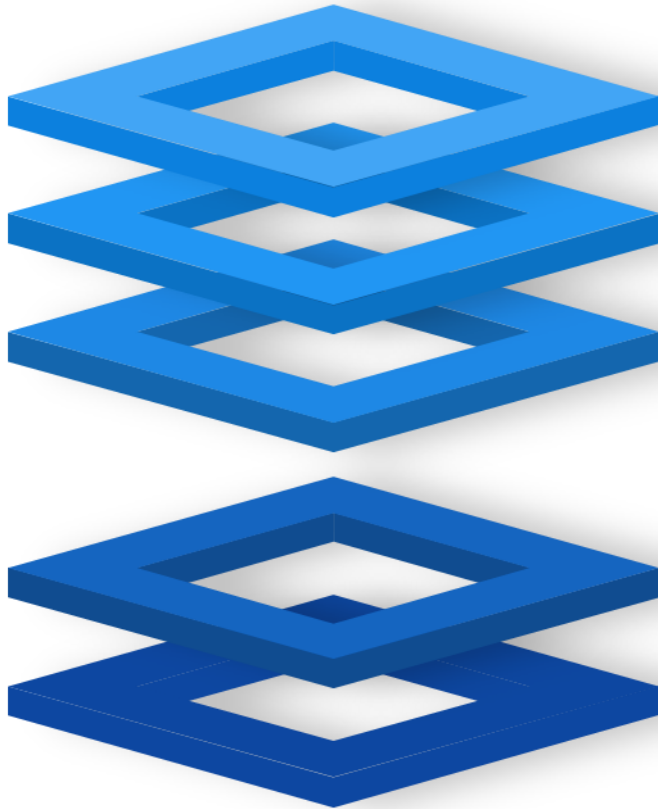




**Beacon Training**

Lead a Learning Evolution



QQI ACCREDITED  
PROGRAMME  
BROCHURE



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QQI AWARD



National Framework  
of Qualifications

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## MANAGING PEOPLE COURSE (QQI LEVEL 6)

- ∞ Award Achieved: QQI Level 6 component Certificate in Managing People (6N3945).
- ∞ NFO Credit Value: 15 credits.
- ∞ Format: In person with fully qualified tutors & accredited by QQI.
- ∞ Course includes all documentation, lecturing, assessments, learner registration and QQI certification fees.
- ∞ This course will take a minimum of 8 weeks
- ∞ In-person attendance



### Course Description

This comprehensive QQI Managing People course, equips existing Managers (and those considering a career in managing people) with detailed knowledge of employee legislation, motivating staff, appraisals, disciplinary procedures, recruitment, selection and personal development.

Participants will learn how to:

- ∞ manage staff performance and under performance,
- ∞ motivate, empower and develop staff,
- ∞ build effective workplace relationships, and
- ∞ understand the implications of Irish employee related legislation.

The course is designed for those working in Large Companies, SMEs or the Public Sector.

### Course Details

Topics covered include:

#### Unit 1: Managing Drive and Performance

- ∞ Management v. Leadership
- ∞ Management & Leadership Styles
- ∞ The Managerial Grid Model
- ∞ Organisation Structure
- ∞ Organisation Culture

## Unit 2: Leadership in Action

- ∞ Negotiating Performance Management
- ∞ Operational Plans
- ∞ Setting Standards and Objectives
- ∞ Setting SMART Objectives
- ∞ Decision Making
- ∞ Creative Problem Solving
- ∞ Delegating and Motivating
- ∞ Monitoring and Controlling
- ∞ Managing Conflict and Disputes
- ∞ Dignity in the Workplace



## Unit 3: Training and Development

- ∞ Staff Development
- ∞ Staff Development Options
- ∞ Personal Development Plans (PDP).




## Unit 4: Legislation

- ∞ General Rights
- ∞ Contract of Employment



 Health and Safety Legislation.

