

CIPD Associate Diploma in People Management

BMPD5018 Professional Behaviours and Valuing People		
Workshop: 4 th December 2024 (Cohort 9)	Assignment Submission: 20 th January 2025 (Cohort 9)	
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Learning Outcome	Guided Learning – Class centred Topics covered in class to aid learning	Guided Learning – home/work centred Mandatory reading/tasks to aid learning. NB: You will also need to undertake your own self-directed learning in order to build on your knowledge and complete your assessments. Some recommended reading is also listed below.
LO1: Be able to demonstrate professional and ethical behaviours, in the context of people practice. LO2: Be able to champion inclusive and collaborative strategies for building positive working relationships. LO3: Be able to demonstrate personal commitment to learning, professional development and performance improvement.	Reminder of Profession Map; what it means to be a professional; CIPD Code of conduct; personal and organisational values; behaviours – ethical practice; professional courage and influence, valuing people, working inclusively. Key skills – influencing others and communicating well. Concepts of inclusion, engagement and wellbeing. Relevant theory. Techniques to involve and engage people; evaluating impact of solutions; reflect on own approach to working inclusively. CIPD Good Work Index. Concept of CPD and reflective practice; ways to gain feedback on own performance; development solutions; CPD planning; measuring impact of	Read: The following reports and factsheets which are referred to in the assignment brief: https://www.cipd.co.uk/knowledge/strategy/hr/standards-factsheet https://www.cipd.co.uk/knowledge/fundamentals/relations/diversity/factsheet#6428 https://www.cipd.org/uk/knowledge/factsheets/ethics-role-hr-factsheet/ https://www.cipd.co.uk/knowledge/culture/ethics/ethics-work-guide The following chapters and podcasts contain useful background reading for the module: Read: Chapter 7 of <i>Studying Human Resource Management</i> Chapter 3 of the Level 3 textbook, <i>People Practice: a complete guide</i>. Listen to the following: https://www.cipd.co.uk/podcasts/ethical-workplaces Access the Learning Hub – complete assessments against the Associate grade of membership and add to your development plan: CIPD Learning Hub: Courses & Training CIPD Use your member log in to access this. Complete some of the following CIPD short courses (log in first): Homepage - Ethical Practice Homepage - Professional Courage and Influence Homepage - Working Inclusively

	solutions. CPD Plan/Record. CIPD Learning Hub.	Homepage - Valuing People Watch the assignment guidance video: June 2024 - 5CO03 Professional behaviours and valuing people
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Additional useful sources for assignment (textbooks):

Frost, & Kalman, D. (2016) *Inclusive talent management: how business can thrive in an age of diversity*. London: Kogan Page.

Rees, G and French, R. (2016) *Leading, Managing and Developing People*. 5th edn. London: Chartered Institute of Personnel and Development (Chapter 4 is useful).

Armstrong, M. and Taylor, S. (2023) *Armstrong's handbook of human resource management practice*. 16th edn. London: Kogan Page.

Taylor, S. and Woodhams, C. (2022) *Human resource management: people and organisations*. 3rd edn. London: Kogan Page (Chapter 8 and 9 are useful).

Taylor, S. and Perkins, G. (2021) *Work and Employment in a Changing Business Environment*. London: Kogan Page.

Other Sources of Information for Self-directed Learning - see Moodle for specific sources, plus:

Harvard Business Review

People Management – you will get a subscription to this with your CIPD membership

Personnel Today. Available at: <http://www.personneltoday.com/>

HR Magazine. Available at <http://www.hrmagazine.co.uk>

UWTSD Library and Learning Resources. Available at: <http://www.uwtsd.ac.uk/library>