



MIDAS GROUP

Leaders in Learning and Development Solutions



Information Technology

Business Administration



Business Management

Training & Education



Coaching & Progression



Who is MIDAS?

Established over 20 years, MIDAS Group is a fully accredited centre, providing courses in Coaching, Business Management and Leadership, Business Administration, Training and Developing and IT. Midas Group lead, guide and support your goals — whether you are an individual or an organisation.

Accredited By



Who are our Clients?

- Businesses/ Organisations that have Training and Development needs - we have developed new courses for businesses and mapped accreditation into company outcomes / goals ensuring that we are solution focused.
- Public Sector organisations (including Community and Voluntary Sector) that need specific training on progression and change for their client groups.
- Individuals that are:
 - Looking for Career Change
 - Want to progress/ be promoted in their Job Roles
 - Currently working in Leadership and Management roles and need support / mentoring
 - Looking at up-skilling and gaining a competitive edge
 - Looking at an additional income stream through training and coaching others in their area of expertise





Midas Group provides high quality, accredited and customised training courses to meet both your current and future needs. These courses range from individual QQI component Modules to QQI Level 4, 5 & 6 Major Awards in a variety of vocational areas. We also provide customised training on a one to one and group basis. Course areas include:

Life Skill Courses

Covering a range of innovative career progression and coaching courses, as well as preparation to work, workplace effectiveness and motivation courses. These courses can be completed alongside all courses from Level 3 to 6, where the individual is looking at making real change in their lives and progressing in a route that suits them, given their attributes, skills and passions.

Business & Administration Courses

At QQI Levels 5 and 6, these are aimed at developing a skills suite in a particular work setting and include all attributes and competencies needed to work in an office, manufacturing or retail environment. Examples of courses includes Office Procedures, Office and Business Administration, Payroll and Bookkeeping, Customer Service, Marketing and Digital Marketing, Consumer Legislation, Reception and Retail Sales. Each module can be taken separately or as part of an overall programme incorporating all the required modules for a major award. Eg Certificate in Business Administration (Level 5).

Business Management Courses

These are certified at QQI Level 6 and are focused towards supporting a new Business Manager / Owner or Entrepreneur or anybody looking at Management or promotion within a business. Some of the subjects include Business Management, Project Management, Supervisory Skills, Business Planning, Entrepreneurial Skills, Communications and Leadership skills. There are also more specific courses on offer to include Book-keeping, Payroll, Administration or IT at level 6. These modules can be combined with other Level 6 modules to make up a major award in Advanced Business Management.



Training & Education Courses

These courses focus on qualifying learners to become qualified tutors in an area that they are expert in. The Coaching Courses at Level 6 will qualify learners to be coaches in an area that they are skilled in and to set up a coaching practice as professional coaches - eg Life Coaching, Executive Coaching, Business Coaching, Emotional Coaching™

Testimonials

The Trainer was very approachable and I felt relaxed. They provided lots of new information which will help me in my role as a trainer.

- Frances Loughran,
Training and Development Participant/ Learner

Information Technology Courses

These are run from basic to advanced Level, where we not only cover the QQI (Levels 3-6) modules but undertake ECDL, MOS Core and MOS Masters Certification.

Testimonials

Before coming to the MIDAS group and engaging in the Course, I hadn't worked in 8 years, and had given up on the idea of ever working again. I had a family and felt stuck on Social Welfare as I had a disability. MIDAS Group gave me the motivation and helped build up my confidence, they also gave me the direction I needed to focus on my career again. I am just finishing a level 8 course in Addiction Studies in Maynooth University. I've great hope back in my life again and can't thank MIDAS Group enough.

James O Neill,
Cert in Employability Skills

Customised Courses

These courses can be designed to meet clients' specific needs, e.g. Data Protection, Lámh Training, First Aid, Customised CDPs etc. Midas Group can consult with employers and create a course that is 100% adapted to the target group of learners and their work requirements.



