



MODULE SPECIFICATION

Part 1: Information			
Module Title	Global Management Skills		
Module Code	UMPDNC-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) International Business		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	Management Skills variants : UMPDM5-15-2; UMPDM6-15-2; UMPDND-15-2		
Co- requisites	None		
Module Entry requirements	NA		

Part 2: Description	
<p>As a future global manager, International Business students not only need to understand business principles, but will also need a firm grasp of the local customs, professional life and regional policies of the countries that their company wants to partner with. The aim of this module is to provide students with an opportunity to understand and practice some of the skills that are necessary for effectively managing people in a global context. 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 international careers as well as effectively preparing for study year abroad.</p> <p>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 placement and study year abroad 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.</p> <p>OUTLINE: Workshop 1 – Introduction Workshop 2 – Interviewing Skills in a Global Context and Preparation Workshop 3 – Interviewing Practical Workshop 4 – Interviewing Practical Workshop 5 – Reviewing Performance Preparation</p>	

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Workshop 6 – Reviewing Performance Practical
 Workshop 7 – Cross Cultural Negotiation Preparation
 Workshop 8 – Cross Cultural Negotiation Practical
 Workshop 9 – Preparing for International Assignments: 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	
% weighting between components A and B (Standard modules only)	A: 25%	B: 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)	

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1. Resubmission of Portfolio	100%																														
Component B Description of each element	Element weighting (as % of component)																														
1. Literature review (1500 words)	100%																														
Part 4: Teaching and Learning Methods																															
Learning Outcomes	<ul style="list-style-type: none"> • 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) • 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) • Demonstrate the meaning of acquired skills in the context of careers and placements associated with the study of Business and Management 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) • 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)	<table border="1" data-bbox="518 1048 1430 1435"> <thead> <tr> <th colspan="5" data-bbox="518 1048 986 1093">Key Information Set - Module data</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="518 1133 1150 1167"><i>Number of credits for this module</i></td> <td data-bbox="1150 1133 1430 1167" style="text-align: center;">15</td> </tr> <tr> <th data-bbox="518 1207 655 1361">Hours to be allocated</th> <th data-bbox="655 1207 820 1361">Scheduled learning and teaching study hours</th> <th data-bbox="820 1207 986 1361">Independent study hours</th> <th data-bbox="986 1207 1150 1361">Placement study hours</th> <th data-bbox="1150 1207 1289 1361">Allocated Hours</th> </tr> <tr> <td data-bbox="518 1361 655 1395" style="text-align: center;">150</td> <td data-bbox="655 1361 820 1395" style="text-align: center;">36</td> <td data-bbox="820 1361 986 1395" style="text-align: center;">114</td> <td data-bbox="986 1361 1150 1395" style="text-align: center;">0</td> <td data-bbox="1150 1361 1289 1395" style="text-align: center;">150</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"></div> <table border="1" data-bbox="628 1503 1323 1733"> <thead> <tr> <th colspan="2" data-bbox="628 1503 1043 1536">Total assessment of the module:</th> </tr> </thead> <tbody> <tr> <td data-bbox="628 1581 1182 1615">Written exam assessment percentage</td> <td data-bbox="1182 1581 1323 1615" style="text-align: center;">0%</td> </tr> <tr> <td data-bbox="628 1626 1182 1659">Coursework assessment percentage</td> <td data-bbox="1182 1626 1323 1659" style="text-align: center;">25%</td> </tr> <tr> <td data-bbox="628 1671 1182 1704">Practical exam assessment percentage</td> <td data-bbox="1182 1671 1323 1704" style="text-align: center;">75%</td> </tr> <tr> <td colspan="2" data-bbox="628 1715 1323 1733" style="text-align: right;">100%</td> </tr> </tbody> </table>	Key Information Set - Module data					<i>Number of credits for this module</i>				15	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	150	36	114	0	150	Total assessment of the module:		Written exam assessment percentage	0%	Coursework assessment percentage	25%	Practical exam assessment percentage	75%	100%	
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Reading List	<p><i>Please create a reading list on http://readinglists.uwe.ac.uk, and include a link to your list in this section.</i></p> <p>Indicative reading list (all available electronically)</p> <ul style="list-style-type: none"> • ACAS (2015) <i>Recruiting Staff</i>. London: ACAS http://www.acas.org.uk/index.aspx?articleid=1371 • Anderson, A. (1993) <i>Successful Training Practice</i>. Oxford: Blackwell. (Chapter 5) 																														

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(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 in*. 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)

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First CAP Approval Date	16 December 2016 Version 1 link to RIA			
Revision CAP Approval Date <i>Update this row each time a change goes to CAP</i>		Version	2	<i>Link to RIA</i>