1. **Title of the module**

BUSN9044 (CB9044) Developing Skills for Human Resource Management

1. **School or partner institution which will be responsible for management of the module**

Kent Business School

1. **The level of the module (Level 4, Level 5, Level 6 or Level 7)**

Level 7

1. **The number of credits and the ECTS value which the module represents**

15 credits (7.5 ECTS)

1. **Which term(s) the module is to be taught in (or other teaching pattern)**

Autumn

1. **Prerequisite and co-requisite modules**

None

1. **The programmes of study to which the module contributes**

MSc Human Resource Management; MSc International Human Resource Management

1. **The intended subject specific learning outcomes.  
   On successfully completing the module students will be able to:**

8.1 develop research and generic study skills to enable them better to benefit from a Master’s programme in business and management, including enhanced IT proficiency and the ability to better manage financial information and resources;

8.2 develop personal and management skills to enable them better to lead and influence others more effectively;

8.3 develop competence in postgraduate study skills.

1. **The intended generic learning outcomes.  
   On successfully completing the module students will be able to:**

9.1 plan, work and study independently, using relevant resources in a manner that reflects good practice;

9.2 work with self-direction and originality in identifying and addressing problems;

9.3 construct a personal development plan and be self-aware, identify areas for self-improvement and generate solutions;

9.4 present ideas, arguments and results in the form of a well-structured report;

9.5 more effectively manage interpersonal relationships.

1. **A synopsis of the curriculum**

The key purpose of this module is to encourage learners to develop a strong sense of self-awareness and of their own strengths and weaknesses as managers, colleagues and HRM professionals. The module is primarily concerned with the development of skills, and specifically seeks to develop and improve a range of definable skills that are pivotal to successful management practice and to effective leadership. The module also seeks to develop further more-specialised skills that are of particular significance to effective higher-level people management and provides opportunities for applied learning and continuous professional development. Finally, the module seeks to help learners make the most of their formal programmes of study with the inclusion of key postgraduate study skills and requires critical reflection on theory and practice from an ethical and professional standpoint.

Indicative topics of study are as follows:

* Postgraduate Study Skills
* Time management
* Working in groups; Teams and team-building
* Leading and influencing others
* Interpersonal communication and relationships
* Coaching and mentoring
* Ethical behaviours
* Decision making
* Information-handling skills: Interpreting & managing financial resources, IT skills
* People management skills
* Self-awareness and personal development planning including the identification of key management skills and any gaps in the individual’s profile

1. **Reading list (Indicative list, current at time of publication. Reading lists will be published annually)**

Cameron, S. (2008) The MBA Handbook: Study Skills for Postgraduate Management Study, 6th Ed, Harlow: Pearson Education

Currie, D. (2005) Developing and applying study skills: writing assignments, dissertations and management reports. London: CIPD

Sharp, J.A., Peters, J. and Howard, K. (2002), The Management of a Student Research Project, 3rd Ed. Gower.

Watson G. and Reissener S. (2014) Developing Skills for Business Leadership (2nd Ed), London: CIPD

1. **Learning and teaching methods**

Total contact hours: 24

Private study hours: 126

Total study hours: 150

1. **Assessment methods**
   1. Main assessment methods

Business Skills Portfolio (6,000 – 8,000 words) (100%).

13.2 Reassessment methods

Reassessment Instrument: 100% coursework.

1. **Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section12) and methods of assessment (section 13)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | *8.1* | *8.2* | *8.3* | *9.1* | *9.2* | *9.3* | *9.4* | *9.5* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |
| Private Study | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| Lectures | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| Seminars | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |
| **Assessment method** |  |  |  |  |  |  |  |  |
| Business Skills Report | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |

1. **Inclusive module design**

The School recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

1. **Campus(es) or centre(s) where module will be delivered**

Canterbury

1. **Internationalisation**

The module will continue to use internationally relevant case studies and learning material and students will be encouraged to think about the learning outcomes in an international context. The MSc International HRM programme learning outcomes require that the module provides internationally focussed case study and perspective in exploring theory and practice in regards to HRM skills development.

**FACULTIES SUPPORT OFFICE USE ONLY**

**Revision record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

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| --- | --- | --- | --- | --- |
| Date approved | Major/minor revision | Start date of the delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
| 07/11/2016 | Minor | September 2017 | 7, 16 |  |
| 07/06/2017 | Minor | September 2017 | 11, 17 | No |

Revised FSO Jan 2018