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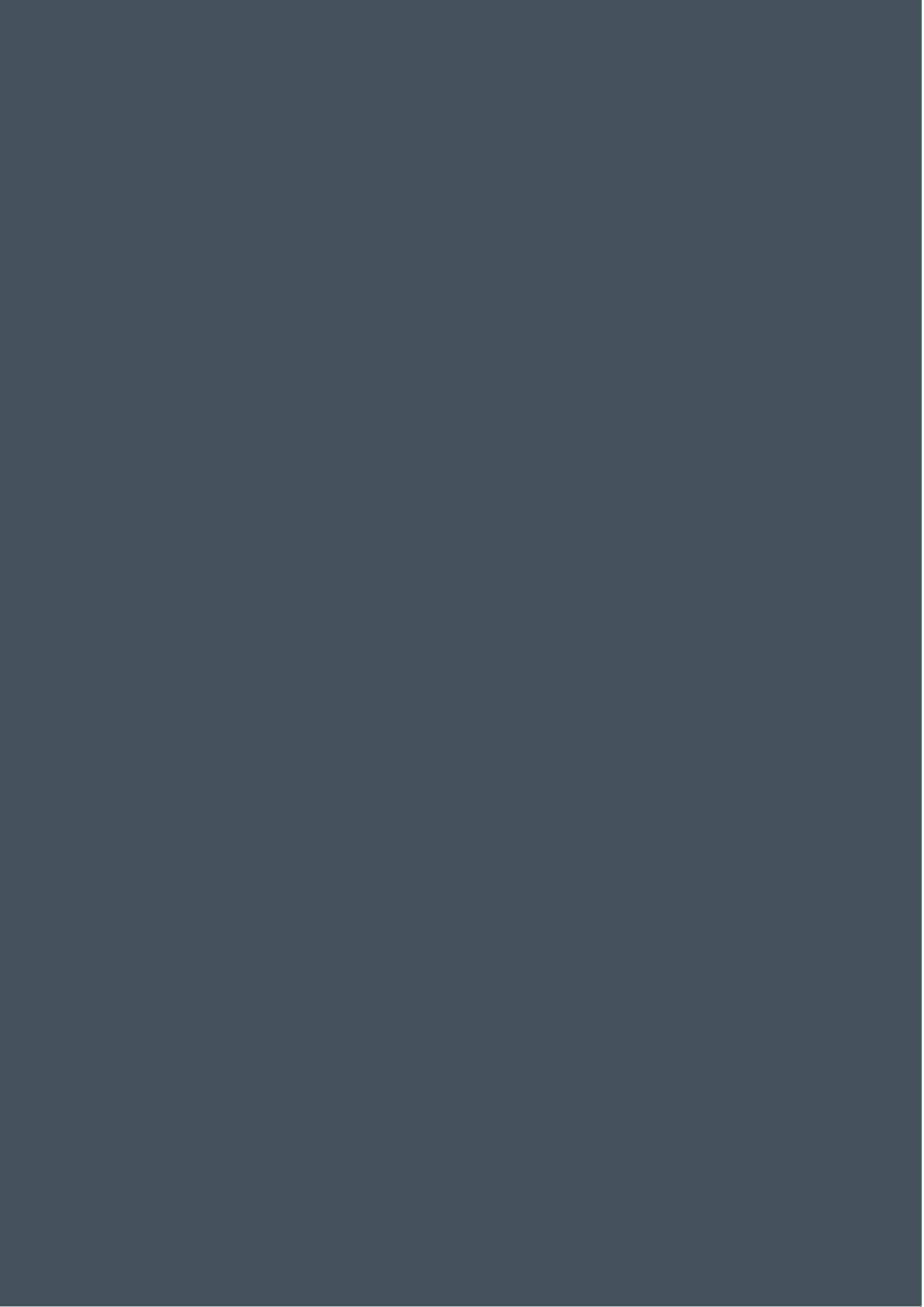
Letterkenny  
Institute  
of Technology

**Department of Business Studies  
Information Booklet**

**Certificate in  
Management and Leadership  
(Online)**

(Level 7, 30 ECTS)

January 2021



## PROGRAMME TEAM

Ms Rosemary Dewhirst	Management Module	<a href="mailto:rosemary.dewhirst@lyit.ie">rosemary.dewhirst@lyit.ie</a>
Mr Paul McGuckin	Leadership Module	<a href="mailto:paul.mcguckin@lyit.ie">paul.mcguckin@lyit.ie</a>
Ms Patrice Duffy	Applied Learning	<a href="mailto:patrice.duffy@lyit.ie">patrice.duffy@lyit.ie</a>

## USEFUL CONTACTS

Ms Christine McCabe	School of Business Administrator	<a href="mailto:christine.mccabe@lyit.ie">christine.mccabe@lyit.ie</a>
Blackboard / IT Services	(00353) 74 9186050	<a href="mailto:helpdesk@lyit.ie">helpdesk@lyit.ie</a>

## PROGRAMME SCHEDULE & ASSESSMENT

Online classes will commence on Tuesday January 26<sup>th</sup> at 6pm and run every Tuesday evening from 6-9pm (in line with the academic calendar, <https://www.lyit.ie/Portals/0/PDF/About/Academic%20Calendar%2020.pdf>).

In Semester 1 students will complete the Management module and in Semester 2 students will complete the Leadership module. The programme will finish with the completion of an Applied Learning Project. There are no final exams, all modules will be assessed via continuous assessment throughout the semester.

## GETTING STARTED - REGISTRATION

You will have received information by post from LYIT explaining how to register for your programme with the logon details provided in your letter: visit [www.lyit.ie](http://www.lyit.ie), click on 'Student Hub' and then choose 'Online Registration'.

## GETTING STARTED – ONLINE LEARNING PLATFORM (BLACKBOARD)

Blackboard is the online learning platform used by LYIT's distance learning students to access course material and participate in classes online. To access Blackboard visit <https://lyitbb.blackboard.com/> and use the logon details sent to you via email.

Detailed instructions on '**getting started with blackboard**' are available at <https://www.lyit.ie/Student-Hub/Online-Students>. We strongly recommend that you familiarise yourself with the Blackboard platform before classes commence.

## **PROGRAMME OVERVIEW**

This Level 7 Certificate in Management and Leadership aims to develop the skills required for managers to capitalise on individual and organisational strengths. Participants will learn the essential skills for successful organisational leadership and continued organisational development. It further aims to create an awareness of the impact of environmental factors on management and leadership and to help participants understand and prepare for current and future trends.

The programme has been designed to equip participants with the core knowledge, skills and competencies to develop as a manager and leader. It aims to support those in a supervisory or management role who may be experts in their field (eg manufacturing, science, engineering, ICT etc), but have no prior exposure to management and leadership teachings.

This programme aims to provide a practical learning experience to managers and those tasked with managing people. Participants will be provided with the foundation for examining and developing their own individual leadership style. Having successfully completed the Certificate in Management and Leadership participants will be able to anticipate how environmental factors impact on management practice; evaluate their own leadership style and understand the impact of this style on others; set performance objectives, integrating and co-ordinating the work of individuals and teams through appropriate collaboration in pursuit of these business objectives and, evaluate business outcomes to enhance future decision making through identifying performance and skills gaps.

We wish you well with your studies. Don't hesitate to contact us if you have any queries.