

**Liverpool** John Moores University

Title: DEVELOPING LEADERSHIP AND MANAGEMENT PRACTICE  
 Status: Definitive  
 Code: **5503FSWMC** (116147)  
 Version Start Date: 01-08-2014

Owning School/Faculty: Nursing and Allied Health  
 Teaching School/Faculty: Wirral Metropolitan College

Team	Leader
Maxine Smith	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	
Analysis -significant incident	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**

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

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

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

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

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

<b>Course Material</b>	Book
<b>Author</b>	Mullins, L.

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

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

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

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

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

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

<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	<a href="http://www.worksmart.org.uk/rightsindex.php">www.worksmart.org.uk/rightsindex.php</a>
<b>Publishing Year</b>	0
<b>Title</b>	
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	<a href="http://www.DfES.gov.uk">www.DfES.gov.uk</a>
<b>Publishing Year</b>	0
<b>Title</b>	
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	<a href="http://www.dti.gov.uk">www.dti.gov.uk</a>
<b>Publishing Year</b>	0
<b>Title</b>	
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	<a href="http://www.emc.gov.uk">www.emc.gov.uk</a>
<b>Publishing Year</b>	0
<b>Title</b>	
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	<a href="http://www.teachernet.gov.uk">www.teachernet.gov.uk</a>
<b>Publishing Year</b>	0
<b>Title</b>	
<b>Subtitle</b>	
<b>Edition</b>	

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

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

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## 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.