### **Who should complete this course?**

-  Existing Managers and Supervisors who wish to gain an internationally recognised qualification.
-  Newly appointed Managers and Supervisors who wish to learn how to manage people and teams.
-  Managers in business who have to make direct reports and wish to learn best-practice techniques for managing people.

### **Entry Requirements / Prerequisites:**

Level 5 or equivalent in a relevant subject area (Business / Management) and/or relevant practical experience (3 years minimum) – Please ask about our requirements surrounding Recognition of Prior Learning (RPL) for entry.

**English Language Requirement:** Students entering programmes leading to awards at Level 6 are expected to be able to: fluently read, draft, prepare and understand complex information, including quantitative information, that is personally relevant and reflecting a broad knowledge base. For example, this might include text and other information relating to abstract theoretical ideas, concerns or procedures, such as local planning concerns in relation to broader spatial strategy, political issues in relation to particular agenda, budget plans/ specifications.

Learners undertaking this programme must have basic IT skills and access to the necessary equipment to enable them to undertake an online programme: computer, broadband, email, Microsoft, recording equipment necessary for some skills demonstration tasks, and where applicable any other specialised software/equipment.

### **Progression to further Studies**

This course leads to a level 6 award on the National Framework of Qualifications.

Students who successfully complete this programme may use this Level 6 credit towards the FETAC Advanced Certificate in Management programme (Ref. 6M4587).

## Assessment

This course is assessed through completion of a Project (50%), Assignment (20%) and a Personal Learner Record (30%) where candidates record their experience of setting performance standards, giving feedback, staff development, diversity, legislation, delegation and evaluation of their own skills.

All work submitted must be your own work. There is no exam with this course.

As part of our quality assurance, student assessment work will be marked by an Internal Assessor, validated by a Verifier with an independent QQI External Authenticator to complete the process.

## Accreditation

Following successful completion you will receive a QQI Level 6 component Certificate in Managing People (6N3945) from QQI.

QQI (Quality & Qualifications Ireland) is the national awarding body for further education and training in Ireland. The Beacon Training is registered with QQI to offer programmes leading to QQI awards in the National Framework of Qualifications in Ireland.

## Delivery Format

This new Managing People (QQI Level 6) 6N3945 course is completed through in-person attendance of Units. Delivery will be over a minimum of 8 weeks.



**Beacon HRM Group**  
Lead a Development Evolution

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**Beacon Leadership Institute**  
Build an Outstanding Organisation

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**Beacon Training**  
Lead a Learning Evolution



**eBeacon**  
Lead an eLearning Evolution



## COACHING MODELS OF PRACTICE (QQI LEVEL 6)

- ∞ Award Achieved: QQI Level 6 component Certificate in Coaching Models of Practice (6N3087).
- ∞ NFQ Credit Value: 15 credits.
- ∞ Format: In person with fully qualified tutors & accredited by QQI.
- ∞ Course includes all documentation, lecturing, assessments, learner registration and QQI certification fees.
- ∞ This course will take a minimum of 8 weeks
- ∞ In-person attendance

### Course Description

This is an exciting and dynamic programme and highly practical in its delivery. You will explore the latest research on interpersonal communication so that you can begin to further improve your ability to listen, question and set goals, and to do so in a way that delivers coaching excellence.

### Course Details

Topics covered include:



### Unit 1: Understanding and applying Coaching Models

This unit will begin with the exploration of the fundamentals of coaching. How do you structure a coaching session (coaching models) and within the most effective model how do you set goals and define an effective path to their achievement? These questions and more are answered and as such this module will cover:

- ∞ How to structure your coaching engagements - coaching models (e.g. GROW, Co-active coaching model, CLEAR, PPP module (Purpose -> Perspectives -> Process) etc.)
- ∞ Effective coaching strategies and how to develop them - what coaching success looks like
- ∞ Linking your coaching efforts into Business Plan achievement (being a coaching manager)
- ∞ Create a Coaching Contract - creating a contract between you and your coachee that will allow you to understand their personality and ensure they deliver on the goal set created



