

## MODULE DESCRIPTOR

<b>MODULE TITLE</b>	PERSONAL AND PROFESSIONAL DEVELOPMENT FOR BUSINESS		
<b>MODULE CODE</b>	BU3033 (L6)	<b>CREDIT VALUE</b>	20 UK CREDITS / 10 ECTS
<b>SCHOOL</b>	SCHOOL OF BUSINESS MANAGEMENT		

### MODULE AIMS

1. To consolidate personal competencies in a wide range of areas associated with work activity and practice in order to ensure an effective transition from university to work.
2. To maintain a commitment to continuing professional development, which will continue beyond the requirements of the course into the work situation as a career skill.
3. To ensure an effective job search has been undertaken in order to match personal skills, abilities and achievements with potential career paths and employers.
4. To provide opportunities for students to further develop transferable skills for an effective role in management.

### MODULE CONTENT

This module comprises three strands:

#### **Self-Awareness**

Students will be supported in their development and understanding of a range of skills such as effective communication, their role as effective team members, understanding their learning style, emotional intelligence, understanding stress, and developing reflective practice.

#### **Developing essential skills for the workplace**

Practical exercises will allow students to develop a range of skills essential to business, such as communication skills in the business context, negotiation and influencing, decision making, problem solving, presentation skills, building and maintaining a CV, interview techniques and the importance of the assessment centre.

#### **Continuing Professional Development (CPD) – a lifelong commitment**

This element of the programme will highlight the importance of CPD throughout the students' career. This will be achieved through the development of personal action plans which contain effective goal setting and setting SMART objectives.

### INTENDED LEARNING OUTCOMES

On successful completion of this module a student will be able to:

1. Demonstrate an ability to work on their own initiative and take responsibility for continuing professional development.
2. Synthesize elements of the course into an investigation of employment opportunities alongside a reflection on personal goals and achievements.
3. Explore career development and strategies which demonstrate skills, abilities and achievements in the most effective way.
4. Reflect upon personal skill development and utilise these reflections in a sustained critical reflection as a basis for future development.

### TEACHING METHODS

The module includes weekly lectures where students are encouraged to discuss their career aspirations and help them to select the most appropriate employment to match their skills and personal characteristics. This will allow them to select an appropriate career, thereby providing sustainable employability.

### ASSESSMENT METHODS

This module is assessed through a group presentation and a report.