

## Liverpool John Moores University

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Title: Professional Skills Development 1  
Status: Definitive  
Code: **4501IACTEM** (126049)  
Version Start Date: 01-08-2019  
  
Owning School/Faculty: Business and Management  
Teaching School/Faculty: Kolej IACT SDN BHD

Team	Leader
Laura Dixon	Y
Valerie O'Gorman	

**Academic Level:** FHEQ4      **Credit Value:** 20      **Total Delivered Hours:** 40  
**Total Learning Hours:** 200      **Private Study:** 160

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	10
Practical	20
Tutorial	10

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Self Awareness Statement	AS1	Self-awareness	10	
Portfolio	AS2	Portfolio of evidence (3500 words equivalent)	90	

### Aims

*This module aims to develop students as independent and reflective learners, using*

*a broad range of academic skills; able to take responsibility for their own performance, learning and actions; within the context of the events management profession.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Demonstrate competence in academic, literacy and study skills.
- 2 Communicate effectively in a format appropriate to the context and audience.
- 3 Reflect on own performance in a range of contexts.
- 4 Identify and reflect upon the following aspects of self-awareness in respect of personal development and career planning: 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:

Self Awareness Statement	4				
Portfolio	1	2	3	4	

## **Outline Syllabus**

*Models of reflection, learning styles, study skills, written and oral communication, selecting and referencing material, group communication, presentations, formal and informal communication in organisations, group dynamics, ICT skills, on-line searching, website analysis, fieldwork.*

## **Learning Activities**

Activities will be student centred and facilitate group and individual work. Material from other modules in the programme will form the basis of some of the activities where students will reflect on feedback from peers and tutors. Fieldwork will be used to develop team skills and information collection/evaluation skills. Support for Personal Development Planning will be built into the module encouraging self-evaluation and personal action planning.

## **Notes**

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