



Leading to achieve business goals

The learning outcome of this course will be 20 Higher Education Credits.

Eligibility: learners must be aged over 18 years and aspiring to, or working in, a middle management role.



aims of module:

This module will enable students to understand and apply the fundamentals of practical leadership within a work based environment. It will be a 20 Credit Level 4 Module of the University Certificate.



synopsis of module content:

This module is aimed at practicing or aspiring middle managers with leadership skills, knowledge and behaviours with responsibility for :

- developing and managing people
- managing and leading projects
- performance management

The context of the module will form an understanding of the role leaders and managers have in ensuring that business goals and outcomes are achieved in organisations.

effective workplace communication:

This will enable managers to understand the workplace communication process and the importance of effective communication in achieving project outcomes and business strategy.

developing and managing people:

Managers will be able to understand the needs and expectations of people in the workplace and to enable them to develop individuals to improve organisational performance.

understanding finance:

To develop managers understanding and knowledge of finance within the context of an organisation. It will help managers to understand budgets and costs within their own area of responsibility and the impact of financial management on business performance.

managing stress and conflict:

To enable managers to develop their knowledge and understanding of managing people in their workplace and to address and deal with people problems and the causes of conflict. To adopt strategies to overcome conflict and stress.

managing projects:

To develop skills and knowledge of managing projects in the workplace and then be able to plan, monitor and evaluate the project using project planning techniques. The manager will learn to understand the project life cycle and the characteristics of effective project management.

teaching methods:

This module is delivered through tutor led workshops to include case studies, discussion, facilitated exercises, self reflection and theoretical application. Learning will also come from research and recommended reading, reflecting on professional practice and personal study.

learning outcomes:

At the end of this module students should be able to:

- LO1** Critically evaluate and assess the contribution of management practices to organisational performance. Apply a range of leadership and management practices and competencies within their own organisation and in context of their own role and responsibilities to achieve effective organisational and personal performance.
- LO2** Understand the competencies required to be able to lead successful projects in the workplace for successful implementation and evaluation leading to achieved business results.

assessment requirements:

The assessment of this module will come from the submission of a 3000+ word, work based project where the student has been able to demonstrate the assessment criteria and the learning outcomes.

The project will focus on the balance application of knowledge, skills and competencies within a real work environment. The project will be supported by an aspect of reflective commentary designed to demonstrate a wide range of national occupational standards at the prescribed level across the broader conceptual areas within the subject areas as detailed.

recommended reading list:

Rosemary Thompson (2002), *Managing People* (3rd edition), A Butterworth Heinemann

Samuel Mantel (2011), *Project Management in Practice* (4th edition), John Wiley and Sons

Stephen A Ross (2003), *Modern Financial Management* (8th edition), McGraw Hill Higher Education

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