

Liverpool John Moores University

Title: HR PRACTITIONER SKILLS
Status: Definitive but changes made
Code: **4700BUSHR** (122753)
Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio
Teaching School/Faculty: Academic Portfolio

Team	Leader
Paul Mcevoy Clarke	Y

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	
Self Awareness Statement	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

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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