



THE FAST TRACK SERIES

Key competence development
for career advancement

The FAST TRACK series



Programme duration:

Five months, part-time.

Overview:

A series of five core training modules covering essential skills for career advancement aimed at key technical staff with apprenticeship and craft skills backgrounds.

Programme overview:

This convenient part-time programme has been designed in collaboration with leading employers to allow hi-potential, technical staff with apprentice and craftsperson skills to develop a range of non-technical skills which are vital for career advancement. Participants will gain insights from industry experts and professional tutors in order that they can appreciate the importance of fully-rounded development in order to cope with the challenges of 21st century projects and processes in a demanding and fast-paced environment.

In particular, participants will gain practical know-how regarding the standards and approaches which are required to optimise their contribution in their workplace; to handle workplace stresses and conflicts; to foster strong and united teams; to

demonstrate excellence in their approach to managing projects, including commercial awareness and excellent resource efficiency. Successful completion of the programme will assist participants in accelerating their professional development and their career prospects.

Award:

Level 6 CPD Certificate in Professional Skills awarded by DIT.
**Awaiting validation of reward.

Entry Requirements:

All participants will be identified by their organisations as key contributors who are likely to make the most of the opportunities which this programme will present them with.

All participants will have discussed the programme with their Manager and with their HR department so that they fully understand the commitments in terms of time and after-course application.

All applicants must be in a position to apply insights and learning on tasks and projects within their work organisations.

Programme Structure:

The programme is delivered on a part-time basis involving five mandatory classroom sessions, approximately 1 weekday per month, over five months.

Programme Features:

The unique teaching and learning methodologies that are used during both the programme include:

- Use of the state-of-the-art facilities at Engineers Ireland supported by:
- **On-line Learning Management System:** Engineers Ireland's Virtual Learning Environment allows self-paced learning with particular emphasis on materials which can 'prime' participants to get the most from the class-room sessions and then provide exercises, materials and 'Recommended Readings' afterwards
- **Expert Tutors:** All tutors have been selected for their industry expertise, their acknowledged contribution to their technical profession and/or their unique knowledge at the forefront of a chosen field
- **Team-based learning:** Participants will benefit immensely from the time away from sites to explore key challenges and issues with their peers and leading senior professionals
- **Mentoring:** Each student is supported by a workplace mentor to guide and optimise their learning

- **Learning agreements:** These are used throughout to ensure the transfer of learning from each module to the workplace in a manner that allows for a measurable and verifiable improvement, to a suitable degree for each participant based on their level of ambition and ability



Programme Content:

1. Managing Yourself

- Programme Overview & Learning outcomes
- Learning Agreements & Learning Management System
- Stress Management & Resilience
- Effective Negotiator
- Conducting Negotiations

2. Planning & Prioritising

- How to Prioritise
- Having a result focus rather than being "busy"
- Planning Tools
- Unlocking your productivity
- Controlling "Time stealers"

3. An Introduction to Project Management & Teamwork

- Relationships on site
- Supervisory skills
- Project lifecycle, phases and processes
- Monitoring and controlling
- Formal Closing

4. Communicating Effectively

- Mapping your communications "who says what to whom".
- Dealing with different Personality Types
- Understanding the power of Non Verbal Communication
- Building Rapport with others
- Transactional analysis
- Handling "difficult" conversations.
- Assertive communication in action

5. Commercial Awareness

- Business acumen essentials
- Anticipating risk factors
- Timely and accurate reporting
- Men, materials and money
- Cost of poor quality/lean practice

Participants focus on these five core topics which make a real difference to how they operate themselves; how they work with others and how they view their organisation overall.

The classroom sessions – which are highly interactive and **project-based rather than lecture-based** – act as a springboard for each participant to work with their assigned mentor to commit to impactful changes.

What participants say...

"I really enjoyed this programme... it has helped me develop as a professional in ways that would have taken me years to learn on my own."

"This course is having a profound impact on my career and it has instilled in me a new level of confidence. It has opened my mind...and was extremely well put together".

"This course has given me great inspiration, knowledge and direction."

"I will admit that I was sceptical as to whether there would be any real benefits to attending. Having now gone through the learning journey I can see that it has been more than worthwhile. It has been enlightening."

"Enjoyable and useful. Every exercise... was made practical by our mentor."

"There has been a measurable improvement in my abilities and performance."

"I was greatly impressed with what I learned. All lecturers should be commended for their knowledge and expertise and for assisting the students along the way."

"The lecture materials and applications were highly appropriate for my current stage of professional development."

"It has given me the insight, knowledge, skill and competence... to make a meaningful and lasting contribution to my company."

The new FAST TRACK series is an Engineers Ireland / M&ECA partnership programme supported by:

Participating companies...

organisations that have supported individuals to attend this programme include:



WINTHROP
ENGINEERING EXCELLENCE



Jones Engineering Group
Engineering Contractors



To view full details including entry requirements, please go to:

Web: engineersireland.ie/fasttrack

Tel: +353 1 6651305

Email: cpdtraining@engineersireland.ie

