

Module Code:	BUS469
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Module Title:	The Essence of Management
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Level:	4	Credit Value:	40
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Cost Centre(s):	GAMG	<u>JACS3</u> code:	N211
		<u>HECoS</u> code:	100078

Faculty	Social and Life Sciences	Module Leader:	Gaenor Roberts
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Scheduled learning and teaching hours	44 hrs
Guided independent study	356 hrs
Placement	0 hrs
Module duration (total hours)	400 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
FdA Applied Business Management	✓	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Pre-requisites
None

Office use only

Initial approval: 19/06/2019
 With effect from: 23/09/2019
 Date and details of revision:

Version no: 1

Version no:

Module Aims

The aim of this module is to develop an understanding of management by exploring the characteristics and skills of managers and by presenting an insight into the nature and functions of management through studying local, national and global organisations. The module will also develop the student's study skills, and includes an understanding of how management styles and organisational structure contribute to commercial success, and will include examining the importance of employee engagement, and its relevance to management.

Intended Learning Outcomes

Key skills for employability

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

At the end of this module, students will be able to		Key Skills	
1	Use communication techniques and appropriate software for a range of purposes and audiences.	KS1	KS4
		KS5	KS8
		KS9	
2	Describe and discuss the nature, characteristics, advantages and disadvantages of different types of business management.	KS1	KS3
		KS5	KS8
3	Demonstrate an understanding of management skills, processes and functions.	KS1	KS6
		KS2	KS5
4	Describe approaches and practices to drive employee engagement within a workplace.	KS5	KS9
		KS3	
5	Evaluate employee engagement strategies within organisations.	KS6	KS3
		KS5	KS2

Transferable skills and other attributes

Effective communication skills, oral and written
 Critical thinking, analysis and synthesis
 Problem-solving skills such as identifying, formulating and solving business problems
 Self-reflection and reflective learning.

Derogations

None

Assessment:

Indicative Assessment Tasks:

Indicative assessment 1: Assessment one will be a portfolio assessment demonstrating the skills of writing for different audiences.
 Indicative assessment 2: A management case study report based on a chosen organisation,
 Indicative assessment 3: An individual presentation outlining and evaluating business examples of employee engagement methods.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration or Word count (or equivalent if appropriate)
1	1	Portfolio	25%	1,500
2	2,3,	Case Study	40%	2,000
3	4,5	Presentation	35%	15 minutes

Learning and Teaching Strategies:

This module will be delivered using a combination of face to face lectures, group tutorials and practical exercises, and will utilise the use of case studies to apply the knowledge. There will be a substantial element of online learning, during which students will consolidate learning, undertake research for assessments, participate in discussion forums, and work with peers to complete group activities.

Syllabus outline:

1. Writing for academic purposes, report writing for business, creating business documents and power point for presentations.
2. An introduction to the Harvard Referencing System.
3. Writing for a non-academic audience.
4. An introduction to business management
5. Management's role in organisations.

6. Innovative styles of management- self-directed teams, upside down management etc.
7. Skills for Management – adaptability and flexibility, decision making.
8. The general functions of management – planning, organising, leading, controlling.
9. Conflict resolution
10. Managing change
11. Working under pressure
12. Work motivation and job satisfaction
13. Employee engagement
14. Characteristics and consequences of engaged employees

Indicative Bibliography:

Essential reading

Mullins, L.J. (2016), *Management and Organisational Behaviour*. 11th ed. Harlow: Pearson Education. (available as e-book)

Rees, G. and French, R. (2016), *Leading, Managing and Developing People*. 5th ed. London: CIPD.

Other indicative reading

Books

Bessant, J. and Tidd, J. (2015), *Innovation and Entrepreneurship*. 3rd ed. Chichester: John Wiley.

McCann, P. and Oxley, L. (2013), *Innovation, Entrepreneurship, Geography and Growth*. Chichester: John Wiley. (available as e-book)

Websites

<http://www.intrapreneurshipinstitute.com/>

<http://www.managers.org.uk/>

Business Link www.businesslink.gov.uk

The HR Brand www.hr magazine.co.uk

Chartered Institute of Personnel and Development (CIPD) www.cipd.co.uk

Journals

Journals available on Resourcefinder.