

Course form to fill in (2017-2018)

Course title :

Management Skills

Staff responsible for the course :

Lecturers :

First Name + Name
Juanita Illingworth

1) COURSE PRESENTATION

Aims :

Draw up a list of competencies and/or skills that the student should have acquired or improved at the end of the course.

You must fill in the field under the format "the student should be able to...", using action verbs such as define, realise, control... *(This description should not take more than ten lines)*

At the end of the course, the student should be able to:

Appreciate how to handle different employee issues
understand the international differences from an Employment Law perspective
developed a, understanding of the 'penalties' should an employer mishandle an employee situation
know how to find the fact sheets/advice & guidance in relation to employer obligations in relation to things such as the DDA, Sexual/racial harassment, E cigs/smoking in the workplace, attendance etc.

Prerequisites :

You must not write courses' codes or names, but identify the preliminary skills as the knowledge or the know-how needed to efficiently follow this course.

Write it out in terms of knowledge and methodologies required to follow this course (this would help students from direct entry to position themselves). *(This description should not take more than five lines)*

none

Course contents :

Here, an abstract of the course can be given or the different chapters of the course can be simply written down.

(The description should not take more than ten lines)

managing delicate discussions
Identifying the issue and how to address it
Fining the company policy and procedures
Understanding the role of employment law
Comparison of international differences on managing the same situation
Guidance for managers eg ACAS, CIPD
Identifying cases of mismanaged situations to appreciate the impact of getting it 'wrong'

2) WORKING LOAD

Here, you should allocate the effective working load of the course, including an estimation of the personal work required from the student.

TABLE 1

Course's types	Number of hours	Notes
<u>Effective presence</u>		
- Magistral Course		
- Interactive Course	16	
- Tutorials		
- Coaching		
- PBL Course		
<u>Training from a distance</u>		
- Video-conferences		
- Webinars		
<u>Self-learning</u>		
- Books readings		
- E-learning		
- Research	10	
<u>Outdoors-training</u>		
- In firms		
- Internship		
<u>Personal work</u>		
- Group Projects	10	
- Individual Projects	4	
- Personal work	10	
Total working time for the student	50	

3) EDUCATIONAL METHODS

Tick here the different educational methods used:

- Coaching
- Case Study
- E-Learning and/or Self-learning
- Interactive courses
- Presentations
- Projects
- Research
- Seminars
- Tutorials
- Visits

4) ASSESSMENT

Sum up briefly the course assessment's mechanism *(two or three lines)*

This will introduce the assessment's table that you have to complete below (table n°2).

individual project on key learnings and guidance to 'future self'.
Group project on an employment law theme, to identify international law, the differences with role play on managing the situation - offering guidance to colleagues why and how it should be managed that way.

List the assessment for each modality.

TABLE 2

Modality	Type of control	Length (h)	Number	Weighting (%)
<u>Continuous assessment</u>	MCQ			
	Mid-term exam			
	Oral presentation			
	Participation	16		25%
<u>Continuous assessment</u> (for the languages courses)	Listening			
	Reading			
	Speaking			
	Writing			
<u>Final exam</u>	MQC			
	Oral final exam			
	Written final exam			
<u>Others</u>	Case study			
	Group Project			
	Individual Project			15
	Oral academic defense			
	Written assignment			25
<u>Presentation</u>	Presentation			35
Total		16		100%

5) RECOMMENDED READING :

Name of reference books *(indicate only three or four must-read references)* / Name of reviews...

Class books :

Reviews :

Internet Resources :

Please indicate here if you use the school intranet site to put on-line documents and/or if you advise the visit of web sites to students.

Name of the Website	URL
ACAS.org.uk	various
CIPD.co.uk	various