

Summary Information

Module Code	4001LODDA
Formal Module Title	Personal and management development
Owning School	Leadership and Organisational Development
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
Leadership and Organisational Development

Learning Methods

Learning Method Type	Hours
Online	8
Placement/Practice	8
Workshop	24

Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
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 module will enable apprentices to view continuing professional development as key to maximising their performance in the role and workplace, and will provide them with a sound understanding of related skills and theory.
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After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	1	Identify and apply a range of knowledge, skills and theories to reflect on and appraise personal and management effectiveness.
MLO2	2	Develop a plan for continuing professional development needs with strategies to achieve these.
MLO3	3	Manage time and prioritise effectively.

Module Content

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 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
Module Overview	
Additional Information	Module to introduce apprentices to learning and begin development of both personal and management skills. DA standards (knowledge) J1 Knows how to be self-aware and recognise different learning styles J2 How to use emotional and social intelligence, and active listening and open questioning to work effectively with others K1 Knows how to manage time, set goals, prioritise activities and undertake forward planning in a business environment with a focus on outcomes DA standards (skills) J3 Reflects on own performance, identifying and acting on learning and development needs J4 Understands impact on others J5 Manages stress and personal well-being, and confident in knowing core values and drivers K2 Create personal development plan, and use widely recognised tools and techniques to ensure the management of time and pressure effectively, and prioritisation and strategic alignment of activities. DA standards (Behaviours) M3 Flexible to the needs of the organisation; Is creative, innovative and enterprising when seeking solutions to business needs; Positive and adaptable, responding well to feedback and need for change theories.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Dissertation	3500 word portfolio	100	0	MLO1, MLO2, MLO3

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings

Susan Barry	Yes	N/A
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Partner Module Team

Contact Name	Applies to all offerings	Offerings
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