

Liverpool John Moores University

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Title: Professional Skills Development 2
Status: Definitive
Code: **5506IACTEM** (126060)
Version Start Date: 01-08-2019

Owning School/Faculty: Business and Management
Teaching School/Faculty: Kolej IACT SDN BHD

Team	Leader
Thomas Fletcher	Y

Academic Level: FHEQ5 **Credit Value:** 10 **Total Delivered Hours:** 20
Total Learning Hours: 100 **Private Study:** 80

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Seminar	10
Workshop	10

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	Portfolio (2000 words equivalent)	100	

Aims

To develop knowledge and skills required to improve performance in a professional capacity

Learning Outcomes

After completing the module the student should be able to:

- 1 Identify developmental needs in terms of knowledge, skills and experience for an intended career pathway
- 2 Critically reflect on the extent to which these needs will contribute to future careers
- 3 Consider, prepare and design personal strategies and action plans to develop knowledge, skills and experience
- 4 Identify and reflect upon knowledge of the sector being considered as an employment option and why this is important to career development.

Learning Outcomes of Assessments

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

Portfolio	1	2	3	4
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Outline Syllabus

Self and Time Management, Influencing and Negotiating Skills, Verbal and Written Communication, Self-awareness and Analysis, Reflective Practices, Analysing and Solving Problems, Team Working and Interpersonal Skills, Personal Planning and Organising, Initiative, Numerical Reasoning, Literacy and ICT Skills

Learning Activities

Delivered via workshops. Wherever possible the activities will relate to experiences within the workplace. This module will be linked to Personal Development Planning and Peer Learning Groups

Notes

This module provides students with the opportunity to develop their organisational awareness.