

Liverpool John Moores University

Title: Personal and Management Development
Status: Definitive
Code: **4001LBCDA** (125329)
Version Start Date: 01-08-2021

Owning School/Faculty: Leadership and Organisational Development
Teaching School/Faculty: Leadership and Organisational Development

Team	Leader
Susan Barry	Y

Academic Level: FHEQ4 **Credit Value:** 30 **Total Delivered Hours:** 60
Total Learning Hours: 300 **Private Study:** 240

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Online	30
Placement	10
Workshop	20

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	Present.	Personal development plan and reflection on a coaching conversation 1500 words	20	
Portfolio	Port	Portfolio will include a collection of evidence demonstrating personal and management development 4000 words	80	

Aims

This module aims to help the students begin their studies by identifying their own personal and professional development needs by self review and an assessment of

their business/organisation context. The course focuses on personal and professional skills development and enables students to demonstrate both theoretical and practical knowledge of the topic areas.

Learning Outcomes

After completing the module the student should be able to:

- 1 Identify and reflect upon the aspects of personal and management development
- 2 Recognise how to manage themselves and relationships at work in ways consistent with professional and ethical practice
- 3 Create, analyse and present quantitative and qualitative data to an academic and professional standard

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Personal development plan and Portfolio will include a colle	2		
	1	2	3

Outline Syllabus

*Personal and business/organisational self-assessment
Tools and techniques for self-development and assessment
What is management and a managers role
Learning Styles
Values, professional codes of practice.
Independent Learning and personal learning plan
Team work & team roles
Introduction to coaching
Introduction to action learning
Self Reflection: Self Analysis and awareness
Report and academic writing
Emotional Intelligence and Empathy – understand impact of self on others
Social Intelligence – Awareness & Development
Managing time and priorities
Manage stress and personal well being
Business analysis, SWOT and related assessment tools
Prioritisation and strategic alignment of activities*

Learning Activities

Participative workshops integrating theory, idea, skills development and reflection on practice. Action learning groups and modelling of coaching processes develop practice and reflection. Workplace learning activities between workshops enable

skills to be applied, and experience to be gained. Skills support and assessment tools on-line.

Notes

Module to introduce apprentices to learning and begin development of both personal and management skills