

## Liverpool John Moores University

Title: HR PRACTITIONER UPSKILLING  
Status: Definitive  
Code: **7514PD** (103686)  
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:** 30.00  
**Total Learning Hours:** 150  
**Private Study:** 120

### Delivery Options

Course typically offered: Runs Twice - S1 & S2

Component	Contact Hours
Lecture	20.000
Tutorial	10.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	Personal Development Portfolio.	50.0	
Essay	AS2	Skill Development Assessment.	50.0	

### Aims

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

*Employment of the science of psychometrics to assess core strengths and development opportunities.*

*To encourage and enable a reflective approach to learning through self-knowledge.*

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

*To establish a foundation for personal development and applying learning to the*

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 developed competence in written, verbal and non-verbal communication skills appropriate to business situations
- 3 Show an ability to reflect on own learning and set targets to improve own learning and performance
- 4 Measure personal strengths and weaknesses to underpin essential future development using relevant psychometric instruments
- 5 Have acquired the ability to manage own personal learning and future career development
- 6 Have prepared a portfolio of evidence which indicates the development and application of skills in the programme to date
- 7 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:

Essay	1	2	3	4	5	6	
Essay	1	2	3	4	5	6	7

## Outline Syllabus

*Introduction to module: Skills standards & self-assessment of current skills.  
Portfolio based forms of assessment & development, portfolio building, evidence criteria, assessment criteria.  
Psychometric assessment of personal strengths and development opportunities; statistical comparison with norms data.  
Personal development planning.  
Conducting professional interviews (team exercise).  
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

Lectures and tutorials.

## References

<b>Course Material</b>	Book
<b>Author</b>	Bar-On, R., & Handley, R.
<b>Publishing Year</b>	1999
<b>Title</b>	Optimizing people: A practical guide for applying emotional intelligence to improve personal and organizational effectiveness
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Pro-Philes Press.
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Belbin, R. M.,
<b>Publishing Year</b>	2004
<b>Title</b>	Management teams: why they succeed or fail
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Elsevier Butterworth-Heinemann.
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Booher, Dianna
<b>Publishing Year</b>	2001
<b>Title</b>	E-writing
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	London: Simon & Schuster
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cattell, R. B., Cattell, A. K., & Cattell, H.E. P
<b>Publishing Year</b>	1993
<b>Title</b>	16PF Fifth Edition Questionnaire
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Champaign IL
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Goldman, D.
<b>Publishing Year</b>	1997
<b>Title</b>	Emotional Intelligence: why it can matter more than IQ.

<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	New York: Bantam Books.
<b>ISBN</b>	

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### **Notes**

Lectures and tutorials.