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| **MODULE TITLE:** | **Personal and Professional Development** |
| **MODULE CODE:** | CMDBST104 |
| **LEVEL:** | 4 |
| **CREDITS:** | 20 |
| **TOTAL STUDY HOURS:** | 200 |
| **STUDY HOURS BREAKDOWN:** | |  |  | | --- | --- | |  | **STUDY HOURS** | | Lectures/ seminars | 24 | | Directed learning | 48 | | Independent learning | 128 | | **Total study hours** | **200** | |
| **PRE-REQUISITES:** | None |
| **EXCLUDED COMBINATIONS:** |  |
| **MODULE LEADER:** | David Mwaura |
| **MODULE CONTRIBUTOR(S):** |  |

**RATIONALE**

This module has two main purposes. The first is to develop the generic and transferable study skills required to facilitate progression through Higher Education. The second is to encourage students to think creatively and constructively about personal, academic and career goals. The module will provide opportunitiesfor students to develop a strategy to actively achieve life and career goals.

**AIMS**

This module includes the development of those study and transferable skills required of students which also enhances employability in the work place. Students are encouraged to identify their personal strengths and areas fir development and set targets to promote both their academic and professional development and develop the resilience needed to achieve their long-term goals. This module encourages an independent, resourceful and reflective approach to learning and development which will be sustainable beyond the programme of study. It develops a critical awareness of their own and others` development needs on an ongoing basis. It also provides a framework for students to plan, manage and demonstrate their learning.

**LEARNING OUTCOMES**

## Upon successful completion of the module the students will be able to:

LO1: Demonstrate a critical understanding of the concepts of reflective learning and personal development

LO2: Appraise the relevance of personal development to the role of a manager, for one's own and others' development

LO3: Manage one's own development effectively and apply newly acquired skills

LO4: Monitor one's own and others' performance through giving and receiving feedback.

LO5: Assess development needs and identify resources and opportunities to address them

LO6: Develop your own approach to reflective learning and continuing professional development.

**INDICATIVE CONTENT**

The indicative content of the module includes:-

* Theory and skills in the areas of: individual learning and development; effective managerial practice; personal, interpersonal and group skills.
* Developing self-awareness
* Personal effectiveness
* Reflective learning
* Personal skills assessment;
* Personal development planning
  + Presentation skills
  + Time management
  + Stress management
  + Goal setting

**LEARNING AND TEACHING METHODS**

## A variety of teaching approaches is used, including lectures, seminars, case analysis, teamwork and extensive use of electronic resources for guided research.

**EMPLOYABILITY SKILLS**

On successful completion of this module, a student will have had opportunities to demonstrate achievement of the following Employability Skills:

C1: Reading, selecting, analysing and synthesising information from a range of sources

C2: Producing different types of document

C3: Participating in discussions

C4: Making presentations

LP1: Develop a strategy for using a range of skills to improve own learning and performance

IT1: Preparing information

IT2: Processing and presenting information

LP2: Review and Critically Reflect on Progress

LP3: Evaluate overall effectiveness of strategy and present achievements

PS1: Develop a strategy for using skills in problem solving, for a short-term routine problem and a longer term extended problem.

S1: Plan personal work schedules

S2: Monitor and manage progress on prolonged tasks

S3: Review achievement of objectives and the effectiveness of your own self-management skills

WWO1: Planning activities with others

WWO2: Working towards identified targets

**ASSESSMENT**

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| **Component number** | **Form of assessment** | **Assessment size** | **Weighting (%)** | **Core or non-core** |
| 1 | Individual Presentation paper | 1000 words | 50 | Core |
| 2 | Individual Reflective Journal | 1500 words | 50 | Core |

**INDICATIVE READING**

* Bassot, B. (2013). *The Reflective Journal*. Palgrave Macmillan
* Bolton, G. (2014). *Reflective Practice: writing and professional development*. (3rd ed). London: SAGE.
* Brockbank, A. and McGill, I. (2006) *Facilitating Reflective Learning Through Mentoring and Coaching*. Kogan Page, International
* Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook* Palgrave Macmillan
* Fraher A L (2011) *Thinking through crisis: Improving teamwork and leadership in high-risk fields* Cambridge: Cambridge University Press
* Friedman, A. (2011). *Continuing Professional Development: lifelong learning of millions*. London: Routledge.
* Helyer, R. (ed) (2010) *The Work-Based Learning Student Handbook*, Palgrave Macmillan