



# The Institute



## Our Vision

Our vision is to empower, develop, connect and educate women in all areas of life. We will promote potential, build authentic leadership and celebrate achievements of women leaders to inspire future generations. We believe that positive challenges come from being in a like-minded regional network.

## Aims

Our aim is to develop a visible regional institute where women can go for support, professional development, networking, develop/pilot new ways of working at a systemic and individual level to unlock potential talent. An institute that will link with sub regional, regional, national and global women's networks for the advancement of women.

## Our Objectives

We want to:

- Inspire, empower, encourage and upskill women
- Identify, encourage and promote good practice in improving opportunities
- Nurture and retain women through mentoring, coaching and shadowing
- Scrutinise and challenge bias against women in education
- Develop future leaders and role models

Thus creating:

- Greater understanding and awareness of the support available for the development of women
- Increased confidence, self-belief, and resilience in networking sessions, mentoring, coaching, facilitating sessions
- Networking opportunities for sharing of ideas and tips for success

## Courses:

- Money Management (TIMM001)
- Entrepreneurship (TIE002)
- Career Guidance (TICG003)
- Event Management (TIEM004)
- Family Matters (TIFM005)
- Secure Woman (TISW006)
- Effective Communication Skills (TIEC007)
- Leadership 101 (TIL008)



## Course Modules/Overview:

### ➤ Money Management (TIMM001)

- ✚ **Module 1: Building Passive Income -** This course is designed to equip participants with tools and information needed to start building passive income with a view to taking a step closer to building future wealth.
- ✚ **Module 2: Investment -** This course is designed to teach participants about how to start building their own investment portfolio. The course would teach the risks and rewards of various investment options including pitfalls to avoid. Participants would be taught how to invest for the short, medium and long term.
- ✚ **Module 3: Household Budgeting -** This course is designed to teach participants on how to budget their household expenses based on income. The aim is to begin to empower participants about saving and investing for the future. This course would also enable households properly plan for future expenditures and see areas where spending can be cut.

### ➤ Entrepreneurship (TIE002)

- ✚ **Module 1: Starting New Business -**  
This course equips potential entrepreneurs with the skills, management tools and decision-making tools needed to start and run a sustainable business. Modules would include business planning, business plan development, analysis of target market, understanding the competitive environment, business funding etc.
- ✚ **Module 2: Business Idea Viability -**  
One of the biggest pitfalls that many start up entrepreneurs fall into is over estimating their target market and believing that there are people who are willing to pay for their product or service. This course helps potential entrepreneurs analyse if there is truly a market for their potential product and service, how large their pool of customers are and also understanding their competitive environment.
- ✚ **Module 3: Getting your Business Investment Ready -**  
This course takes entrepreneurs through the end to end process of what needs to be done including all the documents that need to be in place in order to attract investment be it in form of debt or equity.

## ✚ **Module 4: Business Funding –**

This course equips and educates entrepreneurs on all the types of funding that are available, and which is suitable for their business and at the different life cycle of their business. It will also educate entrepreneurs on the difference between equity and debt financing and which is more suitable and at the different life cycle of the business.

### ➤ **Career Guidance (TICGoo3)**

#### ✚ **Module 1: How to create CV & Matching your CV to the job description -**

If you're looking for a job, whether it's a part-time or full-time job, most employers will want to see your CV. This module will cover what you need to include on your CV and how you can tailor your CV to the job description.

#### ✚ **Module 2: How to create LinkedIn Profile & Linking with the right external agency in**

**Ireland** – This module will cover how to create LinkedIn profile. LinkedIn is a website designed for networking online and its a bit like Facebook, but for professionals networking. Its will also external agencies in Ireland and how you can approach them for jobs.

#### ✚ **Module 3: Interview Preparation (Telephone, F2F and video interview) –**

Most companies are using either telephone, Video or face-to-face interview. The module will cover specific preparation of all methods of interview.

#### ✚ **Module 4: What to do if you are over qualify for a job –**

This module will explain what hiring managers meant when you are label overqualified and how you can address that in your cover letter to avoid your application discarded.

#### ✚ **Module 5: How to deal with interview rejection**

– This module will cover how you can maintain a positive mind-set throughout the process and use everything you've learned to help make you stronger at your next interview.

### ➤ **Event Management (TIEMoo4)**

This course is suitable for people who wish to become event planners; People who are involved in organising conferences; Those who plan birthday parties, wedding ceremonies, church programmes and those who organise fundraising or Charity events.

## **+ Module 1: How to develop event proposals for clients,**

- This will cover conducting feasibility analysis for events, develop event plans, work breakdown and event schedule.

## **+ Module 2: How to develop creative event concepts**

- This will cover, developing quality management and risk assessment plans

## **+ Module 3: How to lead and manage teams during events**

- This will cover, how to manage team members, suppliers and service providers.

### **➤ Family Matters (TIFM005)**

#### **+ Module 1: Managing Relationships**

- This module will aim to develop skills for effective communication and compromise. Participants will learn tools for developing and showing mutual respect while maintaining separate identities; dealing with relationship break-ups and recognising unhealthy relationships

#### **+ Module 2: Mediation**

- Mediation is a form of dispute resolution; a process in which a trained mediator assists two or more disputing parties in resolving a conflict. Course participants will learn how to provide family-led mediation that is fair and confidential in a non-judgmental environment by developing deep listening skills, facilitating discussions that are impartial and focusing on reaching a win/win agreement for all involved parties.

#### **+ Module 3: Conflict Resolution**

- Using role-play and peer practices, participants will get a chance to try out several negotiation styles and to develop own preferred styles as well as flexibility to tailor negotiation styles to specific scenarios. Participants will develop the ability to mediate their own disputes and become better skilled at effective negotiation, using analytical skills to explore the foundation of each conflict and then working methodically towards resolution.

## **Module 4: Parental Skills**

- This will cover understanding the meaning of parenting. Facts/ things to know about parenting.
- Different types of parenting skills and their outcomes (for boys/girls/teens)
- Managing challenging behaviours
- Kinds of discipline

### ➤ **Secure Woman (TISWoo6)**

#### **Module 1**

- How to identify your limitations
- Identifying your strengths and weaknesses

#### **Module 2**

- Wellness
- Personal development

### ➤ **Effective Communication Skills (TIECoo6)**

#### **Module 1**

- Listening skills
- Presentation Skills

#### **Module 2**

- Assertiveness
- Public Speaking

### ➤ **Leadership 101 (TILoo1)**

#### **Module 1**

- Good Management Skills
- Managing Difficult Conversations
- Time Management.

#### **Module 2**

- Motivating Employees
- Team Building.

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