



TRAINING & CERTIFICATION

# SURESKILLS

## Management & Professional Training Courses 2019/2020



### Management Development Programmes

- Business Leadership
  - Becoming Management Material
- Business Succession Planning
  - Developing and Maintaining a Succession Plan
- Conversational Leadership
- Managing Across Cultures
- Managing Difficult Conversations
- Managing Pressure and Maintaining Balance
- Managing the Virtual Workplace
- Managing Change Successfully

### Personal Development Programmes

- Closing the Generation Gap in the Workplace
- Public Speaking – Presentation Survival School
- Public Speaking – Speaking Under Pressure
- Beyond Workplace Politics – Using Social and Emotional Competencies
- Mindfulness and managing expectations
- Mindfulness and stress management in the workspace
- Survival Skills for the New Trainers

For more information on any of our Management & Professional Training Programmes or Courses, please contact your SureSkills Training Advisor at: [info@sureskills.com](mailto:info@sureskills.com) or call **01 2402262** or visit [sureskills.com/MPT](https://sureskills.com/MPT)



Today's professionals are being driven by the increased demand for speed, agility and quality in business. According to the National Skills Strategy 2025, it is no longer just enough to be a superb specialist in one discipline alone, the workforce of the future needs to build up their wider skills portfolio and reskill throughout their career.

With over 25 years' experience delivering training programmes in all sectors of the economy, SureSkills provide accredited and short programmes, eLearning, customised in-company training and blended solutions in the following areas:

- Management and Leadership Development
- Business and Personal Development
- Project & Service Management Training

**Research shows that employees who feel valued by their employer perform better and see themselves as an integral part of the organisation. This leads to better collaboration with colleagues, which ultimately leads to greater productivity in the workplace.**

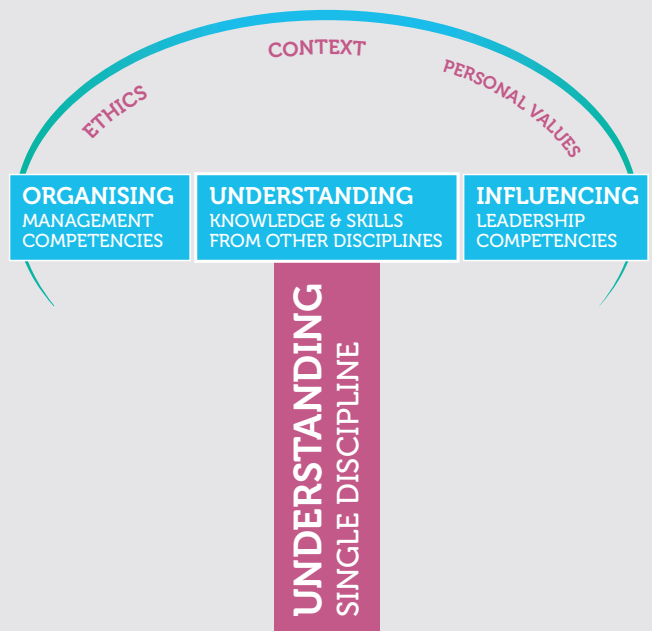
Our highly qualified facilitators break down barriers and work with organisations to close the skills gap by providing a strategic training path, which develops their employees' skills, competencies and knowledge.

It is our pleasure to introduce our extensive range of Management & Personal Development Training to help you meet the growing demand for T-shaped professionals.

I hope you find this brochure of interest and look forward to hearing from you.

Will Flynn  
Head of Management & Professional Programmes  
| Strategic Accounts

Today's professional needs to grow their T-shaped skills to prepare, compete and stay relevant in the workforce of the future.



T-shaped skills describe specific attributes of high performing and valuable colleagues. The vertical bar of the T refers to your expert knowledge and experience in a particular area, while the top of the T refers to an ability to work in a team, communicate and collaborate with colleagues in other disciplines more effectively. A T-shaped professional has the ability to see through others' eyes, walk in their shoes, listen carefully and create solutions that build on the wider team's ideas.

# Management, Leadership & Professional Development Courses

Title	Duration
Business Leadership – Becoming Management Material	3 Days
Business Succession Planning – Developing and Maintaining a Succession Plan	1 Day
Conversational Leadership	1 Day
Managing Across Cultures	1 Day
Managing Difficult Conversations	1 Day
Managing Pressure and Maintaining Balance	1 Day
Managing the Virtual Workplace	1 Day
Managing Change Successfully	1 Day
Accounting Skills for New Managers	2 Days
Employee Dispute Resolution – Mediation	1 Day
Hiring for Success – Behavioural Interviewing Techniques	2 Days
Human Resources Training – HR for the Non–HR Manager	3 Days

# Personal & Professional Development Courses

Title	Duration
Closing the Generation Gap in the Workplace	1 Day
Public Speaking – Presentation Survival	2 Days
Public Speaking – Speaking Under Pressure	1 Day
Beyond Workplace Politics – Using Social and Emotional Competencies	1 Day
Mindfulness and managing expectations	1 Day
Introduction to Emotional Intelligence	1 Day
Survival Skills for New Trainers	1 Day
Facilitating Meetings Effectively	1 Day
Networking for Success	2 Day
Workplace Learning, becoming a better learner	1 Day
Time Management – Get Organised for Peak Performance	1 Day

# Digital Marketing Programmes

Title	Duration
<b>ACCREDITED PROGRAMMES</b>	
Introduction to Digital Marketing	12 Evenings or 6 Days
Search Engine Optimisation (SEO)	Half Day
Pay Per Click (PPC)	Half Day
Google Analytics	Half Day
Email Marketing	Half Day
Facebook & Instagram for Business	Half Day
LinkedIn for Lead Generation	Half Day
Twitter, YouTube and Blogging	Half Day
Social Media Monitoring, Online PR & emerging social media trends	Half Day
Digital Display Advertising	Half Day
Mobile Marketing	Half Day
Planning and Implementing a Digital Marketing Strategy	Half Day

# Health & Wellbeing at Work

Title	Duration
Creating a Workplace Wellness Program	2 Day
Mindfulness & Stress Management in the Workplace	1 Day

# Project Management, Agile, Scrum & Business Analysis Courses

Title	Duration
<b>ACCREDITED PROGRAMMES</b>	
PRINCE2 Project Management Foundation	3 Days
PRINCE2 Project Management Practitioner	2 Days
Project Management Essentials (PME)	2 Days
Project Management Professional (PMP)	4 Days
Professional Scrum Master (PSM) Exam Preparation	2 Days
TOGAF® 9 Foundation and Certified	4 Days
Agile Training for Project Managers – Foundation	2 Days
Agile Training for Project Managers - Practitioner	2 Days
Agile & SCRUM - Bespoke Overview	1 Day
Team Primer in Agile and Scrum	2 Days
Six Sigma Yellow Belt	1 Day
Six Sigma - Green Belt	5 Days
DevOps Foundation® Certificate	2 Days
Business Analysis Practice	3 Days
Requirements Engineering	3 Days
Modelling Business Processes	3 Days
Foundation Certificate in Business Analysis	3 Days
Business Analysis Revision (Prep for Oral Assessment)	1 Day

## Satisfied Customers



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