



Module Descriptor

Personal Effectiveness

Award Type: Minor
Award Level: 4
Award Code: 4N1132
Validation date: 10th July 2012

Revision 1.0

Module Descriptor

Purpose: The purpose of this module is to equip the learner with the knowledge, skill and competence to use a range of personal and learning skills in a variety of personal, civic and vocational contexts, operating with some autonomy while under direction

Module Duration: 100 hours

Learning Outcomes: By the end of this module, the learner will be able to:

1. Define the principles of personal effectiveness
2. Set and achieve personal learning goals
3. Understand various learning styles and how it impacts on them
4. Identify personal responsibility in health, hygiene and safety
5. Explain teamwork and the different roles in teams, including team leadership
6. Develop an Action Plan effectively taking account of short and long term goals
7. Identify the causes of various issues and challenges in finding solution
8. Outline the steps involved in a successful negotiation and how to deal with criticism effectively

Key Learning Points

Learning Outcome 1:

Define the principles of personal effectiveness

Key Learning Points

- Define the term personal effectiveness
- State the principles of personal effectiveness
- The traits of a personally effective person
- Describe how being personally effective benefits the individual

Learning Outcome 2:

Set and achieve personal learning goals

Key Learning Points

- Define personal learning goals
- Explain why it is necessary to set personal learning goals
- Explain the difference between external and self evaluation
- Explain what bodies carry out external evaluation
- Describe the concept of S.W.O.T Analysis
- Perform a S.W.O.T analysis on learning
- Identify a range of strategies and methods to achieve personal learning
- Choose the appropriate strategy to achieve personal learning from both a self evaluated and external stand point
- Select the appropriate strategy for the appropriate time

Learning Outcome 3:

Understand various learning styles and how it impacts on them

Key Learning Points

- Describe their individual learning style
- Describe how their learning style impacts on how they learn/ work
- Demonstrate an understanding of how adults learn
- Demonstrate an understanding of the learning process
- Identify their individual strengths and weaknesses in the learning process

Learning Outcome 4:

Identify personal responsibility in health, hygiene and safety

Key Learning Points

- Define personal responsibility

- Demonstrate an understanding of personal responsibility with regard to health
- Demonstrate an understanding of personal responsibility with regard to hygiene
- Demonstrate an understanding of personal responsibility with regard to safety
- Describe the importance of using appropriate, safe and hygienic practises in work and in society
- Identify safe and hygienic practices in a variety of scenarios

Learning Outcome 5:

Explain teamwork and the different roles in teams, including team leadership

Key Learning Points

- Describe the characteristics/values of a successful group/team
- Describe the different roles that members play in a team
- Demonstrate an understanding of how diversity in teams contributes to the success of the team
- Outline the stages in team development
- Demonstrate an understanding of group/team dynamics
- Identify the type of rules that apply to team work
- Describe how adhering to team rules and guidelines contributes to the success of a team
- Define delegation
- Successfully appoint a team leader
- Successfully lead a team in carrying out a task

Learning Outcome 6:

Develop an Action Plan effectively taking account of short and long term goals

Key Learning Points

- State the purpose of an Action plan
- Explain the acronym SMART objectives
- Set SMART short term objectives/goals
- Set SMART long term objectives/ goals
- Action plan how these goals will be achieved
- Define feedback
- Describe how to feedback on the Action plan
- Define monitoring
- Describe how to monitor the success of the action plan

Learning Outcome 7:

Identify the causes of various issues and challenges in finding solution

Key Learning Points
<ul style="list-style-type: none">• Recognise the difference between personal and interpersonal issues• Identify the causes and features of particular issues• Describe the process of finding solutions to particular issues• Describe the process of implementing a solution to particular issues• Define the term evaluation• Evaluate the outcome of the actions taken

Learning Outcome 8:
Outline the steps involved in a successful negotiation and how to deal with criticism effectively
Key Learning Points
<ul style="list-style-type: none">• Define negotiation• Outline the steps involved in a successful negotiation• Describe the possible outcomes of negotiation• Implement negotiation skills• Identify how they respond to conflict• Describe situations where conflict can be a positive• Describe situations where conflict can be a negative• Outline the steps involved in dealing with conflict• Demonstrate the ability to give and receive constructive criticism• Demonstrate the ability to give and receive compliments• Demonstrate the ability to give and receive feedback

Assessment Specification

Award Title	Personal Effectiveness
Award Type	Minor
Framework Level:	4
Award Code:	4N1132
Credit Value :	10

Assessment No.	Assessment Details	Weighting	Stage at which assessment takes place
Portfolio	Case Study	60%	On completion of unit 5.
Skills Demonstration	Report and Presentation	40%	On completion of unit 8.

Award Classifications

Grades	Standards
Pass	50 - 64%
Merit	65 - 79%
Distinction	80 -100%

Suggested Learning Methodologies

- Class discussion
- Group work
- Brainstorming
- Individual reflection
- Self evaluation
- Giving and receiving feedback
- Role playing

Specific Module Requirements

NA

Suggested Learning Resources

Exploratory exercise -What it means to be personally effective
Laminated print of the Principles of Personal Effectiveness
Who am I game? - questions based on highly regarded personally effective personalities
S.W.O.T Analysis template
Learning goals case study
VARK Learning styles questionnaire
Handouts on each learning style and how each impacts on the learner
Summary work sheet on 'My Learning Style'
Image of the learning process
Case studies on personal responsibility with regard to health, hygiene and safety
Story board outlining different scenarios on appropriate, safe and hygienic practices
Brain storm document - What makes a team successful?
Organisational chart on team roles
Team rules exercise related to sporting teams
Action plan template
SMART objectives handout
Feedback and monitoring template
Personal process plan templates
Personal evaluation document
Role play scenarios for negotiation, constructive criticism, compliments and feedback
Conflict case studies

Recommended by: _____

Manager Training Policy Development and Support

Approved by: _____

Director Training Policy Development and Support