

Liverpool John Moores University

Title: PERSONAL SKILLS DEVELOPMENT
Status: Definitive
Code: **5000BUSLM** (116222)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Liverpool Business School

Team	Leader
Joseph McGrath	

Academic Level: FHEQ5
Credit Value: 12.00
Total Delivered Hours: 12.00
Total Learning Hours: 120
Private Study: 108

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Online	3.000
Workshop	9.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Reflection	AS1	Production of Portfolio evidence including: a) reflective journal b) self analysis tools c) development of personal strategies and action plans	100.0	

Aims

Looking at the personal development skills of managers, in particular Self and Time Management, Influencing & Negotiating Skills and Communication. This module will help develop the knowledge and skills required to improve in personal performance within the management role.

Learning Outcomes

After completing the module the student should be able to:

- 1 Appreciate the need for self management and utilise key time management skills
- 2 Examine various techniques that may be used to influence and negotiate with others
- 3 Develop high level communication skills
- 4 Consider, prepare, design and deliver various strategies and methods of communication within different management situations

Learning Outcomes of Assessments

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

Written reflection during sess	1	2	3	4
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Outline Syllabus

Three workshops are planned:

Workshop 1 – Self Organization and Time Management

3 hour session aimed at introducing and using self organization and time management techniques.

Workshop 2 – Management Communication

3 hour session focused on the preparation, development and communication of messages within different situations.

Workshop 3 - Influencing & Negotiating Skills

3 hour session aimed at developing personal strategies within the management role and using different techniques to influence and negotiate.

Other activities will include an evidence gathering folder where the participants will gather, record and examine their use of the skills outlined on the workshops through a reflective journal and self analysis tools and techniques.

Learning Activities

Using a combination of workshops, mini-lectures, case studies and role playing. Wherever possible the activities will relate to experiences within the workplace.

References

Course Material	Journal / Article
Author	

Publishing Year	
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Notes

Development of personal skill and knowledge in management.