



Managing personal and professional development

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 continuous professional development to develop leadership skills, and knowledge, and to take responsibility for their own personal development and managing this process with guidance and support from mentors.



synopsis of module content:

This module is aimed at practicing or aspiring middle managers to develop and take responsibility for their own professional and personal development, leadership skills, knowledge and behaviours.

The context of the module is to develop continuous professional development for leaders to identify and apply relevant skills, knowledge and behaviors required for effective leadership.

identification of development aims:

- enable managers to be able to identify own development aims for long, medium and short term objectives
- identify the support and resource needed to develop and achieve these aims and objectives

plan and evaluate development aims:

- help managers plan and agree development aims with the employer and to undertake the planned activities
- review and reflect on CPD: to help managers develop reflective practice to improve their continued professional development

teaching methods:

This module is delivered through tutor led workshops and self managed research and development of a learning log. The learners will have to keep a learning log and develop a CPD file for implementation.

learning outcomes:

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

- LO1** Identify and prioritise personal and work related development aims. To plan and evaluate the development activities as identified and evaluate how the learning will be used to improve workplace learning.
- LO2** To review and reflect on learning and its effect on workplace performance.

assessment requirements:

The assessment of this module will come from the submission of a 3000+ word, work based assignment with a continuous professional development portfolio where the student has been able to demonstrate the assessment criteria and the learning outcomes. The file will require a reflective review of the development activities and CPD process.

recommended reading list:

Mike Pedler, John Burgoyne, Tom Boydell (2006), A Manager's Guide to Self Development (5th edition), McGraw Hill Professional

Donald Schon (1991), How Professionals Think in Practice (new edition), Ashgate Publishing Ltd

For further information please call **01633 674 555** or email **uhovi@acornpeople.com**