

Skills to Advance

Make skills work for you

Management & Leadership Courses

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How to make skills work for you

Are you an **employer** or an **employee** who would like to:

- Develop your own career or your team by upskilling/reskilling?
- Increase staff morale, productivity, skills, knowledge, and performance?
- Improve your company's competitiveness and sustainability?

If so then contact our Employer Engagement Team with your training needs and we will support you by offering you highly subsidised, employee focused, funded training options. We will take you through the steps, take the workload off you, and enable you to access accredited bespoke training when you need it.

The Skills To Advance (STA) Initiative is delivered by Louth Meath Education and Training Board (LMETB)

This initiative provides Level 5 & 6 training courses to support employed people upskilling, seeking new work opportunities and career pathways, digital upskilling, employability, and lifelong learning.

This training is delivered either in classroom, online or blended via industry experience tutors at our training provisions,

The Skills to Advance Courses are funded up to 100% at Level 5 and up to 70% at Level 6 to Eligible Employees

We offer a dual approach:

- Working directly with Employees
- Working directly with Employers

There are three access routes to this funded training: Route 1, Route 2 and Route 3

ROUTE 1

This is direct employee access, where employees apply directly for R1 Courses via skillstoadvance@lmetb.ie. Employees complete a Learner Detail Form and are assessed for eligibility to secure a place on their chosen course.

What makes a person eligible?

- They must be currently employed – Under Skills to Advance policy, 'employees' are defined as those who work part-time or full-time under a contract of employment, whether oral or written, express or implied, have recognised rights and duties and are in receipt of pay for their service. Self-employed persons are eligible to participate. Full time students and those who are unemployed are not eligible under Skills to Advance.

- We accommodate learners where we can however priority is given to those who are
 - Educated to Level 5 and under
 - Age 50 +
 - At risk of economic displacement due to e.g. disruptive technologies, Covid, Brexit
 - Working in a lower skilled job i.e. a job that doesn't require a qualification

R1 Skills to Advance Courses are funded at 100% at Level 5 and 70% at Level 6 to Eligible Employees. This means on Level 6 courses only that the participant will pay 30% of the course fee directly to the training provision.

ROUTE 2

This is employer led. This route can be accessed by sole traders and SME's (companies of 249 staff and under). These companies must be based in Louth and Meath to avail of funding from the Louth Meath Education and Training Board. In R2 Employers engage directly with the Employer Engagement Officers, discussing their training needs, recruitment needs, and skills gaps and together devise training solutions. Suitable courses are then organised specifically and offered to companies in the same sector to allow for fairness, inclusivity, and equal competition. R2 Skills to Advance Courses are funded at up to 100% at Level 5 and up to 70% at Level 6 to Eligible Employees.

ROUTE 3


This is where a regional or sectoral training need has become apparent, and a training course has been created to address this need. R3 courses are created in collaboration with other ETB's, Regional Skills Fora and Industry Bodies. This Route can be accessed by sole traders and SME's (companies of 249 staff and under) and Large/Global Companies (companies of 250 staff and over). R3 Skills to Advance Courses are funded at up to 100% at Level 5 and up to 70% at Level 6 to Eligible Employees. .

HOW DO I APPLY?

For training enquiries on any of the above courses or indeed if the training you require is not on this list please contact us as we may be able to offer the training you need.

 skillstoadvance@lmetb.ie

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Training Provisions

Skills to Advance offer subsidised training to Eligible Employers and Employees via Louth Meath Education and Training Board training provisions and industry experienced tutors, which include:

- **Back to Education Initiatives Louth and Meath**
- **Beaufort College Navan**
- **Drogheda Institute of Further Education**
- **Dunboyne College of Further Education**
- **O’Fiaich College Dundalk**
- **Regional Skills Training Centre Dundalk**
- **Advanced Manufacturing Training Centre of Excellence**

We offer a diverse range of industry-led part-time courses available at Level 5 and Level 6 on the National Framework of Qualifications across the following departments: Management & Leadership, Business Supports, Health & Safety, IT, as well as offering specific industry related training in sectors such as Childcare, Hair & Beauty, Construction, Technology & Design, Sports, Hospitality & Tourism, Applied Science, Community & Healthcare and Animal Care.

