

MODULE DESCRIPTOR

SECTION A: MODULE DETAILS

Module Title	Introduction to People Management						
Short Title	PeopleMan						
Module Code	MG411	Date of First Approval			September 2018		
Responsible Department	Business, Law & Computing	Date of Version			September 2018		
FHEQ Level	Level 4: Certificate	Version No.			1		
Credit Value	15 Credits	Expected Length			15 weeks		
Status	Approved	Regime of Delivery			Campus Based		
Semester taught	S1 <input checked="" type="checkbox"/>	S2 <input checked="" type="checkbox"/>	S3 <input type="checkbox"/>	SB <input type="checkbox"/>	S1A <input checked="" type="checkbox"/>	S2A <input checked="" type="checkbox"/>	SBA <input type="checkbox"/>
	T1 <input type="checkbox"/>	T2 <input type="checkbox"/>	T3 <input type="checkbox"/>	T4 <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

SECTION B: MODULE DESCRIPTION

Brief Description
<p>This module will consider the core competencies, intellectual and personal skills needed to become a successful people manager. There will be opportunities for students to develop skills within a safe environment.</p> <p>Management is about ensuring everyone works effectively in different organisational settings, so it is important to manage relationships with colleagues, subordinates and customers.</p> <p>Alongside this, the module will also provide an introductory knowledge of key HR elements which underpin the support and development of the performance of people at work.</p>

Indicative Content
<ul style="list-style-type: none"> • Management and Leadership styles • The role of the line manager • Key management skills behaviours including Communication, time management, prioritising and delegating, managing projects and taking responsibility • Recruitment and Selection • Flexible working • Performance Management • Training and development

SECTION C: MODULE OUTCOMES

On successful completion of the module, the student will be able to:	
1.	Demonstrate an understanding of the knowledge, skills and behaviours to be an effective people manager
2.	Identify and evaluate key HR processes which underpin the performance management of people at work
3.	Demonstrate an understanding of contemporary issues facing line managers relating to people management

Key Skills Matrix		
	<i>Developed</i>	<i>Assessed</i>
Information Acquisition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Critical thinking, analysis and synthesis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Self-reflection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication Skills: Oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication Skills: Written	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information & Communications Technology (ICT)	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy & Quantitative Skills	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving & Decision Making	<input type="checkbox"/>	<input type="checkbox"/>
Independent & Self-managed Learning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Working with Others	<input type="checkbox"/>	<input type="checkbox"/>

SECTION D: MODULE STRATEGY

Employability / Career Development Statement

This module will help to enhance and develop students' abilities to understand their role in the working environment both as employees and as managers of the future. As such there will be role plays and other activities to enable students to being to develop their own skills.

It also develops critical and independent thinking and personal confidence which are valued by employers. The reflective skills of the students are developed through the research portfolio

Learning & Teaching Strategy

Seminars are interactive and include group activities and discussions, using students' experience of working in organisations where appropriate. The seminars support the students to develop an understanding of the theories, concepts and knowledge gathered from both supervised and independent study. The group activities are critical for the students to learn about the role of Human Resource Management and line managers in managing employer relationships. The students will also go through various case studies.

Students are expected to familiarise themselves with the relevant materials in advance to ensure a meaningful contribution. Lecture notes, reading and presentation materials will be made available on the VLE to facilitate such familiarisation.

Assessment Strategy

Coursework 1 requires students to prepare a reflective research portfolio on the topics addressed in classes during the module. This assignment is designed to encourage independent learning.

There is an opportunity for formative feedback on the assignment work. Students are encouraged to present drafts of their work to lecturers during scheduled times in the classes.

SECTION E: SCHEDULED LEARNING AND TEACHING

Notional Hours	
1 Credit is equivalent to 10 notional learning hours (30 credits = 300 learning hours). All hours should be calculated based on what an individual student might be expected to receive.	
<i>Category (Please refer to QAA Guidance in completing this section)</i>	<i>Total Hours</i>
Scheduled Learning and Teaching Activities (SLTA)	
Lectures (incl. virtual and face to face contact)	
Seminars (incl. virtual and face to face contact)	45
Tutorials – per individual student (incl. virtual and face to face contact)	
Project supervision (incl. virtual and face to face contact)	
Demonstration (incl. virtual and face to face contact)	
Practical classes and workshops	
Supervised time in studio/workshop/rehearsal space	
Fieldwork, e.g. survey work, data collection	
External visits, e.g. visits to sites, museums or collections	
Sub-total: SLTA	45
PLUS Guided Independent Study (GIS)	105
PLUS Placements / Study Abroad / Work based Learning	
TOTAL (Sub-total of SLTA plus GIS, plus Placements)	150

SECTION F: ASSESSMENTS

Summative Assessment Regime				
ID	KIS Category/Activity Type & Brief Description (Please refer to: QAA Guidance in completing this section)	Learning Outcomes Assessed	Weighting % or P/F	Indicative Week No.
CW1	Coursework: Portfolio: Individual research portfolio, 2000 words	1,2,3	100%	13
Module Pass Requirements: Standard Regs apply				

SECTION G: ACADEMIC RESOURCES

Key Texts
<ul style="list-style-type: none"> Mullins L (2016) Management and Organisation Behaviour 12th Edition FT Prentice Hall Cross C & Carbery R (2013) Human Resource Management; a Concise introduction (1st edn) London: Palgrave
Journals
<ul style="list-style-type: none"> International Journal of Human Resource Management Human Resource Management International Digest

Websites

- Chartered Institute of Personnel and Development - www.cipd.co.uk
- Chartered Management Institute – www.managers.org.uk
- ACAS - www.acas.org.uk

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