Expertise and Experience

MIDAS Group is a well established business, with over 20 years experience in providing exceptional training and practical advice to individuals, the community sector, SMEs and the corporate world. We believe in investing in the best tutors, and our personnel have many years experience in their subject areas, including Life and Career Progression Coaching, Business Coaching & Administration, Finance, Public Relations, Health & Safety, Human Resources, Information Technology, Education & Training and Sales & Marketing, to mention a few.

MIDAS Group has an expertise in Career Progression Coaching and uses a range of innovative and unique tools to work with the client to achieve their individual goals. We have developed and trademarked the concept of Emotional Coaching™, so as to work with individuals to examine fears in attaining and reaching their goals and aspirations.

MIDAS Group also assist clients with writing Business Plans, Grant Applications and facilitate strategic processes on behalf of our clients.



At Midas Group we offer a **FREE** 10 Minute Confidential Coaching Session



MIDAS Group's pricing is based on value for money and results-based performance. This is achieved through understanding the needs of each client and providing innovative and high quality solutions and training standards.

Cost, Value and Funding

MIDAS Group provides FREE career progression assessment for participants to ascertain the relevance of training options, and ensure it links into the individual's career progression plan. We also offer FREE Computer Assessment for clients to help them choose the most relevant IT Computer Course.

We also offer individually designed courses for groups and/or businesses seeking to gain skills in specific areas.

Many participants are eligible for funding at various locations within the North East, please check with the office for further details and advice.



Accreditation

The MIDAS Group is a QQI accredited centre, a Pearson accredited centre, a SAGE, ECDL and MOS accredited centre and an Emotional Coaching™ accredited centre. The MIDAS Group also partner with companies that are accredited with the Institute of Leadership & Management (ILM) and City and Guilds for other training needs.



Testimonials

My experience with MIDAS Group Training has been very beneficial to me. As an uncertified but experienced trainer, I found their training courses extremely engaging with plenty of interaction and feedback.

Ciaran Reilly,
Lead Trainer, Arc Royal, Kells

INFORMATION TECHNOLOGY COURSES

Who would benefit?

Computers are a necessity in everyday life. We use them from booking an online ticket to managing a business. Our courses are for anyone ranging from Beginners to Advanced that had an interest in upgrading their current skill set in Computers. Call one of our experts in MIDAS Training to discuss your needs and we can map your current ability to the most relevant course. If however, you have the experience and just want to sit the exams for the qualification, you also have that option.

How?

Courses are part-time, on-line or workshop based. We have trained groups with no previous experience. MIDAS Group has also conducted customised training for their clients based on their needs. Some businesses have asked us to input customised systems that suit their business and then deliver the training around the new systems (in Excel, Access etc.)



**Information
Technology**

“Off the Shelf” accredited IT courses include:

Course Name	Course Code	Level
Computer Literacy	3N0881	QQI Level 3
Computer Applications	4N1112	QQI Level 4
Information Technology	4N1125	QQI Level 4
Word Processing	5N1358 / 6N4977	QQI Level 5 & 6
Spreadsheets	5N1977 / 6N4089	QQI Level 5 & 6
Text Production	5N1422	QQI Level 5
ECDL Essentials and ECDL Core		
MOS Expert		
MOS Specialist and MOS Master		

Testimonials

Our experience with MIDAS has been excellent as we were accommodated with times and dates that suited our business and all employees. The tutor was excellent in her delivery of the course and the pace she went as our employees were all at different levels in excel. She made the course really enjoyable and comfortable and if they did not understand something, she was extremely willing to explain further. We would be delighted to recommend MIDAS Group in the future.

