



The Effective Manager Programme

Run in conjunction with Edinburgh Napier University since 2007.

About this course

Working in Partnership with SELECT, Edinburgh Napier University developed the Effective Manager Programme to help develop leadership and management skills for the electrical industry. This practice-based management development programme, which has been running successfully for 12 years, offers a practitioner focused learning experience, and gives participants the opportunity to apply their knowledge, develop and grow both personally and professionally.

Who is it for?

This programme is designed for managers or supervisors who want to enhance their people management skills and their ability to positively engage with their staff in ways that realise potential.

This course will be of value to anyone who has been recently appointed to the position of manager and/or those who have been working in this capacity for a while but have had little or no management development in their role.

Why choose this course?

All participants are from the electrical industry, which allows the discussions and case studies to have an industry focus. This course allows you to reflect upon and develop your managerial knowledge and skills, and you will be awarded a Certificate of Management Practice from Edinburgh Napier University upon completion.

The Content

The three modules delivered over a period of twelve months are shown overleaf:



“This course is 100% beneficial. Management is a trade in itself and this course has made me feel more confident and comfortable in meetings. I’d recommend it to anyone.”

Lee Welsh, 2019

1) Being a Manager

This provides participants with an insight into their role as a manager and leader. They will review their personal effectiveness and wellbeing, communication and learning skills.

2) Managing in the Business

This module focuses on analysing and understanding management activities such as planning, finance, operations, recruitment, selection and managing change.

3) Managing Teams

This module reviews how participants manage performance, motivate and engage staff; manage discipline and grievances; and critically evaluate the manager’s impact upon their team’s performance.

Throughout this course there will be practical activities designed to develop your knowledge and skills in these key areas and provide opportunities for you to reflect and plan for the future. In addition this course will provide:

- Practical advice
- Detailed guidance
- Quick reference materials
- A toolkit for managers for future reference.

Entry requirements

As this programme is taught at an SVQ level 4, the minimum entry requirements are an SVQ Level 3 or equivalent, and normally 5 years relevant work experience, including at least 6 months in a managerial/ supervisory capacity.

Duration

The Effective Manager Programme has been designed for learners undertaking part-time study whilst also in full time employment. It consists of three modules of three days delivered over a twelve month period. Work-based projects are incorporated into each module, and these assignments must be completed in order to pass the course.

Assessment

You will be assessed on three plans for workplace activities which are related to the content of each of the three modules, and also your report on the outcomes of 2 out of 3 of your plans.

Further Study

On completion of this programme you will achieve 60 SCQF credits at level 9. Successful students will be eligible to apply for further study at Edinburgh Napier University. Information on courses and how to apply will be provided during the course.

Dates

The next programme starts in September 2019.

Cost

The total cost of the Certificate of Management Practice is £1905 + VAT per person.

The EETF have provided funding to support this programme each year since it has started. For those eligible, an Electrical Engineering Training Foundation (EETF) grant of £1150 per person is available for a maximum of two students per Member Company.

How to Apply or Further Queries

Please contact Violette Fivet, SELECT Technical Services Administrator on:
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