

Course Outline 2012
HRMGMT 706: PERSONAL AND PROFESSIONAL DEVELOPMENT
(20 POINTS)
Quarter 4 (1128)

Course prescription

Professional competencies in HRM, including interpersonal skills, coaching and feedback skills, interviewing skills, negotiation skills, and career development skills.

Programme and Course Advice

Prerequisite: HRMGMT 707

Goals of the Course

The goals of this course are to help students develop their capability and credibility as an HR practitioner through personal and professional development. The course focuses on developing reflection, self-awareness, self-management and people management skills, and the establishment of personal credibility as an HR practitioner. Specific goals are summarised in the learning outcomes.

Learning Outcomes

By the end of this course it is expected that the student will be able to:

1. demonstrate an understanding of "themselves" through self-analysis and reflection, including their particular strengths and development needs as an HR practitioner;
2. demonstrate effective coaching and mentoring skills;
3. demonstrate effective practical skills in managing performance; and
4. apply these professional skills to enhance their personal credibility in practice.

Content Outline

Weeks 1 – 3	Building personal credibility Building relationships Achieving results Communication
Weeks 4 – 7	Developing your own self-awareness Understanding and working with your strengths and development needs
Weeks 8 – 10	Managing others Motivating people and managing poor performance Coaching and mentoring skills Giving (& receiving) feedback

Learning and Teaching

Planned course activities include class preparation and participation to make the most of our limited contact time, as well as post-course written reflection. Other than to launch individual and group activities, minimal time will be spent on formal "lectures" as such; **rather, we will spend most of our time on discussions, role plays and other exercises, translating your learning's into practice.**

Teaching Staff:

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Learning Resources

Required Texts: Readings will be provided prior to the course.

Assessment

Personal learning journal	80%
Participation in class discussions & exercises	20%
Total	100%

Please note that students are expected to attend all classes, participate in discussion, and read required materials prior to class. Some classes also involve case study preparation, and analysis, by teams. Effective learning is often the result of group-based discussion and preparation outside of the classroom, both in preparing for classes, and in preparing assignments. This is strongly recommended.

Details about the assignment will be handed out at the start of the course. Late assignments without a medical certificate will incur a penalty.

The broad relationship between these assessments and the course learning outcomes is as follows:

Learning Outcome	Reflection	Participation
1	X	X
2	X	X
3	X	X
4	X	X