



## **Module Specification**

### **Personal and Organisational Management**

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## Part 1: Information

**Module title:** Personal and Organisational Management

**Module code:** UFCFQD-15-M

**Level:** Level 7

**For implementation from:** 2022-23

**UWE credit rating:** 15

**ECTS credit rating:** 7.5

**Faculty:** Faculty of Environment & Technology

**Department:** FET Dept of Computer Sci & Creative Tech

**Partner institutions:** None

**Delivery locations:** Frenchay Campus

**Field:** Computer Science and Creative Technologies

**Module type:** Standard

**Pre-requisites:** None

**Excluded combinations:** None

**Co-requisites:** None

**Continuing professional development:** No

**Professional, statutory or regulatory body requirements:** None

## Part 2: Description

**Overview:** Not applicable

**Features:** Not applicable

**Educational aims:** See Learning Outcomes.

**Outline syllabus:** The syllabus includes:

Introduction to Personal and Organisational Management:

Overview of the module; what do we mean by personal management; what do we mean by organisational management; key theories and practice.

Personal Data Management and Content Curation:

Understanding our own approach to how we manage our personal data and information; looking at a range of social media tools to support our personal data management.

Managing yourself and others: Presentation Skills and Writing Strategically:

Opportunity to learn about good presentation techniques, tools and practice; learning how to write effective reports, summaries and strategic documentation. Designing communications; analysing your audience; researching and developing content.

Managing yourself and others:

Interpersonal Skills and Team Management: what are interpersonal skills and why they are essential skills for managers; employability skills; managing teams – theory and practice.

Change Management:

How to manage change in a library and information services environment; key change management theories; analysis of forces and opportunities for change; planning, managing and evaluating change; assessing and meeting development needs of staff.

Introduction to the PKSB (full framework) and Assessment Tutorials: Introduction to the Personal Knowledge and Skills Base framework to analyse skills and development needs; exploring the role of the assessment process.

Financial Management – Managing the Library Budget:

Why we budget; role of the manager in financial decision making; budget models; income generation Marketing and Promotion.

Planning a marketing and promotion strategy:

Investigating the role of effective marketing and promotion plans for a library and information service; tools and techniques; 7 stage marketing planning.

Workforce Planning – business plans, service plans and profiling your workforce: Investigating strategic workforce planning models; succession planning; workforce challenges; workforce profiling tools.

Talent Management: Training and Compliance:

Attracting, managing and developing talent; effective appraisals; the brand called YOU!

Effective Leadership:

What is a leader; key leadership theories; evaluating your own leadership style.

Professional Networks and CPD:

What is networking and how is it beneficial to managers; key networking tools for effective information gathering; maintaining your CPD.

### **Part 3: Teaching and learning methods**

**Teaching and learning methods:** Scheduled learning during contact hours will involve a range of activities, focussed around group discussions and feedback, interspersed with lecture-style presentation of key concepts, short videos and occasional specialist speakers. Guidance on essential reading and other preparation for each session will be provided via the module web site where additional supporting materials and opportunities for students to contribute online will also be available.

Independent learning will include wider reading, selected by students individually, as well as observation of and reflection on practice and experience. Although a small proportion of contact time will be set aside for students to work together on a team-based assessed task, students will also be expected to devote approximately 20 additional hours to preparation and completion of assessments.

2 hours per week x 12 weeks (one semester) – lecture and discussion time with module tutor and guest lecturers. Supported by teaching materials on the VLE, with associated web discussion groups, collaborative learning tasks and assignment tutorials. Tutor also available by appointment and email.

**Module Learning outcomes:** On successful completion of this module students will achieve the following learning outcomes.

**MO1** Communicate effectively, using a range of channels appropriate to the message and target audience

**MO2** Reflect critically on their own and others' practice and identify development actions and opportunities

**MO3** Identify enhancement opportunities in service management and delivery and make recommendations for change

**MO4** Make an effective contribution to the management and delivery of a team task

**MO5** Demonstrate a critical and reflective approach to personal development

**Hours to be allocated:** 150

**Contact hours:**

Independent study/self-guided study = 126 hours

Face-to-face learning = 24 hours

Total = 150

**Reading list:** The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/index.html) via the following link <https://uwe.rl.talis.com/index.html>

## **Part 4: Assessment**

**Assessment strategy:** Assessment Component A: Team presentation: Students will work in teams to examine the standards and means of effective implementation and monitoring of change management processes within an

information or library service of their choice. The emphasis will be on identifying appropriate change management processes to improve performance as well as appropriate means of evaluating improvement and progress against standards (and other relevant measures). Students' ability to convey the outcomes of their work via a team presentation will form part of the assessment. The other element of the assessment will be a reflective piece that is individually authored of 1000 words. The weighting is for 40% - 20% for the team presentation and 20% for the 1000 word individual piece.

#### Assessment Component B : Coursework

The coursework will require students to use the Chartered Institute for Library and Information Professionals (CILIP) Professional Knowledge and Skills Base to assess their own skills and development needs applying a gap analysis methodology. Once completed students will select three areas of personal development to focus on and critically evaluate their approach to addressing those needs through the identification of training, reading, conferences or other CPD opportunities. The coursework will take the form of a professional report to their line manager of 3000 words with a weighting of 60%

#### Resits:

Component B: Students will be required to submit their Personal Development Report (3000 words).

Component A: Students will be required to produce a 10-minute video and a 1000 word reflective log on the change management topic as given.

#### **Assessment components:**

##### **Presentation - Component A (First Sit)**

Description: Group Presentation

Weighting: 20 %

Final assessment: Yes

Group work: Yes

Learning outcomes tested: MO1, MO3, MO4

**Reflective Piece - Component A (First Sit)**

Description: Reflective practice log

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3

**Report - Component B (First Sit)**

Description: Professional development report (3000 words)

Weighting: 60 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO5

**Presentation - Component A (Resit)**

Description: Individual presentation

Weighting: 20 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO3, MO4

**Reflective Piece - Component A (Resit)**

Description: This is an individual reflective piece that must be completed alongside the presentation as per first sit

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3

**Report - Component B (Resit)**

Description: Professional development report (3000 words)

Weighting: 60 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO5

## **Part 5: Contributes towards**

This module contributes towards the following programmes of study:

Information Management [Frenchay] MSc 2022-23

Information Management [Sep][PT][Frenchay][2yrs] MSc 2022-23

Information Management [Sep][FT][Frenchay][1yr] MSc 2022-23

Information Management [Frenchay] MSc 2022-23