

Hr Practitioner Skills

Module Information

2022.01, Approved

Summary Information

Module Code	4160BUSHR
Formal Module Title	Hr Practitioner Skills
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

Learning Methods

Learning Method Type	Hours
Workshop	44

Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
JAN-MTP	MTP	January	12 Weeks

Aims and Outcomes

Aims	To develop key skills and behaviours areas in HR practitioners to enhance employability and give a more practical toolkit to support theoretical perspectives. Learning Outcomes: After completing the module the student should be able to: 1Manage themselves and relationships at work in ways consistent with professional codes of practice. 2Understand how to conduct interviews and meetings in respect of: Job appointments; Performance Review; Employee engagement, Discipline and Grievance. 3Review own performance in respect of best practice examples.
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After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	1	Manage themselves and relationships at work in ways consistent with professional codes of practice.
MLO2	2	Conduct interviews and meetings in respect of: Job appointments; Performance Review; Employee engagement, Discipline and Grievance.
MLO3	3	Review own performance in respect of best practice examples.
MLO4	4	Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others

Module Content

Outline Syllabus	Outline Syllabus:1. Skills for People management2. Professional practice and code of conduct3. HR roles in the world – HR delivery4. Relationship with line managers and supervisors5. Selection process6. Selection interviewing7. Employee engagement8. Measuring performance9. Training needs analysis & Measuring training input10. Disciplinary interviewing & Grievance resolution
Module Overview	The aim of this module is to develop key skills in HR practitioners to enhance employability and give a practical toolkit to support theoretical perspectives. You will be able to manage yourself and relationships at work in ways consistent with professional codes of practice, understand how to conduct interviews and meetings in respect of Job appointments; Performance Review; Employee engagement and Discipline and Grievance.
Additional Information	Students will also work with materials published by CIPD and practice skill areas associated with the professional behaviours at Intermediate standard

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	LearningSkillsPortfolio	90	0	MLO1, MLO2, MLO3, MLO4
Future Focus e-learning task	Self Awareness	10	0	MLO4

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Helen Klepper	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings
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