IPA Leadership and Strategy Implementation Modular Programme – Starting January 2021

This programme will enable you — over a short period — obtain solid understanding of an important area of business and management. It is also a component part of the IPA's Postgraduate Diploma in Business and Management, and successfully completing this module earns you credits toward that larger programme. **It is fully funded by the HEA, so there are no student fees.**

In this document, we outline how the programme will run. In short, you will be taking the programme online, studying the material we provide in your own time and attending webinars on scheduled dates. We will not over-burden you with material, as this module is designed to be taken over a short period.

Please note: Students who register up to one week after the date of the first online seminar will still be able to access the programme.

How your programme will be delivered

The programme will be delivered online and will consist of five components. Aside from the module textbook(s), which will be posted to you, these components will all be accessed via the IPA's learning management system, which is called **Moodle**. This is the website on which you will find your course material, links to live events, and upload assignments.

1. **Course material**

   - An IPA course manual will be provided on Moodle. This, in summary fashion, covers the entire curriculum and has been prepared under the direction of module lecturer.
   - You will receive, in hard copy, the essential textbook(s). The textbook has been specially chosen to complement the IPA manual and the particular learning objectives of the curriculum.
   - Selected journal articles, reports, links, slides, and so forth will be posted on Moodle as necessary.
   - Via Moodle, you will have access to the IPA Library catalogues and electronic journal databases and to a book borrowing facility.

2. **Live webcasts**

- You will attend live webcasts delivered by your lecturers on **for a <u>half day</u> on three scheduled weekends.**
- They will generally consist of presentations from your lecturer and will include opportunities for student questions/comments.
- Webcasts will be available to watch afterwards on Moodle.

3. **Orientation video lectures**

- Some straightforward orientation video lectures will explain the main themes and objectives of the module.

4. **Student forum for each module**

- A student forum for each module will allow you correspond with your classmates, share experiences, and discuss programme content.

5. **Assessment**

- You will submit one assignment and will sit final exams next April.
- The exam papers used in previous years, provided on Moodle, reliable guides around the structure of the papers and the course content. Further information on exams will issue later.
- Via the Library page on Moodle, there are Academic Writing Resources section that, via video lectures and guides, covers a range of topics around writing academic assignments, including information on structure and proper referencing.

The ICT you will need

By using Moodle as our primary means of delivery, we intend to make accessing and using programme content a very straightforward affair; you won't need anything beyond standard ICT skills.

Hardware

While you will not need any specific hardware, you will need access to a computer and a broadband Internet connection to access the course material and attend webcasts.

Internet Browser and Software

We recommend using Google Chrome as your web browser, but other browsers will also work. We will provide clear guidance on how to access and participate in live webcasts. We will have technical support available where required.

Live Webinar Schedule

The webinar schedule for your **first webinar** is as follows:

Saturday, January 9th

- 14.00-15.15   Leadership and Strategy Implementation - Part 1
- 15.45-17.00   Leadership and Strategy Implementation - Part 2

The dates for the other webinars in the programme are:

- Saturday, February 6
- Saturday, March 6.

How to access these seminars

- Links for these seminars will be on Moodle, which you will have access to. You will not be receiving links by email; **they will all be on Moodle**.

Technical requirements and guidance for webinars

- You will obviously need a computer and an Internet connection. We have deliberately chosen platforms and tools that are not especially demanding on your hardware and so forth, but, especially on webinar events, solid broadband will be important. We know, however, that not everyone has access to that, so we will record webinar events so that they can be watched again.
- **The webinars will be delivered using MS Teams**. Students should, well in advance of the first seminar weekend, download the app from here: Download MS Teams App.
- A short guide to accessing and participating in the webinars will be placed on Moodle. It will explain all the steps you need to take.
- Webinars will be delivered as per the timetable, and students are expected to attend. Webinars will be recorded and available to watch again from an archive folder.

Support

- Guidance documents on watching videos and accessing webinars will be Moodle.
- We will also provide you with information on what to do and who to contact in the event of technical problems, of any sort.
- Our email address postgrad@ipa.ie can be used to communicate any issues about Moodle.

IPA Postgraduate Office