

Summary Information

Module Code	4001LBCDA
Formal Module Title	Personal and Management Development
Owning School	Leadership and Organisational Development
Career	Undergraduate
Credits	30
Academic level	FHEQ Level 4
Grading Schema	40

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Susan Barry	Yes	N/A

Module Team Member

Contact Name	Applies to all offerings	Offerings
--------------	--------------------------	-----------

Partner Module Team

Contact Name	Applies to all offerings	Offerings
--------------	--------------------------	-----------

Teaching Responsibility

LJMU Schools involved in Delivery
Leadership and Organisational Development

Learning Methods

Learning Method Type	Hours
----------------------	-------

Online	30
Placement	10
Workshop	20

Module Offering(s)

Offering Code	Location	Start Month	Duration
SEP-MTP	MTP	September	12 Weeks

Aims and Outcomes

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:

Code	Description
MLO1	Identify and reflect upon the aspects of personal and management development
MLO2	Recognise how to manage themselves and relationships at work in ways consistent with professional and ethical practice
MLO3	Create, analyse and present quantitative and qualitative data to an academic and professional standard

Module Content

Outline Syllabus
<p>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</p>

Module Overview
This module aims to help you begin your studies by identifying your own personal and professional development needs by self review and an assessment of their business/organisation context.

Additional Information

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

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Learning Outcome Mapping
Presentation	Presentation	20	0	MLO2
Portfolio	Portfolio	80	0	MLO3, MLO1, MLO2