

Liverpool John Moores University

Title: Professional Skills and Behaviours
Status: Definitive but changes made
Code: **7005BUSIHR** (121014)
Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio
Teaching School/Faculty: Academic Portfolio

Team	Leader
Maureen Royce	Y

Academic Level: FHEQ7 **Credit Value:** 20 **Total Delivered Hours:** 40
Total Learning Hours: 200 **Private Study:** 160

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Workshop	40

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	PORTFOLIO	Reflective portfolio on personal and professional skill development	100	

Aims

To develop postgraduate interpersonal, leadership, critical analysis and financial skills and behaviours. The course delivery is through a series of practical workshops and the students reflect on personal development and behavioural change in the programme as a whole. The workshops provide students with the tools to carry out this reflection and the space to develop behavioural skills in a safe environment

Learning Outcomes

After completing the module the student should be able to:

- 1 Develop the ability to manage own's self and relationships at work in an effective way consistent with professional codes of practice
- 2 Demonstrate competence in postgraduate study skills, financial and business decision making and use of tools for change management
- 3 Develop the ability to self evaluate leadership, influencing and reflective skills to drive personal development

Learning Outcomes of Assessments

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

Reflective portfolio	1	2	3
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Outline Syllabus

Analysing and presenting information

Personal presentation skills

Professional behavioural skills

Financial awareness and interpretation of key results

Leadership skills and strategies

Working with teams and virtual teams

Decision making skills

Managing change

Learning Activities

Workshop format

Skills development activities and roleplays

Reflection on personal learning and personal development

Learning logs

Portfolio development

Notes

This module is a specific module for the MSc International HRM programme and will focus on the skills and behaviours required in the global economy including the

relationship of virtual teams