Our courses are designed to enhance career prospects and are continuously reviewed to ensure that they match employer requirements and industry trends. Both the colleges and Skills to Advance employer engagement team have strong links with local businesses and industry who continuously inform our teaching practice.

Our mission is to provide a high quality, comprehensive and inclusive Further Education service to the businesses in Louth and Meath and to offer Skills to Advance courses to support employers to increase productivity and competitiveness by investing in themselves and in their employees.

LMETB also offer additional supports such as Mentor Training, Work Experience Placements, Graduate Placements, Apprenticeships/Traineeships and Training Needs Analysis Supports to help you clarify what training your company needs to meet its objectives.

COURSE TITLE

Coaching Models of Practice

CODE 6N3087

ACCREDITATION QQI LEVEL 6

DURATION This part-time course is delivered over 4 full days



COURSE OVERVIEW

This course is essential for any supervisors/team leaders/manager who are required to assist their team to apply newly acquired knowledge and skills to be successful. Learners will gain invaluable knowledge in delivering coaching within the workplace. The purpose of this award is to equip the learner with the knowledge, skills and competence in the concepts and theories underpinning coaching models of practice to enable the learner to select and use effective coaching models.

COURSE CONTENT

- The fundamentals of coaching
- The power of listening
- Learning styles & selection of best coaching models for each individual
- Non-verbal communication
- Coaching strategies & techniques
- Coaching models to include co-active coaching and GROW models
- Beliefs, values and attitudes
- How to support the coaching relationship
- Future focus, goal setting skills & outcome attainment
- Exploring positive alternatives and challenging assumptions
- The positive impact of coaching

PROGRESSION ROUTES

On successful completion, you will receive a QQI Level 6 Minor Award, empowering you to successfully coach colleagues or team members.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

COURSE TITLE

Human Resources Level 5

CODE 5N3586

ACCREDITATION QQI LEVEL 5

DURATION This part-time course can be delivered either daytime or evening time



COURSE OVERVIEW

This course is suitable for anyone currently working in a human resources capacity (whether employed or self-employed) or those aspiring for a career in human resources. The purpose of this award is to equip the learner with the knowledge, skills and competence to understand the role of human resource management within an organisation and to apply these concepts in the workplace.

COURSE CONTENT

- The role & function of human resources
- Human resources management concepts & processes
- Communication methods
- Human resource planning: definition, stages, & contribution to company objectives
- The recruitment & selection process
- The role of training and development
- Motivation and reward systems
- Performance management
- Health, safety at work and welfare facilities
- Grievance, discipline and conflict resolution procedures
- Employment legislation
- Human resource management skills, tools & competence

PROGRESSION ROUTES

On successful completion, you will receive a QQI Level 5 Minor Award, empowering you to successfully fulfil your current of future role in HR.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

COURSE TITLE

Human Resources Management Level 6

CODE 6N3750

ACCREDITATION QQI LEVEL 6

DURATION This part-time course can be delivered either daytime or evening time



COURSE OVERVIEW

This course is suitable for anyone who works in human resources and would like to progress to management, or anyone aspiring for a career in human resources management. This is also an ideal course for business owners. The aim is to facilitate the learner in understating the role of human resources management in a range of organisations.

COURSE CONTENT

- History, principles, practice and evolution of human resources management
- Human resources planning, recruitment and selection
- Staff attraction & retention
- Action plans for downsizing through redeployment, career breaks, retirement, redundancy, etc.
- Strategic hr management and its relevance to organisational performance and business strategy
- Training and development
- Staff communication and motivation
- Performance management methodologies & rewards systems
- Employment legislation
- Industrial & employment relations
- Grievance & disciplinary procedures

PROGRESSION ROUTES

On successful completion, you will receive a QQI Level 6 Minor Award, empowering you to successfully fulfil your current or future HR management role.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

COURSE TITLE

The Institute of Leadership and Management (ILM) Certificate in Leadership and Management

ACCREDITATION ILM Level 4
(Equates to Level 6 on NFQ)

DURATION This part - time course is delivered one evening a week over 12 weeks



COURSE OVERVIEW

This programme has been developed for employers/employees who are currently performing a supervisory/team-lead/managerial role or those who aspire for a career in management. This certificate programme aims to upskill current and future leaders within an organisation. It will maximise a company's ability to deal with the business environment, its challenges, and opportunities. Leaders will increase productivity by successfully motivating and leading teams.

