

OPTIMUM

# Programme Guide

## Managing People QQI Level 6

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TRAINING & BUSINESS  
SERVICES



# Managing People QQI Level 6 Programme 6N3945

## Overview:

A highly interactive programme focusing on enhancing your management skills for success in your workplace. The programme will provide you with the essential techniques that will help you to effectively manage the interactions you have with people. It will provide you with the knowledge and practical skills to effectively manage challenging situations. You will also gain the personal skills to organise and develop your managerial role and learn how to foster an environment that encourages innovation and continuous improvement.

## Module Objectives:

- Leadership, Delegation and Time Management
- Managing Performance, Coaching and Performance Improvement
- Building High Performance Teams
- Legislation, Regulation and Policies
- Assertive Communication

## Entry Requirements:

- Level 5 or equivalent in a relevant subject area
- Proficient in the English language
- Basic IT Skills
- Competent in self-directed learning


### Assessment Details:

Project 50%  
Learner Record 30%  
Assignment 20%

## Who should apply?

This programme is suited to participants of all experience levels, including beginners and those who wish to develop their management, communication & organisation skills and in turn improve their team's performance.

 QQI Level 6 Award

 Zoom

 Classroom

 5 days



# Why choose Optimum Limited ?



Optimum Limited provides a wide range of business development, consultancy and training to companies across all industry sectors, whilst offering client-specific and scheduled training programmes. The fundamental purpose of our training and development programmes is to link company objectives to individuals in order to achieve outstanding business performance. Optimum also provide business support initiatives, such as organisational development, change management services, professional mentoring and coaching skills.

Since its establishment in 1990, Optimum has demonstrated a clear correlation between people development and the bottom line. This ethos has helped Optimum in establishing a portfolio of highly reputable clients in the private sector, state and local agencies, universities and professional bodies. As a preferred choice provider and partner to many of Ireland's leading businesses, we have learned that the key to our success is putting their success first. Our focus is on building lasting partnerships that offer positive outcomes and a rewarding learning experience. Our commitment to quality is enhanced by the enthusiasm of our team and our recognition of high quality standards. Through ongoing research and development, all of our services incorporate the latest concepts and approaches to enhance business services.



# Optimum Limited Accreditation

We also recognise the importance of considering accreditation as a quality assurance alternative. Optimum Limited can offer reputable accreditation depending on your specific learning requirements. We have an impressive history of collaborating with a range of professional organisations in the provision of quality learning responses.

We have also developed an extensive network of contacts from all business areas, which are continually utilised for project enhancement and effectiveness. This network is comprised of Corporate Clients, State Agencies, Government Bodies, Enterprise Agencies, Area Partnerships and National Business Networks.

## QQI Awards that we offer:



**Leadership**  
Level 6



**Managing People**  
Level 6



**Coaching Models of Practice**  
Level 6



**Training & Development**  
Level 6 (Special Purpose)



**Business Management**  
Level 6



**Sales & Marketing Management**  
Level 6



**Start Your Own Business**  
Level 5



**Digital Marketing**  
Level 5



**Communications**  
Level 4 and 5



**Customer Service**  
Level 5



# Optimum's Quality Assurance

Optimum adopts a Business Excellence Model in relation to quality assurance. We aim to deliver superior quality training which is supported with professional materials and best practice models. We believe in delivering over and above and value our clients as partners in our business. We closely monitor all feedback from participants and take corrective action if required. We tailor each programme and training workshop to meet the specific needs of the group and have an ability to create environments that support different learning styles.

Optimum are a QQI accredited centre. We have also developed an extensive network of contacts from all business areas, which are continually utilised for project enhancement and effectiveness.

We have a dedicated QQI Co-ordinator and support team who are responsible for maintaining and continuously improving QA processes and procedures to ensure that the correct procedures are implemented and reviewed.

Our QA Manual and Learner Handbook can be found on our website or at request.

And if you have any other questions relating to our Quality Assurance policies or procedures, please don't hesitate to contact us at [hq@optimum.ie](mailto:hq@optimum.ie) or ring us (01) 672 8628.



For enquiries,  
contact us.



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