Patrick Kevin,
Gibney Steel Products, Meath

ECDL COURSES



Five Reasons to Do New ECDL

- 1. Stay Relevant**
Technology has changed – so should your skills
- 2. Build your Profile**
Design an ECDL profile to suit your needs
- 3. Enjoy the choice**
Design an ECDL profile to suit your needs
- 4. Keep Learning**
There's no time limit – an ECDL profile is for life
- 5. Meet the global standard**
Join the 13 million people worldwide who have chosen ECDL

Each element of the ECDL course can be completed individually in separate Units of Learning. Skilled employees enable organisations to use technology more effectively, leading to increases in productivity and competitiveness and ensuring that objectives are achieved more efficiently. ECDL certification programmes are used to increase productivity gains through developing competent employees. Computers have become an essential part of everyday life. Gaining the skills to understand and use computers or advancing your existing skills are an essential part of lifelong learning. ECDL certification programmes are designed to meet the needs of both younger and older age groups.

MIDAS GROUP EMPLOYABILITY COURSES LEVEL 3

MIDAS Group offer a range of modules at Level 3, which link into a full programme award -Certificate in Employability Skills (3M0935).

Who would benefit? These modules are relevant for people undertaking a Community Employment Scheme, Young People or those that may be vulnerable and looking for new direction in their work life.

How? This programme is offered on a part-time basis and has been designed to be sufficiently flexible so that it may meet the needs of learners who access programmes through many different courses. The programme is based on an overall duration of 600 hours, to include both class contact time, time spent on work experience, one to one support and time spent engaging in self-directed learning. Upon successful completion of this programme, a learner will have many transfer and progression options available to him/her.

In Undertaking the full Certificate in Employability Skills, the total credit value required is 60. This can be achieved by completing a combination of a number of Modules, taken from the table below.

Compulsary Modules			
Module Name	Code	Credits	
Career Preparation	3N0896	10	
Functional Mathematics	3N0930	5	
Remaining 45 Credits can be taken from a combination of the following modules			
Personal and Interpersonal Skills	3N0564	10	
Personal Effectiveness	3N0565	10	
Communications	3N0880	10	
Computer Literacy	3N0881	10	
Internet Skills	3N0931	10	
Money Management	3N0921	10	
Personal Care and Presentation	3N0596	10	
A maximum of 10 credits can be used from either Level 2 or 4			

Do something
today that
your future
self will
thank you for



Business
Administration
Level 3 & 4

NEW

MIDAS Group are currently in the process of validating the major award -
Certificate in Horticulture at Level 4



Business Administration Level 3 & 4

Testimonials

“The most important aspect of the programme was the invaluable insight provided by the career coach through exercises, tests and advice. The work that we did on the course is essential to all of us”.

Gerard Reilly, Unlocking Potential Programme

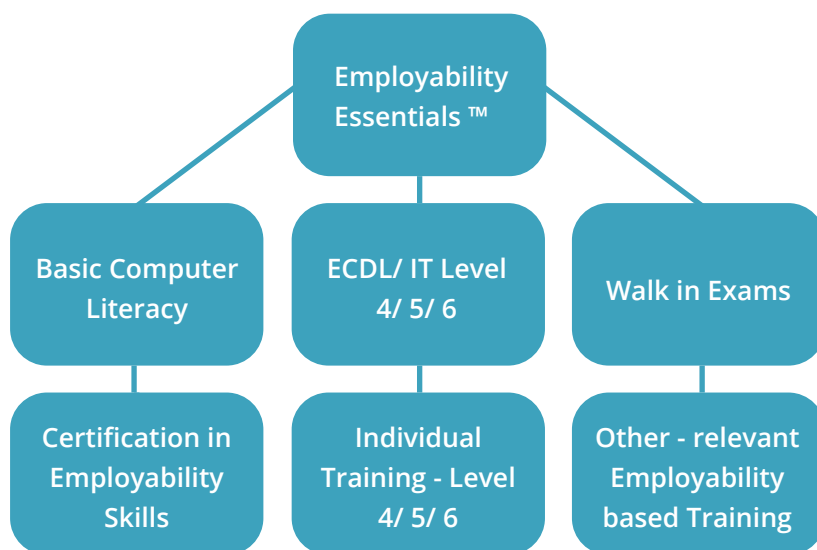
MIDAS Group suggest that all CE participants do **3 modules (Career Planning, Personal and Interpersonal Skills and Personal Effectiveness in the Workplace)**. These 3 modules have been combined to create a unique course called **Employability Essentials**, a customised course that will cover all the elements to address work and work-life balance. At MIDAS we believe that this is an “access course” for Community Employment progression planning.

