



Be a Leader for a **New Generation!** Apply today for...

The 2016 INDI & Abbott Certificate in Management and Leadership

Programme Outline, Eligibility Criteria and Sample Application Form







The INDI & Abbott Certificate in Management and Leadership



What will this programme offer you?

This programme has been designed to further develop your leadership skills and to help you to take the next step in your career.

- Learn how to manage yourself for success in your career.
- Enhance your ability to lead a team of diverse individuals successfully.
- Increase your strategic influencing, networking and overall communication skills.
- Increase your confidence as a decisionmaker within the health sector.

In summary, this programme has been designed with both current and future leaders in mind providing the platform and environment for those who would like to further their career and refresh their leadership skills.

What is the eligibility criteria?

The eligibility criteria for this programme are as follows:

- INDI Member
- At least three years post-graduate experience
- An up-to-date Continuous Professional Development (CPD) plan

Who should apply?

- Dietitians in management or with a desire to be in a leadership position
- Clinical Specialist lead with a minimum of three years' experience, looking for a new challenge, considering expanding/redefining your role
- Self employed, successfully running your business for a minimum of five years

and looking to develop a strategic plan for your business with support and input from colleagues and business experts

Working in research/academia for a minimum of five years and looking to develop management and leadership skills to help achieve your career aspirations.

Where and when will the course be run?

The course will run over six days and will be held at the Irish Management Institute (IMI), 16 Sandyford Road, Dublin.

- Friday 5th and Saturday 6th February 2016
- Friday 6th and Saturday 7th May 2016
- Friday 23rd and Saturday 24th September 2016

How much will it cost?

The course is funded by the INDI in conjunction with Abbott Nutrition. The delegate fee is €500 per person, to be paid in two installments.

The delegate fee includes lunch, dinner and light refreshments and one overnight accommodation on the Friday evening for every weekend of the course in the IMI Sandyford.

The first installment of €200 is to be paid to the INDI by 4th December 2015, with the balance to be paid by 1st February 2016.

How do I apply?

Applications can be downloaded from abbottnutrition.ie/soilsiu-dietitians/indi. A sample application form is overleaf. Completed application forms with current Curriculum Vitae and covering letter should be emailed to the INDI CEO at info@indi.ie.

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All information provided will be treated with the strictest of confidence. Closing date for applications 6th November 2015.

Places are limited. Successful candidates will be informed by 27th November 2015.

What is the recruitment process?

A maximum of 16 delegates with 70% allocated to employees within the HSE, 30% allocated to nonHSE Dietitians. This reflects the INDI membership.

Applicants will be selected based on information supplied in the covering letter, application form and a current Curriculum Vitae.

Candidates will be selected according to defined selection criteria by the INDI in conjunction with program leader Ms Amanda Cahir O'Donnell.

If you require further information please contact the INDI offices at 01 2804839.

Course outline

BUILDING SELF AWARENESS

PROCESS

- Administration of DISC profiling
- Competency self assessment (ongoing)
- Team feedback process

OUTCOMES

- Prioritisation of development needs and opportunities
- Increased selfawareness and self-confidence

MODULE 1: MANAGING SELF

- awareness

SKILLS

- Setting stretch goals
- manage upwards for success
- and your career

MODULE 2: COMMUNICATION & INFLUENCE

KNOWLEDGE

- Effective planning
- Time management Career goals &
- personal vision Creating self-
- Building your resilience
- 'Brand You'

- Applying the principles of time management
- Learning how to
- Managing yourself

- Communicating your message

KNOWLEDGE

- The communication process
- Awareness of individual styles
- Impactful communication
- Successful
- presentations Assertive behaviour
- Conflict management styles

SKILLS

- Listening effectively
- Being assertive
- Handling conflict Making presentations

MODULE 3: LEADING OTHERS

KNOWLEDGE KNOWLEDGE

- Characteristics of high performing teams
- The stages of team development
- Challenges involved
- in leading a team Dysfunctions
- of a team Managing group
- meetings Facilitating group decision-making

SKILLS

- Team leadership skills
- Motivating the team/group
- How to run meetings
- Better group decision-making

MODULE 4:

PATIENT

ADVOCACY & YOU

Power Bases

Managing and

Stakeholder

SKILLS

management

Identification of

kev stakeholders

Influencing others to

deliver positive change

Using power positively

Managing your

network

Networking skills

leading for best

patient outcomes

Patient advocacy skills

Change management

EMBEDDING THE LEARNING: CONTENT AND METHOD

- Workbook for each module: hard copy and e-materials available at www.abbottnutrition.ie
- Selection of assignments that require implementation of concepts learned
- Completion of an INDI project
- Active learning throughout the programme







