

Feedback & Evaluation

Feedback and Evaluation are the pillars of the success of our education and training processes.

Feedback begins at the Needs Analysis stage of the process, when our experienced trainers work in tandem with the sponsoring manager to develop the template for an outline training solution. This solution is reviewed by the sponsoring manager.

Upon preparation of the detailed training specification, further review is sought from the sponsoring manager, fine-tuning the programme to match the agreed training needs.

Before training commences, participants are given a **Pre-Course Briefing**, enabling them to plan for the upcoming training sessions.

On completion of each programme, we give participants a **Post-Course Briefing** that encourages them to change their on-job behaviours, ensuring that the resources dedicated to the programme are transferred back to the workplace and into measurable business results.

Furthermore, in our **Final Evaluation**, some six weeks after the programme, we will contact the participants and sponsoring manager to establish how the transfer of the learning back onto the job is progressing to plan.



Contact

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or

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Public Programmes

Ormonde Business School also offers the following public programmes, available part-time or in the evening:

Higher National Diploma in Business
Professional Diploma in Management
Diploma in Business
Diploma in Marketing Advertising & PR
CIPD Certificate in Personnel Practice
Diploma in Office Administration & Skills
Diploma in Legal Studies

ACCA Diploma in Financial Management
ACCA Certified Accounting Technician
ACCA Qualification Programme

Diploma in Psychology
Diploma in Interior Design
Associate Diploma in Interior Design
JEB Teacher's Diploma in IT

AutoCAD
Advanced ECDL
ECDL
Equalskills
Sage Line 50 & Sage Payroll



**Ormonde
Business
School**

**CORPORATE
TRAINING &
EDUCATION**

**Your
Learning
Partner**



About Us

Ormonde Business School, established in 2006, is fast building a reputation for its excellence in delivering a range of employment-focused programmes.

The college, with its state-of-the-art premises in the centre of Tullamore, delivers public third-level and skills training programmes, as well as tailored in-company training and education programmes.

Our trainers and tutors bring hands-on best practice experience to their programmes. They know that transfer of knowledge and behaviours to the work place is essential for continued performance development. Transfer of knowledge and skills-sets will be discussed during the programmes with the participants. Certainly, in all training sessions, it is the trainer that makes the difference. Our trainers work with participants to ensure their understanding of the subject material, build their confidence and create a motivational and enjoyable environment.

Our Programmes

Ormonde Business School has generic programmes, available for customisation, in the following skills areas:

Modular Third-Level Programmes

Higher National Diploma in Business

This programme comprises sixteen modules which can be built, at a pace to suit participants, towards the full qualification.

Management Skills

BTEC Professional Award in Management
BTEC Professional Certificate in Management
BTEC Professional Diploma in Management

These highly practical qualifications, which can be built through a modular approach, comprise core units plus specialist units that are agreed with the sponsoring manager. See course description opposite for more details

I.T Skills

Ormonde Business School offers the following MS Office courses:

- MS Word, Excel, Access, PowerPoint & Project
- ECDL and Advanced ECDL
- AutoCAD
- Health Informatics Training System [HITS]

Soft Skills

In addition to its BTEC building blocks [see opposite], Ormonde Business School offers the following in-house or public one-day and two-day programmes:

- Assertiveness
- Coaching Skills for Managers
- Effective Communication
- Conducting Effective Appraisals
- Conflict Management
- Innovation & Creativity
- Interview Skills for Interviewers
- Personal Effectiveness for Time Management
- Leadership Skills
- Making Meetings Work
- Performance Management
- Presenting Powerfully
- Selling Yourself At Interview
- Stress Management and
- Supervisory Management

Generic outlines of the short-programmes are available. All programmes are tailored to your needs.

BTEC/Edexcel Professional Qualifications in Management

Key Features

- employment-focused
- cover key knowledge and skills for managers
- opportunity to certificate smaller blocks of learning
- deliver skills that support career development
- clear progression routes to higher levels of study
- variety of delivery and assessment methods
- transparency of assessment
- accreditation of prior learning
- can be delivered in-company
- modules can be tailored to company needs
- internationally-respected qualification matched with UK National Occupational Standards

Qualifications

BTEC Professional Award in Management Studies

Core Unit:

Personal Development

Specialist Units:

Two units from menu opposite

BTEC Professional Certificate in Management Studies

Core Units:

Personal Development

Communications At Work

Specialist Units:

Four units from menu opposite

BTEC Professional Diploma in Management Studies

Core Units:

Personal Development

Communications At Work

Leadership

Specialist Units:

Six from menu opposite

Building Qualifications

From just one short skills module, participants can build towards qualifications at higher levels at a speed to suit them and the sponsoring organisation.

Each module comprises 30 guided learning hours.

Modules

- Communications at Work
- Leadership
- Financial Awareness
- Managing Change
- Managing Activities
- Managing Projects
- Winning Teams
- Decision Making & Taking
- IT for Managers
- Recruitment & Selection
- Managing Performance
- Managing Quality
- Managing a Budget
- Promoting Innovation
- Managing Marketing
- Enhancing Customer Value
- Introducing Strategy

Module Syllabi

Full module syllabi are available on request.

