

**MURANG’A UNIVERSITY OF TECHNOLOGY**

**COURSE OUTLINE (TVET)**

**Unit Code: BUS/OS/HRM/BC/05/6 Unit Title: Employability Skills**

**Department: Human Resource**

**Lecturer’s Name: Robert M.**

**Lecturer’s Tel. No. 0722448431**

**Contact Hours: 48 Hours**

**Semester: 2 Academic Year: 2022/2023**

**Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves competencies for exuding self-awareness and ability to deal with everyday life challenges; demonstrating critical safe work habits and leading a workplace team; planning and organizing work activities; applying learning, creativity and innovativeness in workplace functions; pursuing professional growth and managing time effectively in the workplace.

**Summary of Learning Outcomes**

1. Conduct self-management
2. Demonstrate interpersonal communication
3. Demonstrate critical safe work habits
4. Lead a workplace team
5. Plan and organize work
6. Maintain professional growth and development
7. Demonstrate workplace learning
8. Demonstrate problem solving skills
9. Manage ethical performance

**Teaching Methodology**

1. Instructor lead facilitation of theory
2. Demonstrations
3. Simulation/Role play
4. Group Discussion
5. Presentations
6. Projects
7. Case studies
8. Assignments

**Recommended Resources**

* Computers
* Stationery
* Charts
* Video clips
* Audio tapes
* Radio sets
* TV sets
* LCD projectors

**Suggested Assessment Methods**

* Observation
* Written
* Oral interview
* Third party report

**Course Evaluation Methods**

1. CAT/ASSIGNMENTS/PRESENTATION 30%
2. FINAL EXAMINATION 70%

**References**

1.John Neugebauer and Jane Evans (2016) Employability: Making the Most of your career

development. Sage Publications.

2.Slocum W John (2009). Principles of organizational behavior 12th ed. Nelson Education

Ltd. Canada.

3.Berry, L. L. Carbone, L. P., & Haeckel, S. H. (2002). Managing the total customer

experience. MIT Slian Management Review, 43 (3), 85-89.

4.Reardon, K. K., & Eni, B. (1990), Communication Forum: Establishing a companywide

customer orientation through persuasive internal marketing. Management quake,

3(3), 376-389)

5.Dixon and Breuning, J (2009) work –family Conflict in coaching. A Top down Perspective

Journal of Sport Management.

6.Sergiovanni, J, J and Corbally, J.E (EDS) (998) Leadership and Organizational Culture:

New perspective on Administrative Theory and Practice. University of Illions Press.

7.Beyer’s .M (1981). Ideologies, values and decision making in organization in Sharfman,

MP. And Gray, D Mollary, G.R Butter, RJ HicksonD.J and Wilson DC 1991

Explaining decision processes .Journal of Management.

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| **WEEK** | **TOPIC DESCRIPTION** | **SUB TOPIC** |
| 1 | **Conduct Self-Management** | * Self-esteem * Self-image * Assertiveness * Self-management * Steps in formulating personal mission statement * Emotions are managed as per workplace requirements * Individual performance is evaluated and monitored according to the agreed targets. * Accountability and responsibility for own actions are demonstrated. * Self-esteem and a positive self-image are developed and maintained. * Self-strengths and weaknesses are identified as per personal objectives |
| 2 | **Demonstrate Interpersonal Communication** | * Audience needs * Communication network * Communication structure * Internal customers * External customers * Listening and understanding is demonstrated as per communication policy * Writing to the needs of the audience is demonstrated as per communication policy * Speaking, reading and writing is demonstrated as per communication policy Speaking * Negotiation skills are demonstrated as per communication policy * Empathizing is demonstrated as per the communication policy * Numeracy is applied as per the communication policy * Internal and external customers’ needs are identified and interpreted as per the communication policy * Persuasion is demonstrated as per the communication policy * Communication networks are established as per the SOPs * Information is shared as per communication structure demonstrate writing to the needs of the audience |
| 3 | **CAT 1** |  |
| 4-5 | **Demonstrate critical safe work habits** | * Work priorities * Safety * Safety consciousness * Stress is managed in accordance with workplace procedures * Punctuality and time consciousness is demonstrated in line with Personal objectives are integrated with organization goals based on * organization’s strategic plan. Workplace policy. * Personal objectives are integrated with organization goals based on   organization’s strategic plan.   * Resources are utilized in accordance with workplace policy. * Work priorities are set in accordance to workplace procedures. * Leisure time is recognized in line with organization policy. * Abstinence from drug and substance abuse is observed as per workplace policy. Drug and substance abuse. * Awareness of HIV and AIDS is demonstrated in line with workplace requirements. HIV/AIDS * Safety consciousness is demonstrated in the workplace based on organization safety policy. * Emerging issues are dealt with in accordance with organization policy. |
| 6 | **CAT 2** |  |
| 7-8 | **Lead a workplace team** | * Performance expectations for the team. * Assigning duties and responsibilities * Identifying Team parameters and relationships. * Forms of communication establishing * Carrying out Communication * Team performance is supervised * Collecting and analyzing feedbacks on performance. * Conflict resolution between team members * Undertaking Gender mainstreaming. * Adhering to Human rights. * Developing and maintaining healthy relationships. |
| **Plan and organize work** | * Identify Task requirements * Monitoring and evaluating work activities * Documenting Job planning * Planning and organizing of work activities. * Time is management |
| 9 | **CAT 3** |  |
| 10 | **Maintain professional growth and development.** | * Personal training needs are identified and assessed in line with the requirements of the job * Resources for training and mobilization * Relevant Licensees and certifications * Pursuing Personal growth towards improving the qualifications * Work priorities and commitments * Recognitions and career advancement |
| 11 | **Demonstrate workplace learning** | * Own learning is managed as per workplace policy * Learning opportunities are sought and allocated based on job requirement * Contribution to the learning community at the workplace * Range of media for learning are established as per the training need * Awareness of Occupational Health and Safety procedures * Opportunities for performance improvement are identified proactively in area of work. * Awareness of personal role in workplace innovation is demonstrated. |
| 12 | **Demonstrate problem-solving skills** | * Creative, innovative and practical solutions are developed based on the problem * Team problems are solved as per the workplace guidelines * Problems are analyzed and assumptions tested |
| 13 | **Manage workplace ethics** | * Self-worth and profession are exercised in line with personal goals and   organizational policies   * Code of conduct is observed as per the workplace requirements * Personal and professional integrity is demonstrated as per the personal goals |
| 14 | **END OF SEMESTER EXAM** |  |