

Liverpool John Moores University

Title: DEVELOPING LEADERSHIP AND MANAGEMENT PRACTICE
 Status: Definitive
 Code: **5503FSSTK** (116212)
 Version Start Date: 01-08-2014

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

Team	Leader
Jim Dobson	Y

Academic Level: FHEQ5 **Credit Value:** 24.00 **Total Delivered Hours:** 30.00

Total Learning Hours: 240 **Private Study:** 210

Delivery Options

Course typically offered: Semester 2

Component	Contact Hours
Lecture	24.000
Seminar	2.000
Tutorial	3.000
Workshop	1.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	AS1	Project management task poster presentation, based on an aspect of student's own professional practice. 40%	40.0	
Essay	AS2	Assignment - analysis of a 'significant' incident occurring within practice. This will include a discussion of management techniques applied to the specific issue (3000 words)60%	60.0	

Aims

To consider leadership and management theory and practice, and to develop practical skills in this field. To understand organisational structures and communication systems within a variety of settings providing services for children and young people.

Learning Outcomes

After completing the module the student should be able to:

- 1 Evaluate the process of project management and decision making
- 2 Analyse alternative styles and approaches in effectively managing the workforce
- 3 Evaluate theories of motivation and performance enhancement

Learning Outcomes of Assessments

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

Poster presentation	1	
Essay	2	3

Outline Syllabus

Methods, techniques and processes in relation to analysis and handling of information: Time and task management; management systems and techniques; Project management, action planning and the setting of realistic objectives and targets; leadership; teamwork and motivational techniques. Ofsted inspection, procedures, regulations, nature and purpose. Effective policy writing, and the importance of policies within an early years setting; Issues surrounding confidentiality and data protection; Motivation and performance management; links to the common Core. Appraisal, training and development; Recruitment and selection procedures and principles. Management to enhance and maintain quality services.

Learning Activities

Lectures will focus on theories of management and motivation. In addition workshops will present models of management use in the practice setting, and opportunities will be provided for reflection of personal management style and experiences of management. Guest speakers could offer personal experiences of OFSTED inspection and performance enhancement strategy. Group work will allow students the opportunity to share ideas and compare practice issues.

References

Course Material	Book
Author	Aubrey, C.
Publishing Year	2007
Title	Leading and Management in the Early Years.
Subtitle	
Edition	
Publisher	Sage
ISBN	

Course Material	Book
Author	Bruchanan, D. and Huczanski, A.
Publishing Year	2006
Title	Organisational Behaviour
Subtitle	
Edition	5th ed.
Publisher	Prentice Hall
ISBN	

Course Material	Book
Author	Day, M., Byers, E. and Taylor, W.
Publishing Year	2009
Title	Early Years Management in Practice.
Subtitle	
Edition	
Publisher	Heinemann
ISBN	

Course Material	Book
Author	Isles, E.
Publishing Year	2005
Title	Essential Skills for Management in Practice.
Subtitle	
Edition	
Publisher	David Fulton
ISBN	

Course Material	Book
Author	Jones, C.
Publishing Year	2008
Title	Leadership and Management in the Early Years
Subtitle	A Practical Guide.
Edition	
Publisher	O.U.Press
ISBN	

Course Material	Book
Author	Mullins, L.

Publishing Year	2007
Title	Management and Organizational Behaviour.
Subtitle	
Edition	8th ed.
Publisher	Financial Times
ISBN	

Course Material	Book
Author	Pedler, M.
Publishing Year	2004
Title	A Manager's Guide to Leadership.
Subtitle	
Edition	
Publisher	McGraw Hill
ISBN	

Course Material	Book
Author	Rodd, J.
Publishing Year	2006
Title	Leadership in Early Childhood.
Subtitle	
Edition	3rd ed.
Publisher	O.U.Press
ISBN	

Course Material	Book
Author	www.surestart.gov.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.childrennow.co.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.ofsted.gov.uk/childcare
Publishing Year	0
Title	

Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.worksmart.org.uk/rightsindex.php
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.DfES.gov.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.dti.gov.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.emc.gov.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.teachernet.gov.uk
Publishing Year	0
Title	
Subtitle	
Edition	

Publisher	
ISBN	

Course Material	Book
Author	www.childrensworkforce.org.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Notes

This module is concerned with enhancing the student's ability to understand and evaluate processes and techniques for managing the setting. It will analyse management and leadership styles and examine the effectiveness of teams and individuals.