



Module code	PPD2	NQF level	5
Credit value	30	Study duration	18 weeks

# Personal and Professional Development 2

## Module description

During level 4 you completed the first personal and professional development module, which started by focusing on the importance of personal and professional development, reflection and development planning. The second half of the module then focused on supporting you to consider your career aspirations and enhancing your career profiles and interview skills in line with your development over the last year.

In contrast to the first module, this module focuses on the personal and professional development from a healthcare management context. The personal and professional development of employees is recognised as an important aspect of healthcare workforce strengthening. For employers and healthcare managers there are numerous benefits associated with employee CPD which include, but are not limited to, improving staff retention, commitment and engagement, as well as, improved quality of care across organisations. As a result, this module focuses on recognising the importance of supporting others with their personal and professional development, including the importance of providing CPD opportunities for your workforce and how you can best support and encourage colleagues to engage and develop. Throughout this module there will be opportunities for role play and group work.

## This module aims to:

- Introduce students to consider cpd from a healthcare management perspective
- Develop student's understandings of cpd from a management perspective and consider the approaches they can use to support and enhance their workforce
- Support students to consider their own values, beliefs and knowledge which shapes their perspective on personal and professional development
- Introduce students to coaching and mentoring theory and application

## Learning outcomes

On completion of this module, students will be able to:

- consider their personal and organisation values and beliefs around workforce development
- demonstrate an appreciation for the role of CPD in professional development in enhancing their teams and workforce
- reflect on and evaluate the impact of a previous manager, senior figure, mentor or coach on their personal and professional development
- consider a range of case studies from an analytical perspective and demonstrate how they would handle a similar case in the future
- identify the different ways managers could support their colleague with their personal and professional development

- develop skills involved in enhancing and supporting colleagues personal and professional development. For example, applying coaching, mentoring and listening skills through role-play and group exercises

## Syllabus

- Personal and professional development of your workforce- why is it important?
- Personal and organisations values, beliefs
- People performance management
- Managing different types of performance
- Training needs analysis, action planning and growth plans
- Restricted budgets, creating creative development opportunities
- Theories of teaching and learning
- Embedding a culture of learning
- Engaging employees to embed their learning into practice
- Encouraging calculated risks and learning from mistakes
- Conversations are key
- Developing active listening skills
- Mastering constructive feedback
- An introduction to mentoring and coaching
- Coaching – the theoretical perspectives
- Mentoring- the theoretical perspectives
- Practical application of coaching and mentoring skills in career development contexts
- Ethical issues associated with coaching and mentoring

## Learning and teaching methods

The learning and teaching methods for the module follow the online delivery strategy for the programme as a whole. The module will be delivered by reading materials available on the learning platform supported by pre-recorded lecturecasts, synchronous question and answer (Q&A) sessions, directed independent study, formative and summative activities and assessments. Across the programme students will undertake a variety of assessment which are aimed to evidence their learning against the learning outcomes and develop a broad range of skills. Students will be encouraged to identify and share relevant resources and are expected to extend and enhance the knowledge and understanding they acquire by regularly consulting on-line library materials relating to the course. Tutor support will be available to students via online office hours, prearranged telephone and/or Skype calls and email communication.

Description of unit of assessment	Length/Duration	Submission date	Weighting
Assessment 1 - portfolio	Periodically throughout the module	Week 18	100%