

BMSK4005 Professional Career Development (Skills for the Workplace)

Weekly schedule

	Session 1	Session 2	Notes
Week1	Lecture: Introduction to the module	Exercise: Personal development: Making a start	Encourage students to start a journal
Week 2	Lecture: Self awareness: Getting to know yourself	Exercises: Self motivation quiz Learning styles questionnaires	Complete self motivation quiz and review Complete learning styles questionnaire and review
Week 3	Assignment Workshop	Assignment Workshop	In-class exercise: Worksheet 1
Week 4	Lecture: Professional Development Planning	Workshop Exercises: SWOT /Johari window/SMART objectives etc	
Week 5	Lecture: Exploring employment options	Exercises: Job searches	Starting a Personal Development Plan
Week 6	Lecture: Introduction to recruitment and selection	Managing conduct in the workplace	Case Studies
Week 7	Lecture: Introduction to employment legislation	Individual rights and responsibilities	In-class exercise: Worksheet 2
Week 8	Individual Tutorials	Individual Tutorials	Students MUST attend
Week 9	Lecture: Good practice in the workplace	Case study	In-class exercise: Worksheet 3
Week 10	Assignment support	Assignment support	