

Liverpool John Moores University

Title: IMPROVING LEARNING AND PERFORMANCE
Status: Definitive
Code: **7508BM** (103492)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Dublin Business School

Team	Leader
Susan Hill	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
Report	AS1	Submission of portfolio of evidence to demonstrate improvement in learning & performance at end of year.	100.0	

Aims

To enable participants to develop transferable or key skills needed to succeed on the programme and in business organisations.

To provide an opportunity for participants to develop, apply and assess their skills using appropriate methods.

To encourage and enable a reflective approach to learning.

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

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 Effectively work with others in a group situation to plan and carry out tasks to achieve shared objectives.
- 2 Develop the ability to manage own personal, learning and future career development.
- 3 Develop competence in written, verbal and non-verbal communication skills appropriate to the course and to business situations.
- 4 Show an ability to reflect on own learning and set targets to improve own learning and performance.
- 5 Prepare 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:

Report	1	2	3	4	5	6
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Outline Syllabus

Introduction to key business & study skills, self-managed learning, academic systems of report writing & conventions (induction programme).

Skills standards & self-assessment of current skills.

Personal development planning

Learning to learn, preferred learning styles and the learning spiral

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 & systems of referencing and citation, academic conventions.

Portfolio based form of assessment & development, portfolio building, evidence criteria, assessment criteria.

Learning Activities

Induction programme, workshops, seminars, interactive sessions

References

Course Material	Book
Author	Cameron S.
Publishing Year	1999
Title	The Business Students Handbook; developing transferable skills
Subtitle	
Edition	
Publisher	FT/Pitman Publishing.
ISBN	

Course Material	Book
Author	Cameron S.
Publishing Year	2001
Title	The MBA Handbook; study skills for PG Management study
Subtitle	
Edition	(4 ed)
Publisher	FT/Prentice Hall.
ISBN	

Course Material	Book
Author	Drew S. & Bingham R.
Publishing Year	1997
Title	The Student Skills Guide
Subtitle	
Edition	
Publisher	Gower.
ISBN	

Notes

A module that seeks to develop and assess those skills which are seen as essential and transferable attributes that support effectiveness in many activities in education, the workplace and life in general.