



Title:	Prof. Development & Comm. APPROVED
Long Title:	Professional Development & Communication
Module Code:	CMOD8001
Duration:	1 Semester
Credits:	5
NFQ Level:	Advanced
Field of Study:	Common Module
Valid From:	Semester 1 - 2020/21 (September 2020)
Module Delivered in	3 programme(s)
Next Review Date:	September 2024
Module Coordinator:	Donagh OMahony
Module Author:	Eileen OLeary
Module Description:	This module introduces the student to effective communication, self-awareness, teamwork and personal and professional development, forming the foundation for a reflective, flexible, adaptable, self-motivated, independent practitioner. Students will plan and design strategies to secure placement and future employment along with developing a professional CV and social media profile.
Learning Outcomes	
<i>On successful completion of this module the learner will be able to:</i>	
LO1	Describe and apply the principles of open, inclusive and effective communications. Create and present comprehensive written documents/disquisitions. Deliver and critique oral & poster presentations face to face and on-line.
LO2	Explain and design codes of behaviour that embed ethical practices in different organisational settings.
LO3	Discuss & debate approaches to conflict management, reflect on personal experiences on causes of and resolutions to conflict.
LO4	Discuss the value of and demonstrate effective engagement in interdisciplinary and multicultural teams. Reflect on and explore personality types, understand the role of personality types in team-work, reflecting on own role and experience in team-based exercises.
LO5	Explore unconscious bias and reflect on its role on previous personal experiences. Identify lessons learned and changes that could be implemented to reduce these bias's into the future
LO6	Recognise the value of personal and professional development and networking and reflect this through the creation of a professional CV, a professional social media profile and a networking strategy specific to your goals. Display self-motivation and show evidence of varied and innovative approaches and plans to securing work-placement/project and future employment
Pre-requisite learning	
Module Recommendations	
<i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named CIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i>	
Incompatible Modules	
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module. You may not earn additional credit for the same learning and therefore you may not enrol in this module if you have successfully completed any modules in the incompatible list.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements	
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed. You may not enrol on this module if you have not acquired the learning specified in this section.</i>	
No requirements listed	

Module Content & Assessment				
Indicative Content				
Introduction to Communication Defining Communication, Communication Models, Methods of organisational communication (networks, written communication, meetings, presentations, technology (online meetings and media), cultural difference, etc.) decision making, consensus.				
Self-Expression Critical Thinking (Defining the question, collecting information, Analysis, etc) Process Approach, Design of Experiments, Black Box investigation, Making Sound Arguments, Deductive and Inductive reasoning, Fallacies of Logical, Recognising and avoiding common biases, argument types, role play, case studies				
Human Behaviour and Team Dynamics Delegation, influence, persuasion, building rapport, negotiation skills, non-verbal communication, defining and overcoming barriers to effective communication, conflict resolution, self-regulation. Introduction to Ethics (duty based, rights based, utilitarian, Aristotelian/virtue ethics). Ethics in the work place: core values, codes of behaviour, responsibility, accountability, recognising and dealing with ethical dilemmas. Team Theories, team types, management and strategies, behaviour in teams (creating a positive environment).				
Professional Communication Academic writing: structure and sequence (reports, essays, projects, SOPs, synopsis, etc), reading critically. Presentations (creating content, structure, telling a story, design, effective delivery, involving audience, answering questions). Understanding concepts: Mind mapping, Socratic enquiry, Concept diagrams, 5 whys etc.				
Personal & Professional Development Preparing resume, develop professional social media profile, interview techniques, competency-based interviews, networking strategies, goal setting, job searching, understanding job advertisements, understanding the recruitment process.				
Emotional Intelligence Self-awareness, awareness of others and empathy. Avoiding assumptions, inspiring and fostering respect. Awareness of unconscious bias, strategies to minimise unconscious bias, role UB plays in professional development.				
Assessment Breakdown				%
Course Work				100.00%
Course Work				
<i>Assessment Type</i>	<i>Assessment Description</i>	<i>Outcome addressed</i>	<i>% of total</i>	<i>Assessment Date</i>
Practical/Skills Evaluation	Create an e-portfolio with assigned tasks to show skills development, to include design of and engagement in role plays, creation of a CV, a professional Social Media Profile and a Networking Strategy, a plan and evidence of varied and innovative strategies to secure work-placement and future employment.	1,2,3,4,5,6	70.0	Every Week
Other	Engagement with online and in-class quizzes	1,2,3,4,5,6	15.0	Every Week
Presentation	Team based presentation	1	15.0	Week 10
No End of Module Formal Examination				
Reassessment Requirement				
Coursework Only <i>This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.</i>				

The institute reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time

<i>Workload Type</i>	<i>Workload Description</i>	<i>Hours</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Theory, interactive lecture exercises	1.0	Every Week	1.00
Tutorial	Debate, discussion, team based exercises	1.0	Every Week	1.00
Directed Learning	Preparation of resume, media profile, completion of e-portfolio, lecture directed and self-directed study	5.0	Every Week	5.00
Total Hours				7.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				2.00