Unlocking Potential - The Key to Success TM

Learner enters CE Scheme engage in Basic Employment Training and Progression Plan

IT Options depending on Learner Previous Knowledge

Progression Routes based on results from Employability Essentials TM Programme



Level 4 COURSES

MIDAS Group is currently offering the following modules at Level 4

Module Name	Code	Credits
Personal and Interpersonal Skills	3N0564	10
Personal Effectiveness	3N0565	10
Communications	3N0880	10
Computer Literacy	3N0881	10
Internet Skills	3N0931	10

MIDAS GROUP BUSINESS /ADMINISTRATION LEVEL 5

Courses include a range of modules to help with the specific skills of working in a business, in manufacturing, in retail.

Who would benefit? These modules are relevant for people unemployed and looking for work, looking at up-skilling within a job environment or for staff looking to implement new policies and procedures in a business.

How? MIDAS Group have provided training within different business environments (e.g. The retail sector focusing on areas like customer service, in production, in areas like teamwork and Health & Safety and upskilling courses where individuals have joined that wanted to up-skill to get into a new job or be promoted /become more proficient in the one they had). This programme is offered on a part-time basis to the public or if it is in a business around the needs of that business. Each module is based on an overall duration of 150 hours, to include both class contact time, time spent on work experience, one-to-one support and time spent engaging in self-directed learning. The completion of 8 modules link into a full programme award (Certificate in Business Administration 5M2468). We work with the individuals on electives in devising a strategy that is based around the needs of each learner. Prospective learners should contact the office for details of courses in different locations with schedules of delivery of different combinations of the minor awards.

Compulsary Modules		
Module Name	Code	Credits
Business Administration Skills	5N1610	15
Bookkeeping Manual & Computerised	5N1354	15
A minimum credit value of 15 from the following components		
Word Processing	5N1358	15
Text Production	5N1422	15
A minimum credit value of 15 from the following components		
Communications	5N0690	15
Customer Service	5N0972	15
Teamworking	5N1367	15
A minimum credit value of 15 from the following components		
Work Experience	5N1356	15

Accredited By



Business
Administration
Level 3 & 4

MIDAS GROUP BUSINESS /ADMINISTRATION LEVEL 5 (CONT..)

A minimum credit value of 15 from the following components

Information & Administration	5N1389	15
Reception & Frontline Office Skills	5N1407	15
Marketing Practice	5N1400	15
Digital Marketing	5N1364	15
Public Relations	5N1405	15
Payroll Manual & Computerised	5N1546	15
Spreadsheet Methods	5N1977	15
Contact Centre Support Skills	5N1361	15

Other Options

Retail Selling	5N1619	15
Safety & Health at Work	5N1794	15
Psychology	5N0754	15
Research and Study Skills	5N3113	15

The remaining credit value of 30 can be obtained by using vocationally relevant component(s) from level 5. A maximum of 10 credits can be used from either Level 2 or 4

All modules may be combined in formats that suit individual needs. The following are examples of how different certification may be achieved:

Certificate in Front Office Skills (8 Modules)

Business Administration	Payroll
Bookkeeping	Word Processing
Communications	Spreadsheets
Work Experience	Safety and Health at Work

Certificate in Office Management for SME's (8 Modules)

Business Administration	Reception
Bookkeeping	Information & Administration
Communications	Word Processing
Work Experience	Customer Service



**Business
Administration
Level 5**

Midas Group Business /Administration Level 5 (CONT..)

