

FETAC Level 6 Supervisory Management (L32199)

Date	Time	Content
02/05/13	9.30am – 4.00pm	⇒ Induction ⇒ The Supervisor's Role ⇒ Operational Planning ⇒ Tutorial (Assessment information).
09/05/13	9.30am – 4.00pm	⇒ Operational Planning (contd.) ⇒ Team Leadership ⇒ Tutorial.
16/05/13	9.30am – 4.00pm	⇒ Team Leadership (contd.) ⇒ Organisational Skills ⇒ Tutorial.
23/05/13	9.30am – 4.00pm	⇒ Learner Assessment – Skills Demo 1 ⇒ Learner Assessment – Skills Demo 2 ⇒ Close

- The course will be delivered over a 4 day period by Jim Flynn of MTS Consulting.
- AIM:

To equip learners with the practical skills and knowledge necessary to operate effectively as a supervisor or line manager.

○ **LEARNING OUTCOMES:**

On completion of this course participants will be able to:

- Understand the role and responsibilities of the supervisor
- Develop the relevant management skills
- Develop leadership skills and traits
- Demonstrate the confidence to deal with a variety of challenging situations
- Perfect good work practices as required for the role.

This course is suitable for those with a Level 5 Certificate, Leaving Certificate or equivalent qualifications and/or relevant life and work experience. Participants should be current or aspiring supervisors.

○ **ASSESSMENT** consists of:

Assignment (30% of total marks) - on the final day candidates will deliver a 30 minute presentation based on their handling of a case study provided in advance.

Skills Demonstration (70%) – learners will be asked to practice a number of skills learned in the workplace - to be submitted as a written report within 2 weeks of course end.

Full guidance and support will be provided to learners.

For the FETAC Module Descriptor, see

http://public.fetac.ie/AwardsLibraryPdf/L32199_AwardSpecifications_English.pdf

- Attendance is advised on each of the four days as the course is designed to build on previous learning. This will also facilitate the fulfilment of the assessments required at the end of the course.
- **Cost: €450.00**– booking form and payment required in advance of course commencement. Fee is **non-refundable**
- Lunch will be provided each day – please inform us of any special dietary requirements prior to course commencement

Location: The Education Centre is located on the Grounds of St. Luke's Home, Castle Road, Mahon. We are located close to Blackrock Castle and the following link provides directions and map. <http://www.stlukeshome.ie/node/101>

Further Information available from: Claire at 021 4536551

Further Details on all the courses provided by the Education Centre are available on www.stlukeshome.ie/education-centre

The Education Centre was opened during 2011 and purpose built to meet the access needs of all learners. Disability Car Parking is available.

Places will be allocated on a first come first served basis and early booking is recommended.