University of the West of England

BRISTOL

## MODULE SPECIFICATION

| Part 1:  Information | | | |
|---|---|---|---|
| Module Title | Management Skills for Business and Law | | |
| Module Code | UMPDND -15-2 | Level | 2 |
| For implementation from | September 2018 | | |
| UWE Credit Rating | 15 | ECTS Credit Rating | 7.5 |
| Faculty | Business and Law | Field | |
| Department | BBS: Business and Management | | |
| Contributes towards | BA(Hons) Business and Law | | |
| Module type: | Standard | | |
| Pre-requisites | None | | |
| Excluded Combinations | UMPDM5-15-2 Management Skills (BIM) UMPDM6-15-2 Management Skills (MET) UMPDNC -15-2 Global Management Skills | | |
| Co- requisites | None | | |
| Module Entry requirements | NA | | |

| Part 2: Description |
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The aim of the skills workshops is to provide students with an opportunity to understand and practice some of the skills that are necessary for effectively managing people in the workplace in the context of Business and Law careers. In particular, the module will focus on interviewing, reviewing performance, conducting negotiations and delivery of training.  The skills workshops are also designed to help students to learn and develop the skills, which will assist them in the applications for placements and graduate jobs and in managing and developing their own careers in either Business or Law as future people managers.

The module is organised thematically with each week's teaching contributing to the understanding of a fundamental managing people skill.  The combination of preparation sessions containing the relevant theory and practical sessions involving role-plays, will ensure that students get the opportunity to apply and practice the relevant skills and are made aware of the linkages from theory to 'real-life' application. The integration of placements preparation as a strand of activity will not only assist in the placement application process but also develop students' awareness of the organisational context of HRM via employer engagement.

**OUTLINE:**
Workshop 1 – Introduction
Workshop 2 – Interviewing Skills and Preparation
Workshop 3 – Interviewing Practical
Workshop 4 – Interviewing Practical
Workshop 5 – Reviewing Performance Preparation
Workshop 6 – Reviewing Performance Practical

Workshop 7 – Negotiation Preparation
Workshop 8 – Negotiation Practical
Workshop 9 – Training Preparation
Workshop 10 – Training Practical
Workshop 11 – Training Practical

Module delivery will be based on 3 hours of scheduled learning and teaching activities per teaching week. This will consist of:

- A 2 hour 'essential management skills' workshop involving preparation workshops and practical workshops
- A 1 hour employability/graduate careers session to aid preparation for placement application, promote early career planning and introduce students to placement and wider employability opportunities (including through employer presentations)

## Part 3: Assessment

The assessment strategy adopted on this module is designed to assess students' critical understanding of the theoretical and applied dimensions of managing people and their reflective understanding of the skills required in managing people. Opportunities for formative assessment and interim feedback, including peer feedback for example,  in the skills workshops are built into module  delivery.

There are two components to the summative assessment for this module:

COMPONENT A:

'Employability' portfolio' reflecting the  completion  of in-class activities relating
to the employability stream of the module such as preparing for assessment centre,
developing and tailoring CVs, effectively searching for opportunities.

COMPONENT B: This component consists of:

Skills  workshop  portfolio  consisting  of  preparatory  activities undertaken in preparation for and reflective exercise subsequent to the weekly workshops based on each of the management skills:
- Interviewing
- Reviewing performance of others
- Negotiating at work
- A training plan and evaluation document

| Identify final timetabled piece of  assessment (component and element) | Component A | |
|---|---|---|
| | **A:** | **B**: |
| **% weighting between components A and B** (Standard modules only) | **25%** | **75%** |

| **First Sit** | |
|---|---|
| **Component A** (controlled conditions) **Description of each element** | **Element weighting** **(as % of component)** |
| 1. Employability Portfolio (nominally 1500 words max) | 100% |
| **Component B** **Description of each element** | Element weighting (as % of component) |
| 1.  Skills workshops Portfolio (2500 words max.) | 100% |
| **Resit (further attendance at taught classes is not required)** | |
| **Component A** (controlled conditions) **Description of each element** | **Element weighting** **(as % of component)** |

| 1. Resubmission of Portfolio | 100% |
| --- | --- |
| **Component B**<br>**Description of each element** | Element weighting<br>(as % of component) |
| 1. Literature review (1500 words) | 100% |