Certificate in Office Management for SME's (8 Modules)

Business Administration	Reception
Bookkeeping	Information & Administration
Communications	Word Processing
Work Experience	Customer Service

ADVANCED BUSINESS MANAGEMENT LEVEL 6 COURSES

The Advanced Business Management courses include a range of modules are aimed towards managers, entrepreneurs and business owners to help with the specific management of an enterprise or organisation.

Who would benefit?

These modules are relevant for people who would like to be promoted within a business, for managers interested in up-skilling within their current job environment, for entrepreneurs or business owner/managers that want to develop a strategy / implement a plan within their organisation.

How?

– MIDAS Group has provided training within business environments, where we have worked with organisations endeavouring to develop a new strategy for their business, becoming more efficient and effective by maximising the capabilities of their main resource – their people. MIDAS Group works with the organisation to develop a course around its requirements and map it into the QQI accreditation modules. These courses are often held on site in the business. These modules are also relevant to individual managers/ potential managers. The programmes are offered on a part-time basis to the public in different locations. Each module is based on an overall duration of 150 hours, to include both class contact time, time spent on work experience, one-to-one support and time spent engaging in self-directed learning. Learners can choose to do individual modules or the main award. The completion of 8 modules link into a full programme award (Advanced Certificate in Business 6M4985). We work with the individuals on electives in devising a strategy that is based around the needs of each learner. The full awards link into the main accreditation and are called

Certificate in Entrepreneurship and Strategy

Certificate in Advanced Management Skills



**Business
Administration
Level 5**



**Business
Management
Level 6**

Compulsory Modules		
Module Name	Code	Credits
Business Management	6N4310	15
A minimum credit value of 15 from the following components		
Customer Service	6N0697	15
Team Leadership	6N1948	15
Communications	6N1950	15
Leadership	6N2191	15
A minimum credit value of 15 from the following components		
Work Experience	6N1946	15
Personal & Professional Development	6N1949	15
A minimum credit value of 15 from the following components		
Entrepreneurship	6N1941	15
Conflict Management	6N2775	15
Human Resources Management	6N3750	15
Employment Law	6N4322	15
Project Management	6N4090	15
Finance	6N4165	15
Strategic Management	6N4207	15
Business Planning	6N4105	15
Group Work Theory & Practice	6N3669	15
Supervisory Management	6N4329	15
The remaining credit value of 30 can be obtained by using vocationally relevant components from level 6. A maximum of 15 credits may be used from Level 5.		



Testimonial

"MIDAS Group are excellent when it comes to developing bespoke training, we benefitted greatly"

Maeve Kiernan
 Training Manager
 Arc Royal



Business Management Level 6

Testimonial

"This course has benefitted me on a personal and business level...I now believe in me and my business"

Maeve Kiernan
 Training Manager
 Arc Royal

Other Options at Level 6 include

Payroll	6N4005	15
Bookkeeping	6N4865	15
Administration Practice	6N4169	15
Word Processing	6N4977	15
Consultative Selling	6N2054	15
Web Authoring	6N2532	15

Sample Module Combinations to achieve a major award relevant to you.

You can combine modules so that the course is relevant to you. Sample combinations include the following - however, you can contact the office to discuss your needs further.

Certificate in Entrepreneurship and Strategy (8 Modules)

Business Management	Strategic Management
Customer Service	Business Planning
Personal & Professional Development	Finance
Entrepreneurship	Employment Law

Certificate in Advanced Strategic Management (8 Modules)

Business Management	Conflict Management
Strategic Management	Finance
Customer Service	Employment Law
Personal & Professional Development	Team Leadership

Certificate in Advanced Office Management (8 Modules)

Business Management	Spreadsheets
Customer Service	Word Processing
Personal & Professional Development	Bookkeeping
Team Leadership	Payroll



Business Management Level 6

Testimonial

"The Course has given back more than I could have ever expected"

Mary Morgan,
 Personal and Professional Development



Training & Education Level 6

Testimonial

"No Jargon, very well structured and thought-out"

Kathleen Tuite, the Discovery Zone (Entrepreneurial Skills)



Coaching & Progression Level 6

TRAINING AND DEVELOPMENT COURSES

Have you ever thought about a career in training adults? Are you skilled / qualified in a specific area and want to share that knowledge with others? Are you interested in adding to your income stream?

