H6PPD: Personal & Professional Development

Module Code:	H6PPD
Long Title	Personal & Professional Development APPROVED
Title	Personal & Professional Development
Module Level:	LEVEL 6
EQF Level:	5
EHEA Level:	Short Cycle
Credits:	5
Module Coordinator:	AKARI DEVELOPER
Module Author:	Helen Power
Departments:	
Specifications of the qualifications and experience required of staff	

Learning Outcomes	
On successful completion of this module the learner will be able to:	
#	**Learning Outcome Description**
LO1	LO 1. Identify and facilitate the removal of, common barriers to communication
LO2	LO 2. Analyse, structure and present information in a variety of formats as applied to various business oriented situations
LO3	LO 3. Engage in public speaking and presentations
LO4	LO 4. Demonstrate the ability to apply good listening and conceptualising skills
LO5	LO 5. Apply communication skills to ensure effective interpersonal communication
LO6	LO 6. Augment their presentation skill using appropriate technology
LO7	LO 7. Analyse their own learning style to facilitate individual and group development in an organisational setting

Dependencies
Module Recommendations
No recommendations listed
Co-requisite Modules
No Co-requisite modules listed
Entry requirements	

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Module Content & Assessment

Indicative Content

Introductory Communications Concepts (15%)
• The human capacity to process information • The concept of information overload • Models of learning and memory • Language

Principles of Written and Oral Presentations (20%)
• Structure of reports • Marshalling the data • Basic principle of clear writing • Diction, projection and clarity • Speaking to an audience – techniques to use • Writing class assignments and essays • Report writing • Dealing with technical information • Use of graphics, tables etc.

The Presentation Process (20%)
• Knowing your target audience • Structure of a presentation • Supplementary materials • Pacing the presentation • Use of presentation tools • Importance of non-verbal communication • Class and project presentation

Interactive Skills (15%)
• Interpersonal psychology • Feedback and stimulation • Handling questions • Dealing with criticisms • Listening techniques

Interpersonal Communication (15%)
• Psychological principles underpinning interpersonal communication • Meetings • Interviews • Negotiation and problem resolution • Communication in small groups • Large group communication

Presentation Software (15%)
Learn how to make presentations using presentation software

Teaching Methodology
Lectures Supporting workshops

Assessment Breakdown	%
Coursework	100.00%

Assessments

Full Time

Coursework

Assessment Type:	Practical	**% of total:**	100
Assessment Date:	n/a	**Outcome addressed:**	
Non-Marked:	No		

Assessment Description:
All students will complete three assignments which assess the Learning Outcomes of the module (20%, 40% and 40%).

No End of Module Assessment

No Workplace Assessment

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Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Full Time				
Workload Type	*Workload Description*	*Hours*	*Frequency*	*Average Weekly Learner Workload*
Lecture	No Description	2	Every Week	2.00
Tutorial	No Description	1	Every Week	1.00
			Total Weekly Contact Hours	3.00
Workload: Part Time				
Workload Type	*Workload Description*	*Hours*	*Frequency*	*Average Weekly Learner Workload*
Lecture	No Description	2	Every Week	2.00
			Total Weekly Contact Hours	2.00

Module Resources

Recommended Book Resources

McClave, H.. (2008), Communication for business, 4th edition. Gill and McMillan.

Supplementary Book Resources

Farnmount, T.. (1988), Fast Track, Hodder and Stoughton.

Fisher. R and Ury. W.. (1992), Getting to Yes, Century Business.

Joss, M. W.. (1999), Looking good in presentations, Coriolis.

Levinson, H.. (1989), Designing and Managing your career, Harvard Business Review.

Montross, D. H. and Shinkman, J.. (1992), Career Development, theory and practice, USA.

Pedler, M, Burgoyne, J., Boydell, T.. (2001), A manager's guide to self-development, McGraw-Hill.

Stewart, J.. (1999), Employee Development Practice, Pitman.

Thomson, J.. (1999), Changing Patterns of Management Development, Blackhall.

This module does not have any article/paper resources

Other Resources

[Journal], People management.

[Journal], HRD Ireland.

Discussion Note:	