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| Part 4:  Teaching and Learning Methods | |
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| Learning Outcomes | On successful completion of this module students will be able to<br><br>• Demonstrate understanding of, and define good practice in the management of people, demonstrating the ability to compare and contrast theory and practice. (Component A and B)<br><br>• Develop competence and self-awareness of their own strengths and weaknesses in a range of people management and employability skills including interviewing, conducting performance reviews, negotiating and training, and develop strategies for further development. (Component A and B)<br><br>• Demonstrate  the meaning of acquired skills in the context of careers and placements associated with the study of Business and Law degree pathways, of those skills of most valued by graduate employers and how  these  skills  are  developed  in  their studies  and  other  contexts (Component A and B)<br><br>• Recognize and define their own  skills, qualities and attributes (for example, in a high quality graduate CV or interviews) in a way which is meaningful to employers, to identify and analyse areas of personal development required (Component A) |
| Key Information Sets Information (KIS)<br><br><br>Contact Hours | **Key Information Set - Module data**<br><br>*Number of credits for this module*    15<br><br><table><tr><td>Hours to be allocated</td><td>Scheduled learning and teaching study hours</td><td>Independent study hours</td><td>Placement study hours</td><td>Allocated Hours</td><td></td></tr><tr><td>150</td><td>36</td><td>114</td><td>0</td><td>150</td><td>✅</td></tr></table> |
| Total Assessment | <table><tr><td>Total assessment of the module:</td><td></td></tr><tr><td>Written exam assessment percentage</td><td>0%</td></tr><tr><td>Coursework assessment percentage</td><td>25%</td></tr><tr><td>Practical exam assessment percentage</td><td>75%</td></tr><tr><td></td><td>100%</td></tr></table> |
| Reading List | *Please create a reading list on http://readinglists.uwe.ac.uk, and include a link to your list in this section.*<br><br>*http://readinglists.uwe.ac.uk*<br><br>Indicative reading list (all available electronically)<br>• ACAS (2015) *Recruiting Staff*. London: ACAS |

http://www.acas.org.uk/index.aspx?articleid=1371

- Anderson, A. (1993) *Successful Training Practice*. Oxford: Blackwell. (Chapter 5) **(on Blackboard)**

- Anderson, N. and Shackleton, V. (1993) *Successful Selection Interviewing*. Blackwell: Oxford. (Chapter 3) **(on Blackboard)**

- Beevers, K. and Rea, Andrew. (2010) *Learning and Development Practice* CIPD: London. (Chapters 4, 5 and 6) **(Chapter 6 on Blackboard)**

- CIPD. (2014) Competence and competency frameworks. http://www.cipd.co.uk/hr-resources/factsheets/competence-competency-frameworks.aspx

- Carbery, R. and Cross, C. (2013) *Human Resource Management*. London: Palgrave Macmillian. (Chapter 7 pg 107 - 113) **(on Blackboard)**

- Fenn, P. (2011) *Commercial Conflict Management and Dispute Resolution*. London: Taylor Francis. Chapter 4. **(on Blackboard)**

- Fisher, R. and Ury, W. (2012) *Getting to yes, negotiating an agreement without giving i*n. London: Random House.**(eBook)**

- Foot, M. and Hook, C (2011) *Introducing Human Resource Management.* Essex: Pearson Education Limited. (Chapter 7) **(on Blackboard)**

- Jackman, J.M., & Strober, M.H. (2003). Fear of feedback. *Harvard Business Review.* 81(4), pp101-107.

- Sebenius, J. (2001) Six Habits of Merely Effective Negotiation. *Harvard Business Review*. April 2001.

- Smith, T. (2007) Let's make a deal: A guide to successful workplace negotiations. *Business and Economic Review.* Oct – Dec 2007.

- Torrington D., Hall L., Taylor, S. and Atkinson, C. (2014) Human Resource Management. 9th ed, FT Prentice Hall: Harlow. (Chapter28) **(on Blackboard)**

- Watson, G. and Reissner, C. (2014) Developing Skills for Business Leadership. CIPD: London. (Chapter 9)

**FOR OFFICE USE ONLY**

| First CAP Approval Date | 31 January 2017   - Version 1 -   link to RIA | | | |
|---|---|---|---|---|
| Revision CAP Approval Date *Update this row each time a change goes to CAP* | | Version | 2 | *Link to RIA* |