Our professional programmes give you the practical skills and confidence you need to succeed. The Certificate in Training and Development programme, will allow participants to work as a trainer in the public and private sectors and open learners up to a range of Work and Delivering Training opportunities.

Supplementary Award - QQI Level 6 Special Purpose Certificate in Training and Development 6S3372

Module Name	Course Code	Credits
Training Delivery and Evaluation	6N4310	15
Training Needs Identification and Design	6N0697	15
Other Additional Modules		
Assessment Practice — For qualified Trainers seeking to learn more about best practice in Assessment.	6N1948	15
CommunGroup Work Theory and Practice — for individuals with an interest in Group Facilitation Skillsications.	6N1950	15

COACHING AND CAREER COURSES

The Certificate in Coaching is a Level 6 Special Purpose Award (5S3153) which is comprised of 3 modules. These are;

Module Name	Course Code	Credits
Communications	5N0690	15
Customer Service	5N0972	15
Teamworking	5N1367	15

We have also the added option to undertake Psychology (5N0754) to help understand Cognitive Behaviour and work with our coaches to understand and deliver on the Emotional Coaching Course after completing the Supplementary Coaching Award.

Midas Group has designed and facilitated numerous Continuous Professional Development days over the past number of years. We develop what is needed for our clients after we consult with them. The following is an example of the types of CPD courses that we have designed.

Course Name
Data Protection for Manager / Business Owners
Mini Me Yoga for Childcare Practitioners and Supervisors
CRM – An Introduction to Customer Service Management
Conflict Management – Getting ahead and employee dispute resolution in the workplace
Developing an Induction Handbook
Hiring for Success – Behavioural Interviewing Techniques
Conducting Effective Performance Reviews
Developing High Performance Teams
Business Succession Planning
Change Management – Change & How to Deal with It
Human Resources Training – HR for the Non-HR Manager
Advanced Project Management
Business Leadership – Becoming Management Material
Delegation – The Art of Delegating Effectively
The ABC's of Supervising Others Professionally
Motivation Training – Motivating your Workforce
Advanced Skills for the Practical Trainer
Survival Skills for the New Trainer
Tutor Preparation for Delivery and Assessment
Stress Management
Anger Management – Understanding Anger
Problem Solving and Decision Making
Certificate in Emotional Coaching
Facilitation Skills
Coaching – A Leadership Skill

Testimonial

"I learned a new way to communicate and interact with additional needs children and adults Good Course, Well thought out and good delivery system"

**Ivan McQuaid,
Lámh**

The National Framework of Qualifications (NFQ) provides a structure to compare and contrast the level and standard of different qualifications. This helps you to make informed decisions about your qualification choices and to consider progression opportunities available to you. The framework divides courses into 10 different levels. Midas Group provide courses from Level 3 to Level 6. The following is a guideline to determining what level you are at on the Framework.

Learner Profile – Level 3. There are no minimum entry requirements. It is expected that participants will have a reasonable level of literacy, numeracy and interpersonal skills. Generally learners engaging in this programme are ready to take on a new task in a personal capacity or role. Learners can follow straightforward instruction / direction and are moving towards independent learning in a small range of areas of interest.

Learner Profile – Level 4. There are no minimum entry requirements. Generally learners entering this programme will be comfortable reading, drafting, preparing and understanding personally relevant information, including quantitative information. Learners are capable of solving problems independently or as part of a group.