COURSE CONTENT

- Managing and implementing change in the workplace
- Creative problem solving
- Effective decision making in the workplace
- Professional writing for business
- Understanding remote working and blended working
- Managing remote workers
- Motivating people in the workplace

PROGRESSION ROUTES

On successful completion, you will receive an ILM Level 4/ QQI Level 6 Minor Award, empowering you to successfully lead your current team or a future team through various changes posed by the workplace environment.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

COURSE TITLE

Managing People

CODE 6N3945

ACCREDITATION QQI LEVEL 6

DURATION This part-time course can be delivered either daytime or evening time



COURSE OVERVIEW

This course is suitable for anyone currently working as a supervisor, team leader or manager or anyone aspiring to develop their career as a manager. It is also an ideal course for a business owner/self-employed. This programme module will provide the learner with the knowledge, skills and ability to manage people in a positive and productive capacity.

COURSE CONTENT

- Modern management theory and practice
- Motivational theories & empowering people
- Open communication & building effective relationships
- Diversity & inclusion
- The impact of culture, attitudes and values in the workplace
- Delegation, teamwork & morale
- Performance management, dealing with underperformance and skills deficits
- The professional role & function of leadership
- Assessing your own leadership capability and performance
- Understanding the organisational environment
- Confidentiality, data protection and codes of conduct
- Industrial & employee relationships
- Conflict resolution

PROGRESSION ROUTES

On successful completion, you will receive a QQI Level 6 Minor Award, empowering you to successfully manage, supervise or lead a team or develop your future career as a manager.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

COURSE TITLE

Prince Foundation – Project Management Online Course

ACCREDITATION PRINCE2® Foundation

DURATION This part - time course is delivered
over three consecutive days



COURSE OVERVIEW

PRINCE2® (Projects IN a Controlled Environment) is a leading-edge approach to managing projects. With the launch of PRINCE2® also came its recognition as the de facto standard for managing projects, not just in the IT/IS environment, but for projects of any size and complexity, run in any industry sector. This programme is delivered combining live online workshops and tutor supported remote learning. This course is delivered over four days virtually using zoom technology. Learners will be supported throughout the programme by our expert tutors and learning and development team.

COURSE CONTENT

- Introduction to project management
- Overview of PRINCE2®
- Starting up a project
- The project management team
- The business case
- Risk and quality management
- All aspects of planning
- Controls
- Managing stage boundaries
- Quality in a pe controlling a stage
- Managing product delivery
- Change Control
- Project Closure

PROGRESSION ROUTES

On successful completion, you will receive a Prince Foundation Project Management Award, empowering you to successfully lead and manage projects.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

COURSE TITLE

Supervisory Management

CODE 6N4329

ACCREDITATION QQI LEVEL 6

DURATION THIS PART-TIME COURSE CAN BE DELIVERED EITHER DAYTIME OR EVENING TIME



COURSE OVERVIEW

This course would suit anyone who is currently working in a supervisory/ management/ team leader role or who wishes to progress their career in this direction. This programme module will provide the learner with the knowledge, skills and competence to work independently in a supervisory management capacity in a variety of sectors.

COURSE CONTENT

- Roles, duties and responsibilities of a supervisory manager
- How to implement quality systems, procedures and standards within an organisation based on industry standards, good practice and statutory compliance
- Operational management to include departmental budgets, standard operating procedures, record keeping, rosters, annual leave and maintenance schedules
- Importance of confidentiality, security of information, record keeping, professional use of emails and internet, and data protection
- Recruitment & selection
- Staff training, development, performance reviews and evaluations
- Understanding health & safety, risk assessment and adequate insurance cover
- Professional communication

PROGRESSION ROUTES

On successful completion, you will receive a QQI Level 6 Minor Award, empowering you to successfully manage a team in a supervisory role.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

COURSE TITLE

Training Needs Identification & Design

CODE 6N3325

ACCREDITATION QQI LEVEL 6

DURATION THIS PART-TIME COURSE CAN BE DELIVERED EITHER DAYTIME OR EVENING TIME



COURSE OVERVIEW

This course is suitable for learners who are currently working in a training capacity within their job role or who wish to develop their career in this area. This course will equip the learner with the knowledge, skills and competence to identify training and development needs. They will achieve this based on specific goals, within an organisation and/or at an individual level and go on to Design, Plan and Implement a training schedule.

