Liverpool John Moores University

Title:	PERSONAL DEVELOPMENT
Status:	Definitive
Code:	7501BM (103482)
Version Start Date:	01-08-2011
Owning School/Faculty:	Liverpool Business School
Teaching School/Faculty:	Dublin Business School

Team	Leader
Graham Padgett	Y

Academic Level:	FHEQ7	Credit Value:	15.00	Total Delivered Hours:	52.00
Total Learning Hours:	150	Private Study:	98		

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Seminar	36.000
Tutorial	16.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	Personal Development Portfolio	100.0	

Aims

To enhance the business effectiveness of participants through the development of relevant transferable skills by study, practice and self-evaluation.

To encourage and enable a reflective approach to learning.

To develop a personal portfolio of evidence which demonstrates development in the module skills.

To establish a foundation for personal development and applying learning to a future workplace.

Learning Outcomes

After completing the module the student should be able to:

- 1 Work effectively in a group situation to plan and carry out tasks to achieve shared objectives.
- 2 Have acquired the ability to manage own personal learning and future career development.
- 3 Have developed competence in written, verbal and non-verbal communication skills appropriate to business situations.
- 4 Show an ability to reflect on own learning and set targets to improve own learning and performance.
- 5 Have prepared a portfolio of evidence which indicates the development and application of skills in the programme to date.
- 6 Transfer and continue the development of skills to new situations.

Learning Outcomes of Assessments

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

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Outline Syllabus

Introduction to module: Skills standards & self-assessment of current skills. Portfolio based forms of assessment & development, portfolio building, evidence criteria, assessment criteria.

Personal development planning.

Learning to learn, preferred learning styles and the learning spiral.

Time management (including running effective meetings).

Inter-personal skills, negotiation, conflict resolution.

Group dynamics, team building, dealing with difficult team types.

The communication process and effective listening.

Verbal and non-verbal forms of communication – presentation skills.

Report writing skills and systems of referencing and citation, academic conventions.

Learning Activities

Tutorials and seminars.

References

Course Material	Book
Author	Belbin, R M
Publishing Year	2004
Title	Management teams

Subtitle	why they succeed or fail
Edition	
Publisher	Amsterdam: Elsevier Butterworth-Heineman
ISBN	

Course Material	Book
Author	Booher, D
Publishing Year	2001
Title	E-writing
Subtitle	
Edition	
Publisher	London: Simon & Schuster
ISBN	

Course Material	Book
Author	Fisher, R and Ury, W
Publishing Year	1989
Title	Getting to yes
Subtitle	negotiating an agreement without giving in
Edition	
Publisher	London: Business Books
ISBN	

Course Material	Book
Author	Mumford, A
Publishing Year	2001
Title	How to produce personal development plans
Subtitle	
Edition	
Publisher	Maidenhead: Honey Publications
ISBN	

Course Material	Book
Author	Volkema, R
Publishing Year	1999
Title	The negotiation toolkit
Subtitle	how to get exactly what you want in any business or
	personal situation
Edition	
Publisher	Boston: Amacom
ISBN	

Notes

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