

**School / Faculty:** Federation Business School

**Course Title:** PRINCIPLES OF PERFORMANCE AND PROFESSIONAL DEVELOPMENT

**Course ID:** BSMAN2004

**Credit Points:** 15.00

**Prerequisite(s):** Nil

**Co-requisite(s):** Nil

**Exclusion(s):** Nil

**ASCED Code:** 080305

**Grading Scheme:** Graded (HD, D, C, etc.)

**Program Level:**

AQF Level of Program						
	5	6	7	8	9	10
<b>Level</b>						
Introductory	■	■	■	■	■	■
Intermediate	■	■	✓	■	■	■
Advanced	■	■	■	■	■	■

**Learning Outcomes:**

**Knowledge:**

- K1.** Recognise the responsibilities, accountabilities and expectations of workplace performance
- K2.** Relate the concept of professional competence with its impact on workplace performance
- K3.** Interpret the impact of different learning styles and personality traits on workplace performance
- K4.** Identify the strengths and weaknesses of a range of professional development opportunities

**Skills:**

- S1.** Create a definition of responsibilities, accountabilities and expectations of performance, in the workplace
- S2.** Develop a performance and professional development plan.
- S3.** Analyze the strengths and weaknesses of a range of professional development opportunities.

**Application of knowledge and skills:**

- A1.** Apply initiative and judgement in the analysis of personal style, traits, learning style, and skills.
- A2.** Plan and develop a personal and professional development plan in collaboration with others.
- A3.** Implement and evaluate professional performance measures, using initiative and judgement in planning, problem solving and decision making in professional practice.

# Course Outline (Higher Education)

BSMAN2004 PRINCIPLES OF PERFORMANCE AND PROFESSIONAL DEVELOPMENT

## Course Content:

This course is designed to introduce students to the principles of personal performance and professional development. It will examine setting and meeting priorities; analysing information; utilising a range of strategies to develop further professional competence; measuring performance in an organisational context. Students will examine their personal career development requirements and the professional performance requirements of organisations. They will identify their own personal learning style, behavioural traits, and awareness of self through referencing emotional quotient skills. Students will evaluate development opportunities available in the workplace and develop personal skills for participation in mentoring and coaching opportunities. Students will construct personal development plans with performance indicators to support personal and professional goals.

## Values and Graduate Attributes:

This course will help students to develop values and attributes that will:

### Values:

- V1.** Display the skills, motivation and confidence to engage in continuous learning and progress their studies in an applied discipline.
- V2.** Be highly valued within an organisation for being committed to the development of career plans, performance and professional development within an organisational environment.
- V3.** Support socially responsible and ethical behaviour in the development of career plans, performance and professional development within an organisation

### Graduate Attributes:

FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Attribute	Brief Description	Focus
Knowledge, skills and competence	This course engages students in the development of life-long learning skills. It empowers them to analyse and plan for personal and professional development throughout their career	High
Critical, creative and enquiring learners	This course enables student's capacity for decision making about their own learning and career development. Graduates of the course will demonstrate the ability to create and take up personal and professional learning opportunities through multiple avenues within and without their organisations.	High
Capable, flexible and work ready	This course enhances students' communication and networking skills providing personal resources to engage at a deeper level with personal and organisational citizenship opportunities.	Medium

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Attribute	Brief Description	Focus
Responsible, ethical and engaged citizens	This course encourages socially responsible and ethical behaviour, by graduates, through the analysis of human behaviour in workplaces and the development of personal skills supporting improved workplace relationships.	Medium

## Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Task	Assessment Type	Weighting
K1, K4, S1, S2, S3 A1, A2,	Research and develop a personal performance and professional development plan.	Assignment / Report / Portfolio	10-30%
K1, K2, K4 S1, S2, A3,	Research and critically analyse the strengths and weaknesses of a range of professional development activities, with consideration to individual learning styles.	Essay / Report / Presentation	30-50%
K1, K2, K3, K4, S3, A3	Demonstrate an applied understanding of the fundamentals and theories of individual performance and professional development knowledge learnt through workshops, online discussions, readings and assessments.	Case Study / Presentation/ Examination	40-60%

## Adopted Reference Style:

APA