



Deltic Training

INDIVIDUAL LEARNING PLAN

IAM DIPLOMA: 2010/11 Norfolk Fixed-venue course

Activities Key:

Student Actions:

R = Read

LA = Submit Section Learning Activities to tutor

Tutor Actions:

CLA = Review Section Learning Activities and pass comments back to student

Week commencing:

20-Sep-10 27-Sep-10 4-Oct-10 11-Oct-10 18-Oct-10 25-Oct-10 1-Nov-10 8-Nov-10 15-Nov-10 22-Nov-10 29-Nov-10 6-Dec-10

Module

Unit 1: People in Organisations

EXAM

1. Organisational Behaviour and Culture

Introduced 13/01/10, reviewed 27/01/10

1.1 What is an Organisation

R

1.2 Organisational Behaviour

R

1.3 Organisational Goals and Objectives

R

1.4 Organisational Culture

R

2. Personal Development and CPD

Introduced 27/01/10, reviewed 17/02/10

2.1 Personal Management and Effectiveness

R

2.2 Time Management and Effectiveness

R

2.3 Competence, Capability and Employability

R

2.4 Self-managed Learning and Development; CPD

R

2.5 Stress and Lifestyle Management

R

3. Human Resource Management Practice

Introduced 27/01/10, reviewed 23/02/10

3.1 Human resource Management (HRM)

R

3.2 Managing Equality and Diversity

R

3.3 Disciplinary and Grievance Procedures

R

3.4 Learning and Development

R

3.5 Planning and Implementing Change

R

4. Managing People and Leadership

Introduced 23/02/10, reviewed 03/03/10

4.1 Leadership Theories and styles

R

4.2 Motivation and Reward

R

4.3 Managing Individuals, Groups and Teams

R

4.4 Managing Conflict

R

4.5 Performance Management and Development

R

4.6 Interaction Skills

R

4.7 The Changing Context of Work

R

4.8 Flexible Working

R

MODULE ACTIVITY

Student

LA

LA

LA

LA

Tutor

CLA

CLA

CLA

CLA