (HMI), through their strategic partners, SHRC Limitedare now seeking applications from suitably qualified trainers who wish to be considered to join our panel of trainers. All HMI education, training and HR/organisational development consulting are delivered by SHRC Limited.

The HMI is the professional body for healthcare managers across all sectors of the health services in Ireland. Its overall aim is the continuous development of standards of management competence and practice. One way the Institute meets the needs of the modern healthcare manager is through the delivery of a range of training initiatives both credited and non-accredited to our members and other clients.

We are compiling a panel of trainers to assist us in delivering our training commitments, which include e-learning and QQI accredited programmes as well as non-accredited short courses. We require trainers to deliver courses in the subject areas listed on the application form.

If you are interested in being included on the panel please complete the attached form and return via email to [jobs@shrc.ie](mailto:jobs@shrc.ie). For queries about this role please contact Rosemarie on 01 297 4070.

CVs will not be accepted. The closing date for receipt of completed applications is Friday 31st July 2015.

For further information check our websites:

* For a full course listing visit Health Management Institute of Ireland [www.hmi.ie](http://www.hmi.ie)
* For information on SHRC Limited visit [www.shrc.ie](http://www.shrc.ie)
* For information about our e-learning courses visit The Learning Rooms [www.TheLearningRooms.com](http://www.TheLearningRooms.com)



**Associate Trainer Panel**

**Application Form**

**Please complete ALL sections**

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| **1. Contact details** | |
| **Name** |  |
| **Address** |  |
| **Mobile number** |  |
| **Email address** |  |

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| **2. Relevant qualifications** Please include training qualifications and subject specific qualifications. |
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| **3. Relevant experience** Please give an indication of your professional background. |
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| **4. Areas of expertise** What do you consider to be your particular area of expertise. Please give details. |
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| **5. Do you have experience preparing/delivering training via e-learning?** | | | |
| **Yes** |  | **No** |  |
| If yes, please give details. | | | |
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| **6. Please give details of relevant training delivered to other organisations** Profile of participants, educational level, QQI or similar accreditation, dates delivered etc. |
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| **7. References** Please give details of two organisations you have recently worked with as a trainer. Include an overview of the types of training delivered and contact details of your point of contact. |
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| **8. Training commitments** Please give details of any current training commitments. |
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| **9. Subject areas**  Please select the subject area(s) you would be interested in delivering. | **X** |
| **People Management**  Performance Management, Coaching, Mentoring, HR Policies and Procedures, Managing Teams, Delegation, Motivation, Conflict Resolution etc. |  |
| **Strategic Management**  Developing a Strategic Focus, Project Planning and Management, Managing Change, Developing High Performance Teams etc. |  |
| **Personal Effectiveness**  Stress Management, Building Resilience, Time Management, Problem Solving, Giving Presentations, Communication Skills, Personal Development Planning etc. |  |
| **Customer Service**  The Customer Journey, Handling Difficult Situations, Assertiveness, Communication and Listening Skills etc. |  |

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| **10. Regions**  Please select the regions where you would be available to deliver training. | **X** |
| Dublin North East |  |
| Dublin Mid-Leinster |  |
| South/South West |  |
| North/North West and Border Counties |  |

**Payment**

* The hourly rate for training is €60 plus travel expenses where incurred.
* The rate includes course preparation, assessment and evaluation activities where required.

**Please complete and return via email to** [**jobs@shrc.ie**](mailto:jobs@shrc.ie)

**Closing date: Friday 31 July 2015**