



Funded Upskilling Opportunities Supervisory Skills September 13th QQI L6 Accredited

Course Format: Learners will attend 10 full days in a blended format 1 day per week for 10 weeks. Day 1, 9, and 10 will be in **Loughlinstown Training Centre** all other days will be Online

Wednesday 13th September

The purpose of this award is to equip the learner with the relevant knowledge, skill and competence to work in a range of industry sectors independently in a supervisory capacity.

| Course Name | Start Date | Duration | Qualification |
|--------------------|----------------------------|-------------------------------|-------------------------------|
| Supervisory Skills | 13 th September | One day per week for 10 Weeks | QQI Certification L6 (6N4329) |

Course content covers the following key areas;

- Understanding management duties and responsibilities
- Records management and GDPR
- Understanding recruitment
- Insurance and Risk assessment
- Policy and procedure implementation
- Budget planning and management
- Staff training, development and assessment
- Staff review and evaluation

What Certification will be awarded?

Successful learners will be awarded a QQI Level 6 Component Award in Supervisory Management 6N4329 and earn 15 ECTS Credits

To apply, please contact your HR or T&D Manager or Patrice Hamilton on patricehamilton@ddletb.ie 086-0495146

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