1. **Title of the module**

BUSN9163 (CB9163) Business Skills and Personal Development

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, Spring and Summer term

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

N/A

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

Master of Business Administration

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

8.1 Analyse and reflect on a range of key business, consultancy, employability, and volunteering skills in the context of personal and transformational leadership development;

8.2 Demonstrate an in-depth understanding of the issues and barriers surrounding responsible management and developing the capacity and innovative mindset to engage with complex change, and sustainability related business issues that affect key stakeholders;

8.3 Critically reflect upon own personal preferences and practice skills allowing for enhanced personal insight into coping with and managing change responsibly;

8.4 Critically evaluate the links between facilitation, personal preferences and group dynamics and transformational leadership.

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

9.1 Research a topic independently to extract and synthesise information from a range of academic and online sources;

9.2 Make informed judgements to distinguish between fact and opinion, what is relevant and what is not and between opposing views based upon conflicting evidence;

9.3 Critically evaluate and interpret information from a variety of sources to formulate and support a well- reasoned and structured line of argument;

9.4 Research, identify, find, record, organise and manipulate knowledge and innovative ideas relevant to the development and management of organisations.

9.5 Demonstrate in-depth numeracy and quantitative skills including the use of models of business situations; business simulations and qualitative research skills;

1. **A synopsis of the curriculum**

The Business skills and Personal Development programme provides a firm foundation for continuing managerial development within your chosen career. The programme will help you enhance your business skills, define your career goals and create a personalised career action plan. It also offers you the opportunity to acquire life-skills to attain the jobs that are relevant to your career plan immediately after graduation and in the future.

The module comprises the following activities:

**Business Skills**

Consultancy Week

Business Simulation

**Personal Development**

Induction

1 to 1 executive coaching

Careers and Employability, and volunteering events

International trip

Guest Speaker Series (in collaboration with various organisations and clubs)

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

Arthur,M., Khapova, S., Richardson,J. (2017) *An Intelligent Career: Taking Ownership of your Work and your Life,* Oxford: Oxford University Press

Gratton, L. and Scott, A. (2016) *The One Hundred Year Life: Living and Working in an Age of Longevity,* London: Bloomsbury

Ibarra, H. (2015). *Act Like a Leader, Think Like a Leader*. Boston, Mass: Harvard Business Review Press.

Horowitz, B. (2015). *The Hard Thing About Hard Things: Building a Business When There Are No Easy Answers*. New York: Harper Business

Kahneman, D. (2012). *Thinking, fast and slow.* London: Penguin

1. **Learning and teaching methods**

Workshops – 120 hours

Private study – 30 hours

1. **Assessment methods**

13.1 Main assessment method

Individual reflective report – 5000 words – pass/fail (80%)

Workshop participation – pass/fail (20%)

13.2 Reassessment method

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* | *8.4* | *9.1* | *9.2* | *9.3* | *9.4* | *9.5* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |  |
| Activity participation/attendance | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| **Assessment method** |  |  |  |  |  |  |  |  |  |
| 5,000 word Reflective  Report | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Workshop participation | **X** | **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 utilise internationally relevant case studies and learning material and students will be encouraged to think about the learning outcomes in an international context.

**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) |
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