Learner Profile – Level 5. Participants applying for this award should hold a level 4 and/or leaving certificate and/or have relevant life and work experience. Participants will be expected to engage in some independent learning/practical work outside the formal learning structure of the course. Generally learners engaging in this programme will be proficient at reading, drafting, preparing and understanding information across a broad range of topics, including quantitative information.

Learner Profile – Level 6. Entry requirements are a relevant Level 5 qualification and/or relevant life experience. Participants will be expected to engage in some independent learning / practical work outside the formal learning structure of the course. Generally learners entering this programme can fluently read, draft, prepare and understand complex information, including quantitative information, that is personally relevant and reflecting a broad knowledge base. Learners can also solve problems well, independently and as part of a range of different groups, accepting personal responsibility for the quality of the outcome.



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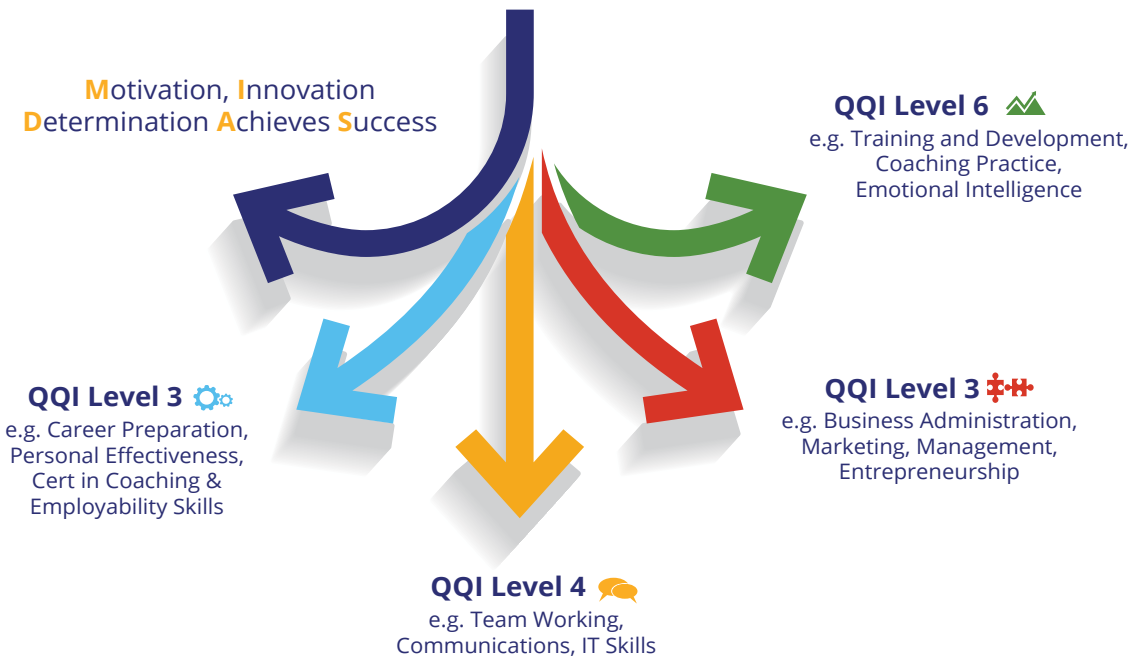


MIDAS
GROUP

Leaders in Learning and Development Solutions

Plan Your Future With MIDAS GROUP

Are you wondering what direction your career should take? Do you think you would like to reskill/upskill/change career? Why not contact Midas Group for a confidential, free 10 minute coaching session to get you onto your own individual road to success. Our courses can be completed as major awards or module by module — just ask our career consultant can put together a “roadmap” of options for you.



**At Midas Group we offer a FREE 10 minute
confidential Coaching Session**

Find Us / Follow Us



Contact Us

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Our Clients



NEW

MIDAS Group are currently in the process of validating the major award - **Certificate in Horticulture at Level 4**

We believe that Motivation, Innovation and
Determination Achieves Success



MIDAS
GROUP

Leaders in Learning and Development Solutions



Contact Us

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