

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Leading People and Performance (A0047), 5.0
Toteutus	HSA1111: 1/2011-2012 (29.08.2011 - 19.12.2011)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A002)
Ryhmät	Ensisijainen: HSA10SN Muut:
Projektiissa mukana	
Luennoitsijat	Essee, Optimatoteutus, Pienryhmä, Projekti/Hanke/T&K, Seminaari, Työpaja
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	23.05.2011 08:00 - 05.06.2011
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Ei Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Kuusela Anssi (Vastuupettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekti/Hanke/T&K Kieli: englanti Virtuaalisuus: 1 op T&k-integraatio: 1 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	19.01.2012 Suoritusmateriaalin arkistointi päättyy: 19.12.2012
Tenttipäivät	Varsinainen: 13.12.2011 Uusinnat: 19.01.2012, 23.02.2012
Opintojakson suoritettuaan opiskelija osaa	- analyse and compare ways of achieving results through leading people - illustrate and explain good leadership - communicate in various leadership situations - select ways to manage people in various situations through out employment
Edeltävät opinnot	30 Credits in Bachelor Studies
Keskeinen sisältö	To achieve goals set by an organization, a manager is responsible for leading the performance of people and for managing various situations which they face during the life cycle of employment. The life cycle of employment extends from the recruitment and introduction of new people, setting goals and measuring how they are met, conducting development discussions, rewarding or correcting based on performance to terminating employment. Leadership is communication. The main focus will be in the intrapersonal communication between people and within teams. Contents: o Achieving results through people and with people Leadership & what makes a good leader Leading toward group goals; o how to take into account the need of both the group and its individuals o leading experts o leading competences and knowledge How to communicate o between leader and subordinate/ team members/ Leaders and team / o team leaders/ leader and people / within a team The life cycle of employment o recruitment, o introduction, o personnel development, o development discussions, o setting goals, o measurement, o rewards, o constructive feedback, o terminating employment
Oppimateriaali	To be announced
Ohjaus ja viestintä	Teamwork; tutorial and feedback sessions with the teachers and one-to-one; progress reports; workshops
Arviointikriteerit ja arviointimenetelmät	- Evaluation and assessment is based on the general competence assessment criteria and the Quality Assurance System set by Laurea UAS - Overall course assessment: excellent 5 - fail 0 - All learning exercises have to be accomplished and passed in order to get credits - A more detailed assessment criteria for the Course is announced in Optima

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Projekti/hanke (nimi)	A use of ongoing projects in Laurea for learning purposes will be examined at the beginning of the Course
Käytettävät T&K menetelmät	LbD-model; development and user-driven oriented research methods
Opiskelijan työmäärän jakautuminen	Lessons 35 tuntia Tutoring 10 tuntia Project work/LbD/Team work 50 tuntia Workshops 0 tuntia Seminars 0 tuntia Independent studying 40 tuntia yht 135 tuntia
Muut toteutusjärjestelyt	Lectures, various learning exercises, group work, progress reports, virtual learning (Optima), co-operation with the Security Management network and other Helsinki Metropolitan Area organizations are utilized in the implementation of the Course

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
07.09.2011	09.00	3	Orientation	- Participants - Content of the study period Introduction and orientation of the Course Individual Essay on: What are the major tasks for the good leader. (Compare also terms leadership and management) - 1500 word essay - DL on 14.9.2011, Return into Optima returnbox Teacher: Juha Putkonen	246	
14.09.2011	09.00	3		Objectives of the Course Course content and assessment Organizing study work, acquiring information and data for the group work- Principles of management and leadership The New Management Framework, To achieve goals set by an organization, a manager is responsible for leading the performance of people and for managing various situations which they face during the life cycle of employment. o leading competences and knowledge How to communicate o between leader and subordinate/ team members/ Leaders and team / o team leaders/ leader and people / within a team The life cycle of employment Teacher: Anssi Kuusela	Lka 1 / Työväenopisto	
21.09.2011	09.00	3		To achieve goals set by an organization, a manager is responsible for leading the	195A	

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				performance of people and for managing various situations which they face during the life cycle of employment. - o Achieving results through people and with people - Leadership & what makes a good leader - Leading toward group goals; - o how to take into account the need of both the group and its individuals - o leading experts Teachers: Anssi Kuusela		
28.09.2011	09.00	3		The life cycle of employment extends from the recruitment and introduction of new people, setting goals and measuring how they are met, conducting development discussions, rewarding or correcting based on performance to terminating employment. Leadership is communication. The main focus will be in the intrapersonal communication between people and within teams. - o recruitment, - o introduction, - o personnel development, - o development discussions, - o setting goals, - o measurement, - o rewards, - o constructive feedback Teachers: Anssi Kuusela	195A	
05.10.2011	09.00	3		The life cycle of employment extends from the recruitment and introduction of new people, setting goals and measuring how they are met, conducting development discussions, rewarding or correcting based on performance to terminating employment. Leadership is communication. The main focus will be in the intrapersonal communication between people and within teams. - o constructive feedback (continues), - o terminating employment Teachers: Anssi Kuusela	246	
12.10.2011	09.00	3		Finsec Exhibition Location: Helsinki Exhibition centre Teacher: Juha Kreus	246	
19.10.2011	09.00	3		Leadership in change - or is it? Leadership and management in extraordinary and exceptional cases (When the going gets tough, the tough gets going... or should the modern version be: When the going get tough, the staff gets going?) Teachers: Anssi Kuusela	246	
26.10.2011	09.00	3		Group works Guidance/Tutoring for projects Teachers: Anssi Kuusela	TBD (info on week 35)	
02.11.2011	09.00	3		Group works Guidance/Tutoring for	246	

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				projects Teachers: Anssi Kuusela		
09.11.2011	09.00	3		Group works Guidance/Tutoring for projects Teachers: Anssi Kuusela	TBD (info on week 35)	
16.11.2011	09.00	3		"Foresight and seeing in strategic management" Teachers: Asko Horttanainen (Anssi Kuusela)		
23.11.2011	09.00	3		Examination	246	
30.11.2011	09.00	3		Filling up the student feedback. Presentations of development projects. Teachers: Anssi Kuusela	246	
07.12.2011	09.00	3		Presentations of development projects. Teachers: Anssi Kuusela	246	
14.12.2011	09.00	3		Feedback on examination Feedback discussion on student feedback Teachers: Anssi Kuusela	246	