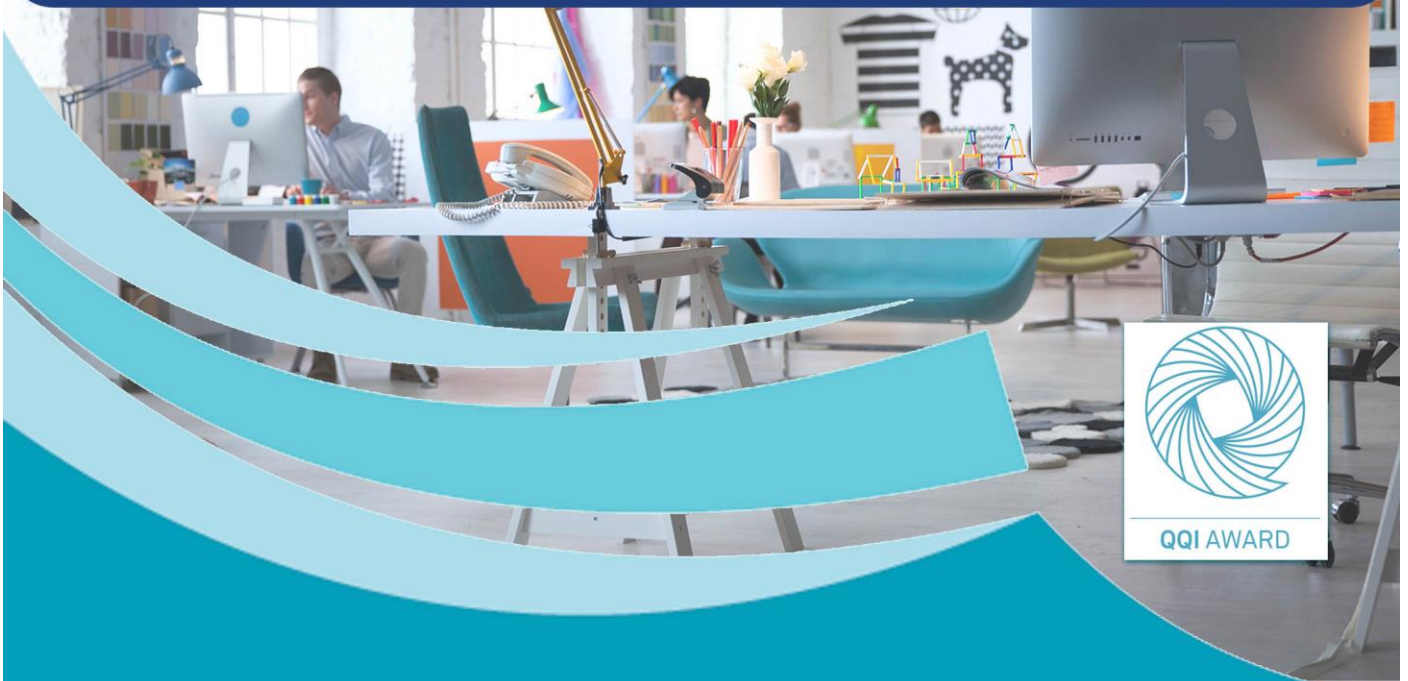


# LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

## QQI Business Management 6N4310

Course Information



| P: 044 - 934 2754 | | W: [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com) |  
| E: [training@lirbusinesscentre.com](mailto:training@lirbusinesscentre.com) |

## Programme Objectives

### QQI Business Management 6N4310

This module aims to provide learners with knowledge, skills and attitude to work in management and understand of the role and function of management within the business environment in the learners' vocational setting.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

### Learning Outcomes

1. Explore a range of organisations to include different organisation types, purpose, mission, vision and objectives and structure.
2. Investigate the internal environment of an organisation to include a SWOT analysis (Strengths Weaknesses Opportunities Threats)
3. Analyse the impact of a range of external factors on an organisation to include a PEST analysis (Political Economic Social Technological)
4. Examine the need to and various ways that organisation adapt to and manage change
5. Explore the role of management within an organisation to include planning, organising, motivating, monitoring, review and control
6. Evaluate a range of business management techniques and tools for planning, management control and measuring performance within a business organisation to include budgetary and non-budgetary forms of control and performance indicators
7. Examine the difference between management and leadership and the impact of different management and leadership styles on group and individual performance within an organisation
8. Appraise the role of human resources function and the human resource tools and techniques used to recruit, select and appraise employees and resolve conflict within an organisation.
9. Design a procedure for a management process within an organisation
10. Design an appropriate workflow system for a business-related task to include documentation of the process, identification of responsibilities and expected outputs.
11. Compile a report on a management process to include a review and evaluation of the process
12. Evaluate the performance of an individual or group within an organisation to include objectives and performance indicators

### Assessment

Assignment (2) 40% and Project 60%

### Duration

This Programme comprises of 1 module. The duration of this module is typically 150 hours. This is a combination of 50 hours of Directed Learning and 100 hours of Self-directed learning. The 50 hours of Directed Learning takes place in Classroom Attendance and 'Live' Tutor Online Classes. Self-directed Learning is learner-led, and it includes self-directed study, through Lir eLearning Hub, preparation and reflection time. There are Virtual Office Hours throughout the week also to give you the opportunity of meeting your Tutor online if you have any queries.

A Blended and Online Course with 'Live' Tutor classes, optional Virtual Office Hours and Tutorials and One-OR 5 x Workshops (1 day per week) or 8 x Evening Classes plus self-directed learning with online support.

### Fees and Payment Options

- Course fee: see [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com) or phone Lir Reception 044-9342754 for a Quote.
- Payment 1) In full, or 2) Flexi-payments/Funding 3) In-Company - separate quote.
- You may qualify for funding by contacting your local Intreo/DSP Office.

## Entry Requirements

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It is expected that you will have a range of learning styles, strengths and needs related to the programme and have the capacity to take responsibility for your own learning within the managed classroom and online environment provided by Lir Business Services & Training Centre Ltd.

A competency test may be carried out for English language and literacy and/or keyboarding/computer skills to ensure that you have the skills necessary to complete the programme.

## Delivery Mode(s)

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Delivery modes include:

- Centre-based (face-to-face 'Live Tutor' instruction/in a classroom/and online class environment)
- Workplace learning
- Blended learning (hybrid model where a portion of learning is classroom-based and a portion of which is web-based learning)

## Learner Progression

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Learners who successfully complete this course may use the associated credits towards a Major Award.

For more information, visit [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com).