Workload: Part Time

<i>Workload Type</i>	<i>Workload Description</i>	<i>Hours</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Theory, interactive exercises	1.0	Every Week	1.00
Tutorial	Debate, discussion, team based exercises	1.0	Every Week	1.00
Independent & Directed Learning (Non-contact)	Preparation of resume, media profile, completion of e-portfolio, lecture directed and self-directed study	5.0	Every Week	5.00
Total Hours				7.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				2.00

Module Resources
<i>Recommended Book Resources</i>
<ul style="list-style-type: none"> • Goree K. and Bredesen, D. 2011, <i>Ethics in the Workplace</i>, 3rd Ed., South-Western Educational Pub [ISBN: 978-0-538-497] • Means, T. 2018, <i>Business Communication</i>, CENGAGE Learning Custom Pub [ISBN: 1337403903]
<i>Supplementary Book Resources</i>
<ul style="list-style-type: none"> • Loundes, D. and Carnegie, L. 2019, <i>Communication in the Workplace</i>, Independent Pub [ISBN: 978-169542350] • Biasucci, C. and Prentice, R. 2020, <i>Behaviour Ethics in Practice: Why we Sometimes Make the Wrong Decisions</i>, 1st Ed., Routledge U.K. [ISBN: 978-036734165] • O'Loughlin, E. 2009, <i>An Introduction to Business Systems Analysis: Problem Solving Techniques and Strategies</i>, Independent Pub. [ISBN: 978-173155787] • Clark, T. 2017, <i>Business Models for Teams</i>, Portfolio, UK [ISBN: 978-073521335]
<i>Recommended Article/Paper Resources</i>
<ul style="list-style-type: none"> • <i>Challenges and barriers in virtual teams: a literature review</i> https://link.springer.com/content/pdf/10.1007/s42452-020-2801-5.pdf • <i>Successful teamwork: A case study</i> http://www.unice.fr/crookall-cours/teams/docs/team%20Successful%20teamwork.pdf • <i>The Effectiveness of Teamwork Training on Teamwork Behaviors and Team Performance: A Systematic Review and Meta-Analysis of Controlled Interventions</i> https://journals.plos.org/plosone/article/file?id=10.1371/journal.pone.0169604&mp:typ=printable
<i>Supplementary Article/Paper Resources</i>
<ul style="list-style-type: none"> • <i>Conflict Management, a new challenge</i> https://pdf.sciencedirectassets.com/282136/1-s2.0-S2212567116X00068/1-s2.0-S2212567116302556/main.pdf?X-Amz-Date=20200909T113756Z&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Signature=1b45056c8f2f1470815997773d7f94aee7c71b7e3360a0102336c7d3ca48b481&X-Amz-Credential=ASIAQ3PHCVTY772J3CHW%2F20200909%2Fus-east-1%2Fs3%2Faws4_request&type=client&tid=pr-2094ec63-dfce-415e-9b0f-2462b782fa9e&sid=e6ab0ee72eb861464699b11-2b31ed9874a9gxrgb&pii=S2212567116302556&amz:X-Amz-SignedHeaders=host&X-Amz-Security-Token=IQoJ • <i>Conflict Management: Difficult Conversations with Difficult People</i> https://europepmc.org/backend/ptpmcrender.fcgi?accid=PMC3835442&blobtype=pdf • <i>Creating value through virtual teams: a current literature review</i> https://ro.uow.edu.au/cgi/viewcontent.cgi?article=5204&context=eispapers • <i>Relationship between Teamwork and Team Performance: Experiences from an ERPsim Competition</i> http://www.iise.org/Volume29/n3/JISEv29n3p157.pdf • <i>How effective is teamwork really? The relationship between teamwork and performance in healthcare teams: a systematic review and meta-analysis</i> https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6747874/pdf/bmiopen-2018-028280.pdf • <i>THE IMPACT OF COMMUNICATION AND GROUP DYNAMICS ON TEAMWORK EFFECTIVENESS: THE CASE OF SERVICE SECTOR ORGANISATIONS</i> https://www.abacademies.org/articles/The-impact-of-communication-and-group-dynamics-1939-6104-17-4-251.pdf
<i>Other Resources</i>
<ul style="list-style-type: none"> • Website: Harvard Business Review <i>The Secrets of Great Teamwork</i> https://hbr.org/2016/06/the-secrets-of-great-teamwork • Website: <i>The Importance of Teamwork (as proven by Science)</i> https://www.atlassian.com/blog/teamwork/the-importance-of-teamwork • Website: n/a https://open.lib.umn.edu/businesscommunication/chapter/19-5-teamwork-and-leadership/ • Website: <i>The ethical organisation</i> https://link.springer.com/chapter/10.1007/978-1-349-24405-8_7 • Website: n/a https://hbr.org/2019/05/how-to-design-an-ethical-organization • Website: n/a https://collegeinfo geek.com/improve-critical-thinking-skills/

Module Delivered in

Programme Code	Programme	Semester	Delivery
CR_SQSDA_8	Higher Diploma in Science in Quality Systems Validation with Data Analytics	1	Mandatory
CR_SASIV_9	MSc in Analytical Sciences with Instrument Validation	1	Mandatory
CR_SANIV_9	Postgraduate Diploma in Analytical Sciences with Instrument Validation	1	Mandatory