

## Liverpool John Moores University

Title: MANAGEMENT AND ORGANISATIONS  
Status: Definitive  
Code: **5003YCWOR**K (101040)  
Version Start Date: 01-08-2014

Owning School/Faculty: Nursing and Allied Health  
Teaching School/Faculty: Nursing and Allied Health

Team	Leader
Paul Jones	Y

**Academic Level:** FHEQ5  
**Credit Value:** 12.00  
**Total Delivered Hours:** 26.00  
**Total Learning Hours:** 120  
**Private Study:** 94

### Delivery Options

Course typically offered: Semester 2

Component	Contact Hours
Lecture	18.000
Seminar	6.000
Tutorial	2.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	AS1	participation in group seminar	50.0	
Essay	AS2	3 reaction papers (250 words each)	50.0	

### Aims

*The module aims to relate a knowledge of management and organisational theory to current youth and community work practice. It endeavours to develop an approach to management and organisations grounded in relational and political processes. It examines strategic and organisational development from a perspective of equality of opportunity and anti-oppressive practice.*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Analyse management and organisational skills required in youth and community work from placement or other organisational experience.
- 2 Critically review organisational problems from a management perspective.
- 3 Set up basic management structures and systems for the effective operation of a youth and community project.
- 4 Demonstrate an ability to deliver effective staff development programmes and policies.
- 5 Demonstrate knowledge and skills in financial management and the allocation of scarce resources.
- 6 Manage the quality assurance issues and performance indicators required of a full-time youth and community worker.
- 7 Explain anti-oppressive practice in relation to selection and recruitment procedures.

## Learning Outcomes of Assessments

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

PRES	1	2	3	4	5	6	7
ESSAY	1	2	3	4	5	6	7

## Outline Syllabus

*&#61623; Ideas, theories, and models of management and organisations*  
*&#61623; Managing People. Motivation, empowerment and the management of creativity.*  
*&#61623; Managing Teams. The theory and practice of teamwork and group effectiveness.*  
*&#61623; Management Supervision*  
*&#61623; Politics, Power and Influence. Understanding power and politics in the context of a commitment to equal opportunities and anti-oppressive practice. Exploring the significance of culture, gender and diversity.*  
*&#61623; Creating and Implementing Strategy. The management of change.*  
*&#61623; Organisational Structures, Systems and Culture.*  
*&#61623; Operational Management. Managing resources. Quality assurance, monitoring and evaluation. Continuous improvement and best value. Creating and sustaining learning organisations.*  
*&#61623; Project Management. Developing inter-sectional projects and working in partnership.*  
*&#61623; Managing Conflict, Pressure and Coping with Stress*  
*&#61623; Staff and Volunteer Recruitment, Selection and Induction. Staff development.*  
*&#61623; Financial Management and Planning. Managing administration and paperwork*

&#61623; Current legislation as applicable to youth and community work management.

## Learning Activities

Lectures  
Seminars  
Presentations  
Group activities  
Tutorials  
Quizzes

## References

<b>Course Material</b>	Book
<b>Author</b>	Adirondack, S M
<b>Publishing Year</b>	1994
<b>Title</b>	Just about Managing
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	LVSC
<b>ISBN</b>	0901171859

<b>Course Material</b>	Book
<b>Author</b>	Handy C
<b>Publishing Year</b>	1988
<b>Title</b>	Managing Voluntary Organisations
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Pelican
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Huczynski A and Buchanan D
<b>Publishing Year</b>	1991
<b>Title</b>	Organisational Behaviour
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Prentice-Hall
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Kakabadse A., Ludlow and Vinnicombe S.
<b>Publishing Year</b>	1988
<b>Title</b>	Working in Organisations
<b>Subtitle</b>	
<b>Edition</b>	

<b>Publisher</b>	Penguin
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Morgan, G.
<b>Publishing Year</b>	1998
<b>Title</b>	Images of Organisations
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	London: Sage
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Banks, S., Butcher, H., Henderson, P., Robertson, J.
<b>Publishing Year</b>	2003
<b>Title</b>	Managing Community Practice
<b>Subtitle</b>	Principles, Policies and Programmes
<b>Edition</b>	
<b>Publisher</b>	The Policy Press
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cooper, M. Curtis, B.
<b>Publishing Year</b>	2001
<b>Title</b>	Managing Recruitment and Selection
<b>Subtitle</b>	Appointing the best staff
<b>Edition</b>	
<b>Publisher</b>	Network Educational Press
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Dept of Education & Skills
<b>Publishing Year</b>	2002
<b>Title</b>	Transforming Youth Work
<b>Subtitle</b>	Resourcing Excellent Youth Services
<b>Edition</b>	
<b>Publisher</b>	Ref CXTYW02 DfEE Pub.
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Mann, S.
<b>Publishing Year</b>	1995
<b>Title</b>	Politics and Power in Organisations
<b>Subtitle</b>	Why Women Lose Out
<b>Edition</b>	
<b>Publisher</b>	Leadership & Organisation Development Journal, Issue 2 Vol. 16

<b>ISBN</b>	
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<b>Course Material</b>	Book
<b>Author</b>	National Youth Agency
<b>Publishing Year</b>	2001
<b>Title</b>	Quality Develops
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Leicester: NYA
<b>ISBN</b>	

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## Notes

Students are introduced to management theory through the teaching and apply these perspectives to their own fieldwork practice. Students make an important contribution to the teaching and learning cycle through the preparation and delivery of seminars on an aspect of management to their peers. This activity is assessed and supported by an individual critique that assesses the student's developing insight into the role of a youth and community work manager.