

MODULE DIRECTORY

BA (Hons) Leadership and Management Skills in the Workplace

LEVEL 5 & 6

ACADEMIC DISCIPLINE OF Leadership and Management Skills in the Workplace

INSTITUTE OF Inner-City Learning (IICL) London Campus

2022-2023

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INTRODUCTION

This Module Directory includes all the modules for Level5 and 6 within the Academic Discipline of Leadership and Management Skills in the Workplace in Institute of Inner-City Learning (London Campus) in the academic year 2022-2023.

This directory accompanies the Programme of Study Handbook, which will provide you with details of which modules you will be studying for your programme this year in the 'Programme of Study' section. This directory may include modules that are running on other programmes of study within your Academic Discipline/Institute. If you require assistance in identifying the modules for your programme of study, please contact the Programme Manager (whose name and contact details are provided in the accompanying Programme of Study Handbook), or the relevant Institute Office.

The University has made every effort to make the information as full and as accurate as possible, but you should note that minor changes in the organisation of modules between the planning stage and the actual teaching are inevitable. We shall try to keep any such changes to a minimum, and you will receive plenty of advance warning in the event of any alteration. We would also be grateful if you would let us know about any changes that you think might be helpful if introduced into future handbooks.

MODULES

BALM -Level 5- Weekday Delivery

Term	Module Name	Module Name	Module Name
Oct 22 (Term 1 & 2)	BMSW5101- Developing Workplace Critical Thinking	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency
Feb 23 (Term 1 & 2)	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation	BMSW5106- Knowledge and Information Management Skills for the Workplace
Jun 23 (Term 1 & 2)	BMSW5101- Developing Workplace Critical Thinking	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency

BALM -Level 5- Weekend Delivery

Term	Term 1- Modules	Term 2- Modules	Term 3- Modules
Oct 22 (Term 1,2 & 3)	BMSW5101- Developing Workplace Critical Thinking	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation
	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency	BMSW5106- Knowledge and Information Management Skills for the Workplace
Feb 23 (Term 1,2 & 3)	BMSW5101- Developing Workplace Critical Thinking	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation
	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency	BMSW5106- Knowledge and Information Management Skills for the Workplace
Jun 23 (Term 1,2 & 3)	BMSW5101- Developing Workplace Critical Thinking	BMSW5102- Developing Relationships and Workplace Achievement	BMSW5104- Managing Projects in the Organisation
	BMSW5103- Understanding and Engaging in the Customer Experience	BMSW5105- Workplace Culture and its impact on Organisational Efficiency	BMSW5106- Knowledge and Information Management Skills for the Workplace

BALM -Level 6- Weekday Delivery

Term	Module Name	Module Name	Module Name
Oct 22 (Term 1 & 2)	BMSW6101- Emergent Leadership Skills for the Workplace	BMSW6105- Coaching and Mentoring Skills for the Workplace	BMSW6106- Developing Emotional Intelligence Skills for the Workplace
Feb 23 (Term 1 & 2)	BMSW6102- Developing Innovation and Creativity for Business Advantage	BMSW6103- Leading and Implementing Workplace Change	BMSW6104- Strategic Management for SMEs
Jun 23 (Term 1 & 2)	BMSW6101- Emergent Leadership Skills for the Workplace	BMSW6105- Coaching and Mentoring Skills for the Workplace	BMSW6106- Developing Emotional Intelligence Skills for the Workplace

BALM -Level 6- Weekend Delivery

Term	Term 1- Modules	Term 2- Modules	Term 3- Modules
Oct 22 (Term 1,2 & 3)	N/A	N/A	N/A
	N/A	N/A	N/A
Feb 23 (Term 1,2 & 3)	BMSW6102- Developing Innovation and Creativity for Business Advantage	N/A	N/A
	BMSW6103- Leading and Implementing Workplace Change	N/A	N/A
Jun 23 (Term 1,2 & 3)	BMSW6102- Developing Innovation and Creativity for Business Advantage	BMSW6101- Emergent Leadership Skills for the Workplace	N/A
	BMSW6103- Leading and Implementing Workplace Change	BMSW6105- Coaching and Mentoring Skills for the Workplace	N/A

BALM Level 5

Module Code	BMSW5101	
Title	Developing Workplace Critical Thinking	
Mode of assessment	Volume	Weighting
Portfolio of work (which may include individual written reports, case study assessments, etc.)	4500 words or equivalent	100%
Module Code	BMSW5102	
Title	Developing Relationships and Workplace Achievement	
Mode of assessment	Volume	Weighting
Case-study based practical exercise (e.g. poster, video or speech)	15-20 minutes individual presentation	50%
Mode of assessment	Volume	Weighting
Individual written report	2500 words	50%
Module Code	BMSW5103	
Title	Understanding and Engaging in the Customer Experience	
Mode of assessment	Volume	Weighting
Research report on practical project, based upon both in-class and out-of-class activities (e.g. primary data gathering or secondary research)	4500 words or equivalent	100%
Module Code	BMSW5104	
Title	Managing Projects in the Organisation	
Mode of assessment	Volume	Weighting
A group presentation of a Project Plan in response to a project scenario	10 minutes per person supported by a written Project Plan of 2500 words per person	100%
Module Code	BMSW5105	
Title	Workplace Culture and its impact on Organisational Efficiency	
Mode of assessment	Volume	Weighting
Individual written report based upon a student-selected case, supported by a practical demonstration (e.g. academic interview or individual presentation)	3500 words supported by reflection	100%
Module Code	BMSW5106	

Title	Knowledge and Information Management Skills for the Workplace	
Mode of assessment	Volume	Weighting
Individual written proposal in response to a given case/scenario, supported by a practical evaluation (e.g. poster or presentation) of that proposal	3500 words report supported by a poster presentation (submission)	100%

BALM Level 6

Module Code	BMSW6101	
Title	Emergent Leadership Skills for the Workplace	
Mode of assessment	Volume	Weighting
Portfolio of written submissions (e.g. a case study based on practical activities (such as interviews or secondary research) or an individual written reflection)	Task 1- 3500 $\pm$ 10% (Individual Report) Task 2- 1000 $\pm$ 10% (Reflective Essay)	100%
Module Code	BMSW6102	
Title	Developing Innovation and Creativity for Business Advantage	
Mode of assessment	Volume	Weighting
Individual project plan supported by a reflective presentation	3,000 $\pm$ 10% words Poster presentation in Week 9 & 10	100%
Module Code	BMSW6103	
Title	Leading and Implementing Workplace Change	
Mode of assessment	Volume	Weighting
Portfolio of work in response to a given case/scenario (which may include: readiness assessment, staff training and development plan, communication plan, evaluation plan, etc.)	5500 words (total) academic report	100%
Module Code	BMSW6104	
Title	Strategic Management for SMEs	
Mode of assessment	Volume	Weighting
Portfolio of work (which may include individual written reports, case study assessments, etc.)	Task 1 – Individual Presentation with Voice-Over (40% of the overall mark) Task 2 - Individual Report – 2,500 words (60% of the overall mark)	100%
Module Code	BMSW6105	
Title	Coaching & Mentoring Skills for the Workplace	

Mode of assessment	Volume	Weighting
Participation in in-class peer coaching exercises supported by an individual written reflection	30 minutes spent in peer coaching exercises supported by 2500 word individual written reflection	100%
Module Code	BMSW6106	
Title	Developing Emotional Intelligence Skills for the Workplace	
Mode of assessment	Volume	Weighting
Case-study based practical exercise (e.g. poster or presentation) supported by an individual written report	12 minutes per person supported by 3500 word individual written report	100%