

MODULE CODE: DSAW4067
TITLE: An Introduction to Leading Workplace Planning and Motivation
DATED: 01/11/2015

LEVEL: 4
CREDITS: 30

JACS CODE: N200

AIM(S)

- To enable learners to plan and prioritise in the workplace, in order to promote efficiency and to engage, motivate and develop the team.

LEARNING OUTCOMES

Upon the successful completion of this module, the learner should be able to demonstrate the ability to:

- identify methods of planning and prioritisation and select those most suitable for the learner's workplace;
- discuss the approaches to be taken in creating a positive team environment;
- evaluate motivational theories in the context of individual and team development;

INDICATIVE CONTENT

- Theories of planning and prioritising, including models such as RACI and approaches to delegation skills will be considered.
- An examination of theories and models of motivation and team dynamics, for example Belbin Team roles, Herzberg and GoMAD.
- The distinctions between intrinsic and extrinsic motivation will be discussed, and the learner's approach identified.
- An exploration of approaches to personal development, for example, mentoring or coaching.

LEARNING AND TEACHING STRATEGY

Teaching sessions will introduce the learners to the relevant concepts, principles and practices. Tutorials will introduce practical examples which will be used to support application, discussion, and evaluation.

The allocation of teaching to deliver the module is:

Activity type	Hours	Percentage
Scheduled learning	30	10
Independent learning	60	20
Placement learning: work-based or distance	210	70
TOTAL	300	100%

ASSESSMENT

Coursework: 100% - 4500 words or equivalent.

Assessment Component 1 – 50%

Written assignment (2,250 words or equivalent)

Exemplar:

Identify a workplace task and prepare a plan to address this, justifying your decisions and considering the challenges which might emerge.

Assessment Component 2 – 50%

Written assignment (2,250 words or equivalent)

Exemplar:

Reflect on how you approach motivating your team to engage with a workplace task, and how this influences the team dynamic. Consider this within the context of theories of motivation and team development.

Assessment Summary

Activity type	Percentage
Written exam	0
Coursework	100
Practical	0
TOTAL	100%

EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD)

Does the module contribute to ESD?	Yes
If yes please provide brief details (no more than 100 words): Of the seven 'well-being' goals, as described by the Future Generations (Wales) Act 2015, this module helps to contribute to three of them: 'A prosperous Wales', 'A healthier Wales' and 'A more equal Wales'. It does this through enabling the learner to more fully understand themselves and then to go on and build stronger, healthier working relationships with their colleagues. This can lead to a more effective, efficient and less stressful working environment. The learner enhances their employment opportunities and begins to discover the potential that they have to offer.	

BIBLIOGRAPHY

Essential

Lussier, R.N., and Achua, C.F. (2015) *Leadership: theory, application and skill development*. (6th ed) Andover: Cengage Learning
Watson, M. (2002) *Managing Smaller Projects: a practical guide*. Hook: Project Manager Today Publications

Recommended

Adair, J. and Thomas, N. (2004) *The Concise Adair on Team Building and Motivation*. London: Thorogood Publications
Armstrong, M. (2014) *Armstrong's Handbook of HR Management Practice*. London: Kogan Page Ltd CHAPTER 10
Bolton, G. (2014) *Reflective Practice: Writing and Professional Development*. London: Sage.
Boud, D., Cressey, P. and Docherty, P. (2006) *Productive Reflection at Work*. Abingdon: Routledge
Buchanan, D. and Huczynski, A. (2013) *Organizational Behaviour*. Harlow: Pearson
Connor, M. and Pakora, J. (2012) *Coaching and Mentoring at Work*. Maidenhead: OUP
Cottrell, S. (2003) *The Study Skills Handbook*. Basingstoke: Palgrave Macmillan.
Clutterbuck, D. (2007) *Coaching and Mentoring at Work*. London: Nicholas Brearley International
Edwards, G. and Schedlitzki, D. (2014) *Studying Leadership*. London: Sage
Goleman, D. (2011) *Leadership: The Power of Emotional Intelligence*. (2nd ed) Northampton: More than Sound
Wellington, P. (2011) *Effective People Management*. London: Kogan Page Ltd
Yukl, G.A. (2006) *Leadership in Organizations*, (8th ed) Harlow: Pearson

Further reading will be recommended in relation to the specific area to be studied.

Journals

Leadership in Action
Leadership Excellence
Leadership
Journal of Organizational Behaviour

Websites

<http://www.lfhe.ac.uk/>
<http://www.johnadair.co.uk/>
www.jisc.ac.uk
<http://www.theworkfoundation.com/>