



Management Essentials

Managers in the University of Limerick need to be able to manage on-going changes successfully and with confidence. Management Essentials has been designed to support you on your journey as a people manager; helping you develop a complete set of management skills and capabilities. With core, elective and mandatory elements leading to a digital badge, this programme ensures that you will develop a comprehensive management toolkit, enabling your success as a Manager in the University of Limerick. Through group discussions, team exercises and personal reflections you will identify actions to ensure what you learn is applied in the workplace.

Facilitated by skilled professionals with in-depth knowledge and experience of what it takes to become a successful and effective manager, this comprehensive Management Essentials programme will kick-start your journey to leadership.

Programme Content and Delivery

The programme will be delivered both online and face to face, but may be subject to change at short notice.



6 Core Modules

Totalling 21.5 hours of contact time, delivered in 5 face to face and 2 online segments over 10 weeks. .

Module	Details	Duration
The role of a Manager	<ul style="list-style-type: none"> Management in the University context Management Styles Manager as a coach 	3.5 hours
Manager Responsibilities	<ul style="list-style-type: none"> Outline of key Policies & Procedures Employee Relations 	2 hours 2 hours
Effective Communication	<ul style="list-style-type: none"> Communication Styles What is conflict and how do you address it Assertiveness/Saying No 	3.5 hours
Managing Performance	<ul style="list-style-type: none"> PDR Process Overview Setting SMART objectives Managing Performance 	3.5 hours
Team Building	<ul style="list-style-type: none"> Value of teamwork Motivation Building trust Relationships 	3.5 hours
Getting it Done!	<ul style="list-style-type: none"> Prioritising tasks Eliminating the urgency addiction Delegating Effectively <p>There will also be a 1:1 coaching session provided during this element of the programme.</p>	3.5 hours





3 Elective Courses

Choose from 3 of the following courses:

Title	Duration
Managing Difficult Conversations	1 day
Chairing and Facilitating Effective Meetings	1 day
Presentation Skills	1 day
Resilience for Managers	3.5 hours
Influencing Skills	3.5 hours
Principles of Project Management	2* 3.5hrs
Stress Management	3.5 hours
Assertiveness Skills	1 day

7 Mandatory Courses

The following 7 courses must be completed:

Title	Duration
Dignity & Respect	3 hours
Unconscious Bias	E-learning course
Interviewer skills	E-learning course
Chairing Interview boards	1 hour
GDPR	E-learning course
PDR for Managers	3 hours
Let's Talk About Race in the Higher Education Sector	E-learning course

FAQs

Who is it aimed at?

This programme is aimed at those who are new to management and wish to develop their managerial skills.

I have already attended some of these courses – do I have to do them again?

If you have completed any of the Elective or Mandatory modules in the 12 months prior to beginning the Core modules, then these can be counted towards the digital badge.

I have attended Introduction to Management, can I attend Management Essentials?

No, this programme is intended for those who are newly promoted to management or those who have not received any management training previously.

How do I apply?

To apply, email HRTalentdevelopment@ul.ie, with approval from your Manager.

What if I don't get a place?

The Core Modules are run approximately 3 times per year. Applicants who do not receive a place will be waitlisted for the next programme. You are welcome to attend the Elective and Mandatory courses as they are advertised.

How much time do I have to complete all the modules & achieve the digital badge?

The 6 core, 3 elective and 7 mandatory modules must be completed within 18 months of beginning the Core modules.

I do not have Management responsibilities, but I would like to be a manager in the future, can I attend?

No, this is not an aspiring manager programme. This programme is intended for those who are newly promoted to management or those who have not received any management training previously.

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