

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Leading People and Performance (A0047), 5.0
Toteutus	HSA1311: 1/2013-2014 (26.08.2013 - 20.12.2013)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A002)
Ryhmät	Ensisijainen: HSA12SN Muut:
Projektissa mukana	
Luennoitsijat	Essee, Optima- learning platform, Small Group work, Work-shop, Lectures, Guest speaker
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	20.05.2013 08:00 - 02.06.2013
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Kyllä Avoimen opisk: Kyllä Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Kivinen Lasse (Vastuopettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekt/Hanke/T&K Kieli: englanti Virtuaalisuus: 1 op T&k-integraatio: 1 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	10.01.2014 Suoritusmateriaalin arkistointi päättyy: 19.12.2014
Tenttipäivät	Varsinainen: 12.12.2013 Uusinnat: 23.01.2014, 27.02.2014
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 leader 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. The focus will be: in the various situations a leader/manager confronts in his daily work and during the employees life cycle of employment, how a leader communicates between people and within teams, what are the tools a leader has in his leaders toolbox for achieving results through people, what can a leader do to develop his/hers leadership skill set. The course focuses on general principles of leadership and on how to influence people. But the lecturer will also point out possible differences between leadership/ management practices e.g. in the security and service business, governmental organizations, in business management. Contents: • leaders framework, leader vs. manager, who is and what makes a good leader, • principles of leadership • Achieving results through people and with people Leadership & what makes a good leader Leading toward group goals; • how to take into account the need of both the group and its individuals • leading experts • leading competences and knowledge, how to influence people • between leader and subordinate/ team members/ Leaders and team / • team leaders/ leader and people / within a team The life cycle of employment

TOTEUTUSSUUNNITELMA Valmis

	- recruitment, introduction, - personnel development, development discussions, - setting goals, measurement, - rewards, constructive feedback, - terminating employment - self-development plan for own leadership and management skills
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
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	Start 12.9.2013 klo 13.00 - 16.00 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
12.09.2013	13.00-16.00	3	Introduction to the Course	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 to be announced, Return into Optima returnbox)Teacher: Lasse Kivinen		Lasse Kivinen
19.09.2013	13.00-16.00	09	Principles of	Principles of management and		Lasse Kivinen

TOTEUTUSSUUNNITELMA Valmis

			management and leadership	leadership Organizing study work, acquiring information and data for the group workThe New Management Framework, To achieve goals set by an organization, a leader 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 communicateo between leader and subordinate/ team members/ Leaders and team /o team leaders/ leader and people / within a team The life cycle of employment Teacher: Lasse Kivinen		
26.09.2013	13.00-16.00			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 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 individualso leading experts Teachers: Lasse Kivinen		Lasse Kivinen
03.10.2013	13.00-16.00			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. The focus will be in the intrapersonal communication between people and within teams.o recruitment, introduction,o personnel development, development discussions,o setting goals, measurement,o rewards, constructive feedback Teachers: Lasse Kivinen		Lasse Kivinen
10.10.2013	13.00-16.00			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. o constructive feedback (continues),o terminating employmentTeachers: Lasse Kivinen		Lasse Kivinen
17.10.2013	13.00-16.00					Lasse Kivinen

TOTEUTUSSUUNNITELMA Valmis

24.10.2013	13.00-16.00			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: Lasse Kivinen		Lasse Kivinen
31.10.2013	13.00-16.00			Group worksGuidance/Tutoring for projectsTeachers: Lasse Kivinen		Lasse Kivinen
07.11.2013	13.00-16.00			Group worksGuidance/Tutoring for projectsTeachers: Lasse Kivinen		Lasse Kivinen
14.11.2013	13.00-16.00			FINNSEC Exhibiton/ Helsinki Exhibition Centre- attending a seminar (to be determined)Teachers: Lasse Kivinen		Lasse Kivinen
21.11.2013	13.00-16.00					Lasse Kivinen
28.11.2013	13.00-16.00			Examination		Lasse Kivinen
05.12.2013	13.00-16.00			Filling up the student feedback.Presentations of development projects.Teachers: Lasse Kivinen		Lasse Kivinen
12.12.2013	13.00-16.00			Feedback on examinationFeedback discussion on student feedback Teachers: Lasse Kivinen		Lasse Kivinen
16.12.2013	16			Return of the Personal Assignment into individual Optima-return box.		
19.12.2013	13.00-16.00			Feedback on examinationFeedback discussion on student feedback Teachers: Lasse Kivinen		Lasse Kivinen
27.02.2014			Latest possible date for returning assignment 3	Attention! 27.2.2014 is the latest possible date for returning Personal Leadership assignment. A missed return date affects the grading.If the assignment is returned: - latest 19.12.2013 at 23.59 pm.; the grade will be downgraded by one grade. - latest 23.1.2014 at 23.59 pm.; the grade will be downgraded bytwo grades. - latest 27.2.2014 at 23.59 pm.; the grade will be downgraded bythree grades.		
06.03.2014			Optima workspace closes			