Professional effectiveness in your field of study and work demands a range of skills. In addition to competence in your chosen subject, today’s workplace often demands proficiency in many different skill-sets. A portfolio of skills is seen as the basis for enhancing your career development and mobility opportunities.

Adult Training and Education Studies offers a number of short programmes to help you develop a relevant portfolio of skills:

**SKILLS FOR PROFESSIONAL DEVELOPMENT**

This programme focuses on the development of core competences that will contribute to your professionalism and employment opportunities. Competences include the ability to:

- Self-manage and adapt your career within uncertainty and change
- Communicate and present yourself effectively through verbal, written and digital communications
- Manage work relationships, work effectively in a team, delegate and plan resources to meet goals and deadlines
- Manage change to creatively solve problems, address concerns, make informed decisions and effectively resolve difficulties

This programme is relevant to you if you want to:

- Develop your employability skills
- Discover your competence strengths
- Develop a strong CV that reflects your skills-set
- Enhance your job seeking prospects
- Improve your workplace performance
- Improve your promotion prospects
- Enhance your quality of life through the development of strong personal and professional skills

**ESSENTIAL TRAINER SKILLS**

This programme enables you to develop the skills to deliver effective training courses. The programme is structured to allow you to gain an understanding of adult training and learning principles and to deliver courses that engage adult learners. Specifically, you will learn how to:

- Analyse training needs
- Design and develop relevant training course materials and content
- Delivery effective training sessions
- Select engaging delivery methods and techniques
- Assess learning achievement
- Evaluate the overall effectiveness of a training course

This programme is relevant to you if you want to:

- Enhance your training or tutoring skills
- Deliver engaging training courses that are relevant to adult learners
- Use a variety of training delivery techniques with confidence
- Expand your human resources and people development skills
- Practise as a qualified trainer
COACHING AND MENTORING

This programme aims to build professional competence by developing coaching and mentoring competence. Programme content concentrates on building core coaching and mentoring skills such as achieving performance excellence, enhancing professional capacity and enriching employee motivation. During the programme you will learn how to:

• Assess the value of coaching and mentoring in bridging performance gaps
• Build the skills and competence required to be an excellent coach
• Use coaching and mentoring to devise effective personal improvement plans
• Implement the standards, best practice and code of ethics of a professional coach and mentor
• Evaluate the outcomes of coaching and mentoring strategies as they relate to individual improvement goals

This programme is relevant to you if you want to:

• Gain an accredited qualification in coaching and mentoring
• Guide and motivate individuals to excellent performance
• Enrich individual performance through planned coaching
• Enhance your people development skills
• Extend your managerial or supervisory skills
• Establish a career as a consultant or freelance coach

SPORTS COACHING

This programme focuses on practical ways of improving performance in the field of sport. The emphasis is on developing the skills you require for effective face-to-face coaching aimed at enhancing individual performance. You will learn how to:

• Use the key skills of an effective Performance Improvement Coach
• Conduct performance gap analysis
• Develop your own coaching styles
• Design and set performance standards
• Apply an effective model of coaching for improvement

This programme is relevant to you if you want to:

• Gain an accredited sports coaching qualification
• Improve your sports coaching style
• Aspire to make a real difference to player and athlete performance
• Guide and motivate individuals to excellent sports performance
• Enrich individual performance through tailored sports coaching plans

PROGRAMME ACCREDITATION

All programmes are accredited by NUI Galway.

PROGRAMME DELIVERY

All short programmes are delivered through 2-day or 4-day workshops. Workshops are scheduled to accommodate groups.

HOW CAN I APPLY?

Please contact the Programme Administrator

WHO CAN I CONTACT?

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www.nuigalway.ie/adultlearning