

## Liverpool John Moores University

Title: HR PRACTITIONER SKILLS  
Status: Definitive  
Code: **4160BUSHR** (124756)  
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management  
Teaching School/Faculty: Business and Management

Team	Leader
Helen Klepper	Y
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**Academic Level:** FHEQ4      **Credit Value:** 20      **Total Delivered Hours:** 44  
**Total Learning Hours:** 200      **Private Study:** 156

### Delivery Options

Course typically offered: Semester 2

Component	Contact Hours
Workshop	44

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	LSkPort	The portfolio comprises evidence from the year to include class based assessments, role plays, presentations and case study work. Reflective skills log	90	
Future Focus e-learning task	Self Aware	Complete a World of Work Bronze Statement	10	

### 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:*

- 1 Manage themselves and relationships at work in ways consistent with professional codes of practice.*
- 2 Understand how to conduct interviews and meetings in respect of: Job appointments; Performance Review; Employee engagement, Discipline and Grievance.*
- 3 Review own performance in respect of best practice examples.*

## **Learning Outcomes**

After completing the module the student should be able to:

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

## **Learning Outcomes of Assessments**

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

LearningSkillsPortfolio	1	2	3	4
Self Awareness	4			

## **Outline Syllabus**

*Outline Syllabus:*

- 1. Skills for People management*
- 2. Professional practice and code of conduct*
- 3. HR roles in the world – HR delivery*
- 4. Relationship with line managers and supervisors*
- 5. Selection process*
- 6. Selection interviewing*
- 7. Employee engagement*
- 8. Measuring performance*
- 9. Training needs analysis & Measuring training input*
- 10. Disciplinary interviewing & Grievance resolution*

## **Learning Activities**

Learning Activities:

Workshop format, plus guided activities using BlackBoard:

- Case studies that are introduced in class that students discuss 'virtually';
- Role plays to practice interview skills and provide peer review feedback.

Skills development – formative feedback recorded in learning logs to form part of the portfolio assessment

### **Notes**

Students will also work with materials published by CIPD and practice skill areas associated with the professional behaviours at Intermediate standard