

Module Specification

Module Summary Information

1	Module Title	Interpersonal Skills and Professional Behaviours
2	Module Credits	20
3	Module Level	3
4	Module Code	HEL3001

5	Module Overview
<p>The foundation year has been specifically design to meet the needs of students in supporting the development of knowledge, skills and understanding in relation to academic skills, which are essential to succeeding as a student in Higher Education.</p> <p>This module will focus on enabling you to gain a deeper understanding of the interpersonal skills and behaviours required to work in your chosen area. Through a range of class based and student focussed activities you will explore the different concepts of effective interpersonal and professional behaviours essential to your own personal development and progression. By engaging in this module you will reflect on your own and others values, beliefs and behaviours identifying how this can impact on the way in which you will be viewed by others. You will also address the importance of effective communication and how this can lead you to have a more professional approach in your chose area of work.</p> <p>The aims of this module are:</p> <ul style="list-style-type: none"> • To develop an overall understanding of the key elements of effective communication and interpersonal skills • Understand the factors that influence both personal and professional behaviours that underpin employability. <p>This module addresses the following foundation aims:</p> <ul style="list-style-type: none"> • To apply your knowledge and understanding to the processes and protocols of studies in higher education, and to begin to recognise their relevance in a range of subject disciplines and related professional context. • To recognise the interrelated nature of subjects and topics across a range of disciplines and their potential impact on related professions. • To provide a foundation upon which knowledge and understanding can be built in preparation for related and relevant employment. • To promote an outward perspective and global understanding of academic practice and studies in higher education and to begin to recognise their impact worldwide. 	

6	Indicative Content
	<ul style="list-style-type: none"> • Concepts of Interpersonal Skills • Effective Communication Strategies • Different forms of communication. • Ideas and strategies on managing difficult communication situations – practical application and discussion. • Engaging with Self and Others • Interdisciplinarity. • Emotional intelligence and resilience. • Behaviours that support positive interactions. • Conflict management. • Professionalism and Behaviour Management • What is professionalism and what does it mean to you. • Rules and regulations that govern behaviour. • Employment and Employability. • Privacy and Personal Data • The impact of social media on society/employability. • Data protection and confidentiality.

7	Module Learning Outcomes On successful completion of the module, students will be able to:	
	1	Discuss the importance of effective communication and interpersonal skills drawing on appropriate evidence.
	2	Identify how your own values and beliefs can influence how you interact with people.
	3	Explain the importance of adherence to policies that govern professional practice.

8	Module Assessment		
Learning Outcome			
	Coursework	Exam	In-Person
1, 2, 3	X		

9	Breakdown Learning and Teaching Activities	
Learning Activities	Hours	
Scheduled Learning (SL) includes lectures, practical classes and workshops, peer group learning, Graduate+, as specified in timetable	80	
Directed Learning (DL) includes placements, work-based learning, external visits, on-line activity, Graduate+, peer learning, as directed on VLE	24	
Private Study (PS) includes preparation for exams	96	
Total Study Hours:	200	