

Intermediate CIPD: Developing Professional Practice in Human Resources

Programme: Intermediate Diploma			Level of Study: 5		
Module: Developing Professional Practice in Human Resources					
Lecturer: Julie Thomas			Assignment due date: 13 th January 2020 Update – Reflection, Plan and Record 24 th May 2021.		
Contact details:			Room: AS219	Tel: 01792 481000 Ext 3031	Email: julie.thomas@uwtsd.ac.uk
Session	Date	Session content related to module standards: AC = Assessment Criteria LO = Learning Outcome	GUIDED LEARNING - CLASS CENTRED (14 hours) Topics covered in class to aid learning	GUIDED LEARNING - HOME/WORK CENTRED (26 hours) Mandatory reading/tasks to aid learning. <i>NB: You will also need to undertake your own self-directed learning in order to build on your knowledge and complete your assessments (40 hours). Some recommended reading for this is also listed below.</i>	
1	20 th Nov 2019	LO1: Understand the components of a specific HR career development programme. LO2: Understand the range of HR roles and behavioural requirements of HR professionals. LO3: Be able to manage self and workload to meet performance requirements. LO4: Be able to work collaboratively with others, as a member of a team or working group. LO5: Be able to apply CPD techniques to devise, implement and review a personal development plan.	The assessment in detail. Adding Value. The CIPD Profession map. Problem-solving. Conflict Resolution. Development Options.	Read Chapter 4 and 6 in Taylor & Woodhams (2016). Read about the CIPD Profession Map: https://www.cipd.co.uk/learn/career/profession-map Complete a self-assessment using the CIPD Profession Map. https://www.cipd.co.uk/learn/cpd/map On the job - Discuss the results with your manager in order to produce your development plan. Review this development plan with your manager and update your development record every month. Read chapter 1 of Horn (2009) on 'Organising life and work' (link on Moodle to sample chapter). Read the Chapter on Moodle on 'Effective Teamwork and Communication' (Watson and Reissner, 2014). Complete a Belbin role type questionnaire (available on Moodle) and read about the characteristics of your preferred roles plus allowable weaknesses. The Belbin website is very good for resources – www.belbin.com <i>Recommended: Read pages 119-120 of Horn (2009) on the politics of teams.</i> <i>Recommended: Read chapter 16 of Horn (2009) on project management.</i> Complete a conflict styles questionnaire (available on Moodle). Complete a Learning styles questionnaire (available on Moodle). Ask a colleague to complete a Communication Effectiveness Questionnaire on your communication skills (on Moodle). Complete a Communication Styles questionnaire (available on Moodle). Listen to the CIPD Podcasts: https://www.cipd.co.uk/podcasts/cpd-for-hr https://www.cipd.co.uk/podcasts/landing-transformational-change On the job – review the effectiveness of a learning intervention to meet your development needs. For example, if your manager observed you undertaking a grievance hearing and then discussed the feedback and gave you some coaching, how effective was this in improving your decision-making skills? (Keep a record of this in your own file).	

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2	12 th May 2021	LO5: Be able to apply CPD techniques to devise, implement and review a personal development plan.	Reflection.	Revisit pages 116-127 of Taylor & Woodhams (2016) for more information on reflection. Review the new CIPD Professional Standards, launched in November 2018.
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Mandatory Reading (text-books):

Taylor, S. and Woodhams, C. (2016). *Studying Human Resource Management*. 2nd edn. London: CIPD. Specifically chapters 4 and 6.

Watson, G. and Reissner, S. (2014). *Developing Skills for Business Leadership*. 2nd edn. London: CIPD. Specifically chapter 8, available on Moodle, but other chapters also provide useful information.

Horn, R. (2009). *The Business Skills Handbook*. London: CIPD. Specifically chapter 1 (available on Moodle).

Recommended Reading (text-books):

Adair, J (2016). *Decision Making and Problem Solving*. 3rd Edn. London: Kogan Page.

Other Sources of Information for Self-directed Learning (40 hours):

www.mindtools.com – for information on most topics including problem-solving.

www.belbin.com – for information on Belbin's theory of team roles.

<https://www.koganpage.com/listing/creating-success> - various guides.

www.cipd.co.uk

Harvard Business Review – Find lots of interesting articles about contemporary issues in business People Management (on-line and hard copy – free with your CIPD membership).

Science for Work website: www.scienceforwork.com

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/>