

Module Code:	EDS743
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Module Title:	Personal Effectiveness
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Level:	7	Credit Value:	20
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Cost Centre(s):	GDBG	JACS3 code: HECoS code:	100962
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Faculty	SALS/FAST	Module Leader:	Mandy Robbins
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Scheduled learning and teaching hours	16 hrs
Guided independent study	184 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Guidance - normally, the university would expect to see the following amounts of contact time and independent learning time for taught modules as part of its Modular Curriculum Framework;

Level	Credit volume	Overall learning hours	Contact learning hours	Independent learning hours
Level 3	20 credits	200 hrs	40	160
Level 4	20 credits	200 hrs	36	164
Level 5	20 credits	200 hrs	30	170
Level 6	20 credits	200 hrs	24	176
Level 7	20 credits	200 hrs	21	179

Programme(s) in which to be offered (not including exit awards)	Core	Option
PG Cert The Confident Researcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pre-requisite
None.

Office use only

Initial approval: Click or tap to enter a date.

Version no:

With effect from: Click or tap to enter a date.

Date and details of revision:

Version no:

Module Aims

- Professional and career development
- Self-management
- Personal qualities
- Research proposal
- Develop and understanding of different research methodologies

All Module aims are in line with the Researcher Development Framework.

Intended Learning Outcomes

Key skills for employability

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

At the end of this module, students will be able to

Key Skills

At the end of this module, students will be able to		Key Skills	
1	Engage in effective self-reflection (to be documented in their personal development plan).	KS6	
		KS9	
2	Demonstrate responsibility/initiative for their personal development plan.	KS6	
		KS3	
		KS1	
3	Project management (in line with their project proposal including time-line).	KS6	
		KS9	
		KS5	
4	Effective networking (to be documented in personal development plan).	KS6	KS2
		KS9	
		KS1	
5	Demonstrate an understanding of different research methodologies and demonstrate how they will apply their methodological framework to the complex problems within their research proposal.	KS6	
		KS10	

Transferable skills and other attributes

All skills within this module are transferable including effective oral and written communication.

Derogations

None.

Assessment:

Indicative Assessment Tasks:

1. Students will need to attend a minimum of four training sessions relevant to this module.
2. Students will keep a reflective research journal a summary of which will form their assessment. This will include a learning needs analysis.
3. The research proposal should include a timeline for their research project.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration or Word count (or equivalent if appropriate)
1	1,2,3,4	Attendance	0%	100%
2	1,2,3,4	Reflective Practice	50%	1,000 words
3	3,5	Research Proposal	50%	2,000 words

Learning and Teaching Strategies:

Students will need to attend a minimum of four training sessions relevant to this module of between 1 to 6 hours depending on the relevant training selected. The students' regular supervisor sessions will support the writing of their reflective journal. The reflective practice piece will include reflection on the training attended and how this relates to their development as a researcher. The development of their project management skills will be supported by their supervisory team who will have an overview, with the student, of the development of their MPhil/PhD research.

Syllabus outline:

Personal effectiveness: the personal qualities and approach to an effective researcher is one of the key areas of the Researcher Development Framework. The training sessions that students will attend to complete this module will relate to:

- Effective time management;
- Effective communication;
- Effective networking skills;
- Effective project management skills.

All these areas lead to the development of a confident and competent researcher.

Indicative Bibliography:**Essential reading**

Grit, R. (2009). *Managing Your Competencies: personal development plan*.

William, K. (2010). *Planning your PhD*. Palgrave: MacMillan.

Young, T.L (2013). *Successful project management: Creating success 52*. Kogan Page Ltd.

Other indicative reading & Additional Resources

Other reading will be suggested that is relevant to the training sessions attended.

Other reading as suggested by supervisory team in line with the area of research identified in their research proposal.