COURSE CONTENT

- Introduction to Learning Styles
- Purpose, Function, Process and Benefits of Training & Development
- Training Needs Analysis Approaches and Techniques
- Identify and Design of Training Programmes
- Internal and External Factors which Influence Training & Development Requirements
- Concepts of Learning, Training, Development and Education
- Learning Theorists
- Organisational Strategy, Policy, Mission & Vision, and Impact on Training & Development
- Learning Culture of an Organisation and Human Capital
- Training Needs Analysis Stages
- Conduct a Training Needs Analysis for both an Organisation and an Individual
- Identify TNA outcomes in terms of gaps in knowledge, and employees' skills and attitudes.
- Identify Barriers and Attitudes to Training
- Assess Range of Instructional System Design (ISD) Models
- Devise a Training Plan to Include a Cost Benefit Analysis
- Design a Training Intervention that incorporates a range of design factors to include trainees, adult learning theories, motivation theories, objectives, exercises, training methods, learning aids, location, and facilities.
- Develop Training Content to include web-based facilities, software, flipcharts, handouts
- Performance Management Approaches in the context of Identifying Training and Developing Needs

PROGRESSION ROUTES

On successful completion, you will receive a QQI Level 6 Minor Award, empowering you to successfully design, plan and implement a training schedule in your current or future role.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie

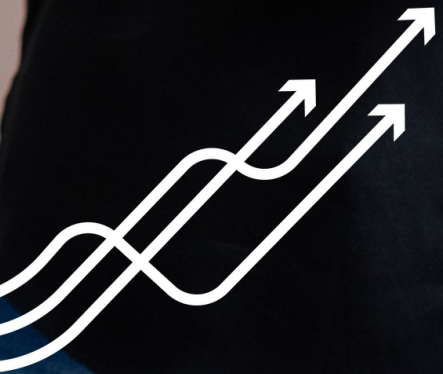
COURSE TITLE

Training Delivery and Evaluation

CODE 6N3326

ACCREDITATION QQI LEVEL 6

DURATION THIS PART-TIME COURSE CAN BE DELIVERED EITHER DAYTIME OR EVENING TIME



COURSE OVERVIEW

This course is suitable for those who are working as, or would like to become, a professional trainer. It is also suitable for those whose role involves some element of training which could include managers, team leaders, HR professionals etc. This programme aims to equip the learner with the knowledge, skills and competence to deliver, assess and evaluate a training and development intervention. Learners will be able to demonstrate to potential clients and employers that they are serious about their career in professional training. This course is an opportunity to increase career potential and develop confidence and skill as a trainer.


COURSE CONTENT

- Concepts and theories underpinning the delivery & evaluation of training
- Training evaluation models, approaches, tools & techniques
- Elements which impact effectiveness of training including: the learning environment, trainer, learning methodologies and group dynamics
- Course introduction & programme plan
- Equality, inclusion, diversity, disability and legislation in relation to training provision
- Training design, aids, delivery and evaluation
- Communication skills and constructive feedback
- Assessment methods
- Reflective practice

PROGRESSION ROUTES

On successful completion, you will receive a QQI Level 6 Minor Award, empowering you to successfully run professional training courses in the future.

For more information or to apply for this course contact the Skills to Advance Team on skillstoadvance@lmetb.ie



To find out more about subsidised upskilling and reskilling opportunities across Louth and Meath please get in touch:



086 067 9510 / 086 787 0854



skillstoadvance@lmetb.ie



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<https://www.lmetb.ie/further-education-training/employee-skills-development/skills-to-advance/>

www.skillstoadvance.ie



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