## Unit 2: Build the Coaching Relationship

The next unit focuses on the relationship you need to develop with your coachee. Participants will learn how to question, listen and negotiate effectively and to explore this through the G.R.O.W model of coaching. Key questions including - How do you build trust and rapport? How do you link your work as a coach to that of your work as a manager? Is there a difference? What is a coaching strategy and how are they formed to maximise success? How do ensure your coachee is bought into the process and how do you ensure they stay engaged throughout the coaching relationship? These questions and more will be answered and as such this module will cover:

- ∞ Listening Skills and body language - How to effectively question, reflect back, paraphrase, summarise and challenge in a coaching setting
- ∞ Influencing and Goal setting
- ∞ Delivering feedback within a coaching framework
- ∞ Understanding the boundaries within such conversations
- ∞ Flexing your coaching approach across the performance spectrum (from high performance to those struggling to someone who "chooses" not to contribute)

## Unit 3: Build Personal Effectiveness as a Coach



Having built and practiced the key skills of coaching in unit one and two, this unit will now focus on one core and complex topic above all others – personality. Both your personality (through the results of your 360) and that of your potential coachee, through a tool called the MBTI. These are explored so that you can in all scenarios deliver a tailored and highly impactful coaching approach. Again, the results of your 360 will be pivotal here, in that the information derived from it will illustrate how your personality is contributing to your coaching approach while the MBTI will be utilised to aid you to consider different personality types that you may need to coach and how to adapt to them while coaching (developing different coaching strategies, approaches and structures). As such this module will aid you to explore:

- ∞ MBTI personality styles
- ∞ Your personality Style and that of your coachee, how to work with opposites
- ∞ Exploration of Kolb's Learning Styles cycle, and how to work with all learning styles effectively

#### Unit 4: Managing and Practicing the Coaching Process



This unit gives you the space to practice all that you have learnt and to have key feedback offered to you by the programme facilitator. Here you will do the skills demonstration required for the QQI accreditation.

#### Who should complete this course?

This course is suited to participants of all experience levels and to aspiring coaches, managers, HR professionals, educators, therapists, business owners, and individuals seeking personal growth. It offers practical and versatile skills that positively impact both personal and professional aspects of learners' lives.

#### Entry Requirements / Prerequisites:

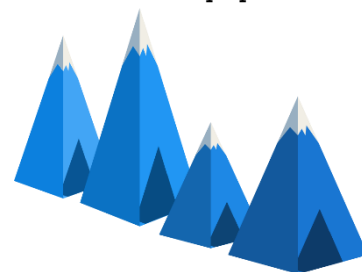
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### Progression to further Studies

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### Assessment

Submission	What needs to be done
Assignment - 40%	<ul style="list-style-type: none"> <li>∞ The assignment brief will require the delegate to demonstrate their knowledge and understanding of coaching models and coaching skills. (40% of total marks) Specifically the delegate will need to:</li> <li>∞ Describe the various coaching models in details (10 marks)</li> <li>∞ Create a coaching contract (10 marks)</li> <li>∞ Coach and Coachee Logs of coaching sessions held (x3) (10 marks)</li> <li>∞ Utilising their Learning Style Questionnaire to create a reflective log about their gained knowledge and how you will utilise this during their coaching sessions (10 marks)</li> </ul>
Skills Demonstration - 60%	The Skills demonstration will require the delegate to undertake a role play exercise in the training. The delegate is then provided with their mark and feedback on their coaching skills and improvements are



	<p>suggested. The delegate will then write a reflection on their coaching session.</p> <ul style="list-style-type: none"> <li>∞ Practical Coaching Skills demonstration. (40 marks)</li> <li>∞ Record and reflect on your coaching experience with particular emphasis on explaining why different coaching styles work in different circumstances and a reflection on demonstration skills coaching session. (20 marks)</li> </ul>
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## Accreditation

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## Delivery Format

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