

Liverpool John Moores University

Title: HR Practitioner Skills and Behaviours
Status: Definitive
Code: **4230BSPTHR** (123901)
Version Start Date: 01-08-2021

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

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

Delivery Options

Course typically offered: Summer

Component	Contact Hours
Online	30
Workshop	30

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Portfolio	The portfolio comprises evidence from the year to include case study based assessments, role plays, presentations and case study work including a reflective skills log.	90	
Future Focus e-learning task	WOW Bronze	Complete a World of Work Skills 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 Recognise 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 of Assessments

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

Portfolio	1	2	3
WOW Bronze Skills	1	2	3

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. *Poor performance interview*
9. *Training needs analysis*
10. *Disciplinary interviewing*
11. *Grievance resolution*

Learning Activities

Participative lectures to identify key areas of theory and literature. Practical and participative workshops developing critical skills to analyse use of theory and literature within an organisational context.

Notes

The concept of building key skills and behaviours areas in HR practitioners to enhance employability and operational effectiveness.

