

Ibec Academy CPD Diploma in Professional Competence

Personal Effectiveness
and Leadership Programme



Developing the Individual's personal effectiveness and leadership capabilities.

This programme is an ideal fit for those who are looking to develop their core competencies and skills as part of their professional development.

For organisations, this diploma programme provides an ideal process to develop potential talent and to support promoted Individuals in new and existing roles.

Typically, candidates who attend this programme are: new to a role, have been recognised as potential candidates for promotion or have been promoted previously and could benefit from some formal training to support them in their professional development.

This programme (or parts thereof) is designed to empower professionals with key skills and competencies that are required in today's world of work.

Participants will build the necessary confidence to set their careers on a strong and grounded platform embedded in the culture and growth plan of their organisations. Core to this is business, interpersonal, communication and personal effectiveness skills which are all applicable in a commercial and applied way in a range of critical areas. We will design the programme in partnership with you and ensure it is aligned to your specific company requirements, culture and values.

We incorporate emerging trends in industry with newly themed areas of ESG, Diversity and Inclusion, strategy, innovation and wellbeing.

Specifically, the course gives participants an introduction to and understanding of commercial awareness, leadership, communication skills, team working, career planning, performance and people, time management and handling conflict. It also looks at motivation, presentation skills, organisational behaviour, finance, decision making and self-awareness.

It helps participants to build their knowledge, competence, and confidence in these areas so that they are clear about their own strengths and how best to work with others and achieve real results. They will learn how to prepare well for internal progression interviews, ensuring they demonstrate to employers their strengths and the value they bring to a team and organisation.

They will gain a real understanding of what motivates and drives their performance and decision making as well as developing a confidence in their own skills and abilities.

Programme Schedule

Module 1: Self & Organisational Awareness

- Personality profiling to identify your strengths
- Self awareness and learning from how you react to situations
- Building your style based on strengths
- Business Etiquette

Module 2: Personal Effectiveness, Time Management and Decision Making

- A practical time management system that you can apply
- Approaches to decision making
- Understanding your own decision-making style
- The impact of conscious/unconscious bias
- Team vs individual decision making

Module 3: Performance Management & Dealing Effectively with Challenges (IR Culture)

- Understanding how and why people perform as they do
- Personal performance drivers and planning for success
- Difficult Conversations / Giving Feedback / Managing Difficult Relationships
- Workplace Conflict & Grievances
- Fair Procedure / Natural Justice

Module 4: Project Management

- Fundamentals of project management
- Tools for project management that really work
- Your approach to projects
- Scoping out Real-World Projects
- Action planning key do's and don'ts

Module 5: Leadership

- Personal style of leadership
- Building your strengths
- Power and values when leading others
- What kind of leader are you ?

Module 6: Motivation & Engagement

- Identifying key motivators and demotivators
- Understanding individual differences
- Getting the best from yourself and others
- Emotional Awareness & Self-Regulation
- Building Emotional Resilience & Wellbeing

Module 7: Communications and Influencing

- Your style as a communicator /Influencer
- Practical models of communication and human behaviour
- Who do I need/want to influence – Team/Management etc
- Assertiveness and handling conflict
- Getting the best from others

Module 8: Financial Skills

- Understanding fundamental accounting concepts
- Cash flow and P/L
- Reading the figures and what they mean in a real way
- Gaining confidence in this key area of the business

Module 9: Teams & Team Working

- Practical models of team working
- Getting the best from your team
- Your own style when working with others
- How to become a high performing team

Module 10: Change Management

- Understanding change
- Key approaches to change management
- Embedding change in organisations
- Communicating change
- Enhancing personal and team resilience
- Staying the course

Module 11: Presentation & Presence

- Developing powerful presentation skills
- Designing your presentation for maximum impact
- Dealing with your audience
- Develop Confidence with powerful presence and voice
- Overcome nervousness
- Have a tool kit to bring to your daily actions

Module 12: Strategy & Customer Service

- Understand the fundamentals of strategic planning
- Tools for strategic planning
- Practical strategies that work
- Developing commercial awareness
- Knowing who your customers are (internal & external)
- Own your own attitude & understand behaviour
- Success in difficult situation

Why choose Ibec Academy?

Programme Director

Fintan has over 30 years experience in designing and facilitating training and development courses. He is one of the most experienced Facilitators of experiential programmes in Ireland having worked with teams and individuals since 1989.

He has a wealth of experience in delivering developmental courses on a wide range of subjects to different audiences and therefore makes very learning experience relevant to the work environment. His style of delivery is challenging, inspirational and results focused.

As a qualified Life/Business Coach he coaches and mentors both Individuals and Teams from Junior to Executive level in a wide variety of organisations.

Fintan Ryan
Programme Director

Customer Testimonial

“We worked with the Ibec team to develop a management development programme that suited our business. We now have we believe an excellent programme which is a key part of the future development managers in the business’

Catherine Smith

Lakeland Dairies, HR Manager

Participants comments

“The Diploma in Professional Competence really helped to develop the skills it takes to become an effective leader. As a result of these learnings I now have the confidence to influence others as well as being able to understand how to reach objectives through proper team planning and organisation”

Alvin Johnson
Production graduate, North Cork Creameries

Participants comments

“This course has changed how I work full stop. It has given me the tools to be successful in my current position as Hospitality Channel Manager within Kepak. I would highly recommend it”

Kieran Lyons
Hospitality Channel, Development Manager

To discuss or book this course contact
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Ibec Knows Business

Ibec has an extensive history in the area of business knowledge, industry collaboration and management expertise, all of which informs the programmes we deliver

We know the real issues that employers face every day as we advise and represent companies, ensuring the learning is real and impactful

Applied Relevance

A key focus of all of our development programmes is to ensure the learning is applied and makes a real impact in the workplace

We work hard to ensure the learning is embedded quickly and makes a positive difference

Emergent Thinking & Real Life Examples

As part of our programme design, real life examples of best practice are shared by our trainers and subject matter experts, many of whom advise and represent companies every day.

We share many of our Ibec reports, surveys, current and emergent thinking in key areas of management across areas of organisational behaviour, employment law, human resources and employee relations

Strategic Partnership with TU Dublin

We offer an accredited award through TU Dublin, which is widely recognised both in Ireland and internationally

Successful graduates of our cpd Diploma in Management celebrate their achievement at our graduation ceremony, which 2-3 family and friends can also attend