

Module Code	BMSW5102
Title	Developing Relationships and Workplace Achievement
Date	27/08/2019
Level	5
Credits	20
Pre-Requisites	

AIM(S)

- To develop strategies for performance management and the personal and career development of individuals in the workplace.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- critically assess the potential benefits to the organisation of developing individuals in the workplace;
- manage an individual's expectations in respect of personal development;
- critically evaluate development vehicles available to an organisation appropriate to the development needs of the individual;
- generate a detailed plan to meet the identified development needs of an individual in the workplace and the management of performance.

INDICATIVE CONTENT

- Examining the expectations and requirements of people.
- Administering people in accordance with guidelines and career pathways.
- Managing career development of people.
- Managing performance and succession planning.
- Support structures within the organisation.
- Techniques for supervision and formal appraisal.
- Methods of ensuring fair and objective assessment/appraisal.
- Methods to monitor evaluate and record individual feedback.
- Reporting performance appraisal including the importance of confidentiality.
- Learning styles and the range of training/development opportunities available.
- Mechanisms to provide appropriate feedback to individuals.
- Career development strategies including the wider context of sustainability.

Study Time Allocation

The allocation of teaching to deliver the module is:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
Case-study based practical exercise (e.g. poster, video or speech)	15-20 minutes per student	50%

Assessment Component 2

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Individual written report	2500 words	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	100%

READING LIST

Module Code	BMSW5102	
Module Title	Developing Relationships and Workplace Achievement	
Classification	Reading List entry	Electronic*
Essential	Armstrong, M. and Taylor, S. (2014). Armstrong's handbook of human resource management practice, 13th edition. London: Kogan Page. https://www.dawsonera-com.ezproxy.uwtsd.ac.uk/abstract/9780749469658 (Accessed 25 July 2019)	☒

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Essential	Bee, F. and Bee, R. (2004). Learning Needs Analysis and Evaluation. 2nd ed. (Online) London: Chartered Institute of Personnel and Development.	☐
Essential	Armstrong, M. (2012) Armstrong's handbook of performance management: an evidence based guide to delivering high performance 4th edition. (Online) London, U.K. ; Philadelphia, Pa. : Kogan Page. https://www.koganpage.com/product/learning-needs-analysis-and-evaluation-9780852929674 (Accessed 25 July 2019)	☒
Further	Mullins, L. (2006). Essentials of organisational behaviour. Harlow: Financial Times Prentice Hall. https://www.dawsonera-com.ezproxy.uwtsd.ac.uk/abstract/9781405872218 (Accessed 25 July 2019)	☒
Further	Carr, C. (1996). Team Leader's Problem Solver. Englewood Cliffs, NJ: Prentice Hall.	☐
Further	Hargreaves, D.H. (2004) Learning for life : the foundations for lifelong learning, Bristol: Policy Press. https://www.dawsonera-com.ezproxy.uwtsd.ac.uk/abstract/9781847425966 (Accessed 25 July 2019)	☒
Further	Harrison, R. (2009). Learning and Development. 5th ed. London: Chartered Institute of Personnel and Development.	☐
Further	Maund, L. (2001). Introduction to Human Resource Management: Theory and Practice. Houndmills, Basingstoke, Hampshire: PALGRAVE.	☐
Further	Hutchinson, S., & CIPD. (2013). Performance Management. London: Chartered Institute of Personnel and Development.	☐
Further	Leatherbarrow, C., Fletcher, J., (2014). Introduction to human resource management : A guide to HR in practice. 3rd ed. London: Chartered Institute of Personnel Development.	☐
Further	Maund, L. (2001). Introduction to Human Resource Management: Theory and Practice. (Online) Houndmills, Basingstoke, Hampshire: Palgrave.	☐
Further	Meggison, D. and Whitaker, V. (2007). Continuing Professional Development. 2nd ed. London: Chartered Institute of Personnel and Development.	☐
Further	Mullins, L., & Christy, G. (2013). Management & organisational behaviour (Tenth ed.). (Online) Harlow: FT Publishing.	☐
Further	Rees, W., Porter, W., & Porter, Christine. (2015). Skills of management and leadership: Managing people in organisations. London: New York, NY: Palgrave Macmillan.	☐
Further	Reid, M. A., Barrington, H. A. and Brown, M. (2004). Human Resource Development: Beyond Training Interventions. 7th ed. London: Chartered Institute of Personnel and Development.	☐

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Further	Rosenfeld, P., Giacalone, R. A. and Riordan, C. A. (1995). Impression Management in Organizations: Theory, Measurement, Practice. London: Routledge.	☐
Further	Sisson, K. (2000). Personnel Management: A Comprehensive Guide to Theory and Practice in Britain. 3rd ed. Oxford, UK: Blackwell Business.	☐
Further	Williams, K. (2006). Introducing Management a Development Guide. 3rd ed. Oxford: Butterworth-Heinemann.	☐