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| Module Code: | BUS452 |
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| Module Title: | Introduction to Leadership |
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| Level: | 4 | Credit Value: | 10 |
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| Cost Centre(s): | GSEW | <u>JACS3</u> code: | N215 |
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| School: | Social & Life Sciences | Module Leader: | Gaenor Roberts |
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| Scheduled learning and teaching hours | 16 hrs |
| Guided independent study | 84 hrs |
| Placement | 0 hrs |
| Module duration (total hours) | 100 hrs |

| Programme(s) in which to be offered (not including exit awards) | Core | Option |
|--|--------------------------|-------------------------------------|
| Standalone module aligned to BA (Hons) Business for QA and assessment purposes | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> |

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| Pre-requisites |
| N/A |

Office use only

Initial approval: April 2018
 With effect from: April 2018
 Date and details of revision:

Version no:1

Version no:

Module Aims

The purpose of this module is to help learners to develop a broad range of skills and underpinning knowledge that is necessary in order to pursue a successful career in a leadership role. It will develop competence and confidence in their role as a leader, colleague, decision-maker and people manager.

Intended Learning Outcomes

Key skills for employability

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|------|---|
| KS1 | Written, oral and media communication skills |
| KS2 | Leadership, team working and networking skills |
| KS3 | Opportunity, creativity and problem solving skills |
| KS4 | Information technology skills and digital literacy |
| KS5 | Information management skills |
| KS6 | Research skills |
| KS7 | Intercultural and sustainability skills |
| KS8 | Career management skills |
| KS9 | Learning to learn (managing personal and professional development, self-management) |
| KS10 | Numeracy |

At the end of this module, students will be able to

Key Skills

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|---|--|-----|--|
| 1 | Evaluate and demonstrate their capability to manage self, others and interpersonal relationships effectively within a work or professional context | KS1 | |
| | | KS2 | |
| | | KS9 | |
| 2 | Analyse and demonstrate essential leadership skills such as lead and influence others, make sound and justifiable decisions and solve problems effectively | KS2 | |
| | | KS3 | |
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Transferable skills and other attributes

Students will be able to;

1. Analyse behaviours, attitudes and skills of employees as they relate to business contexts.
2. Effectively develop communication and interpersonal skills, as are necessary in leading and managing people; such as listening, and effective oral and written communication of ideas and arguments
3. Understand a variety of leadership styles and their impact on performance.
4. Increase personal effectiveness: such as critical self-awareness, self-management, time management and sensitivity to diversity in people and situations

Derogations

N/A

Assessment:

Indicative Assessment Tasks:

Assessment one: Reflective journal analysing current leadership styles and exploring alternative strategies within the workplace which will include evaluating existing styles and discussing the application and suitability of alternative styles and methods of leadership.

| Assessment number | Learning Outcomes to be met | Type of assessment | Weighting (%) | Duration (if exam) | Word count (or equivalent if appropriate) |
|-------------------|-----------------------------|---------------------|---------------|--------------------|---|
| 1 | 1-2 | Reflective Practice | 100 | N/A | 1500 |

Learning and Teaching Strategies:

This will be delivered by Coleg Cambria to a group of managers who are currently employed within a range of local organisations. It will be delivered over a 2 day period with ongoing mentoring and support in the workplace. The learning outcomes will be delivered with reference to their real work places.

Learning materials will be available on Google classroom.

The classroom tutorials will facilitate interactive discussion and feedback on the lecture material that forms a basis for group work through practical exercises. A range of teaching and learning strategies will be used including group work, discussions, lectures, case studies to develop theoretical concepts and skills. The use of guest speakers and the student's experience will be used to support and develop concepts.

Students are encouraged to take responsibility for their own learning and staff facilitate the learning process, with the aim of encouraging high levels of student autonomy in learning and the capacity to apply it within the wider environment.

Syllabus outline:

This module provides students with;

1. An awareness of differing cultural contexts and operating environments.
2. Encouragement to develop a strong sense of self-awareness and of their own strengths and weaknesses as managers and colleagues.
3. Skills development and specifically the development and improvement of a range of definable skills (thinking, decision making, management of financial information,

managing budgets, team working and interpersonal skills) that are pivotal to successful management practice, effective leadership, personal effectiveness and credibility in the workplace.

4. Specialised skills development of particular significance to perform effective higher level people management and providing opportunities for applied learning and continuous professional development.
5. Postgraduate study skills, critical reflection skills and practice from an ethical and professional standpoint.

Indicative module content

1. Managing self, more effectively at work or in another professional context.
2. Managing interpersonal relationships at work more effectively.
3. Making sound and justifiable decisions and solve problems more effectively.
4. Leading and influencing others more effectively.
5. How to interpret financial information and manage financial resources.
6. Demonstrating enhanced IT proficiency.
7. Postgraduate study Skills, developing further skills-based knowledge and understanding, keeping CPD records and building up a skills portfolio and maintaining a reflective learning diary.

Indicative Bibliography:

Essential reading

Watson, G. and Reissner, S. (2014) *Developing Skills for Business Leadership*. (2nd Edition) London: CIPD.

Horn, R. (2009) *The Business Skills Handbook*. London: CIPD

Other indicative reading

Armstrong, M. (2012) *Armstrong's Handbooks of Management and Leadership: Developing Effective People Skills for Better Leadership and Management* (3rd Edition) Kogan Page

Cameron, S. (2009) *The Business Student's Handbook: Skills for Study and Employment*. (5th Edition) London: Prentice Hall.

What, Why and How... CreateSpace Independent Publishing Platform

Websites

www.cipd.co.uk - Chartered Institute of Personnel and Development

www.employmentstudies.co.uk - Institute for Employment Studies

www.ilo.org - International Labour Organization

www.bis.gov.uk - Department of Business, Innovation and Skills

www.ons.gov.uk - Office for National Statistics

https://europa.eu/european-union/topics/employment-social-affairs_en - European Union Employment and Social Affairs

www.managers.org.uk - Chartered Management Institute

www.tuc.org.uk - Trades Union Congress

www.independent.co.uk - Independent newspaper

www.telegraph.co.uk - Daily Telegraph newspaper

www.bbc.co.uk/news/ - BBC News website

www.cnn.com/BUSINESS - CNN Business News