

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Leading People and Performance (A0047), 5.0
Toteutus	HSA1321A: 2/2013-2014 (07.01.2014 - 23.05.2014)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A002)
Ryhmät	Ensisijainen: HSA12SA Muut:
Projektissa mukana	
Luennoitsijat	Optima- learning platform, Small Group work, Lectures, Guest speaker
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	02.12.2013 08:00 - 08.12.2013
Pääsääntöinen toteutusajankohta	Erikseen sovittavan aikataulun mukaan
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Ei Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Kyllä
Opettajat	Kivinen Lasse (Vastuunopettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	Kampuksella
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekt/Hanke/T&K Kieli: englanti Virtuaalisuus: 1 op T&k-integraatio: 3 op
Toteutusluokka	Yrittäjyyteen perustuva LbD
Painoalat	Opiskelijayrittäjyys, Palveluliiketoiminta, Turvallisuus ja yhteiskuntavastuu
Arviointi viimeistään	23.06.2014 Suoritusmateriaalin arkistointi päättyy: 23.12.2014
Tenttipäivät	Varsinainen: Return of Personal Leadership Development-portofolio by 25.5.2014
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 • recruitment, introduction,

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	• 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
07.02.2014	09.00 - 12.00	3	Introduction to the Course	1. Course content and outline, literature 2. Introduction to leadership 3. Leadership & Management 4. Personal Course Assignments a. Personal Leadership development-plan b. Operating environment		Lasse Kivinen

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				- task and guidelines		
07.03.2014	09.00-12.00	3				Lasse Kivinen
05.04.2014	13.00 - 16.00	3	Operating Environment, Strategy	1. Personal Operating- environment 2. Vision, Strategy, Mission		
16.04.2014	23.59		Assignment 2	Return of Assignment 2: Personal Operating Environment into Optima return-box by 23.59 hrs.		
10.05.2014	09.00 - 12.00	3				Lasse Kivinen
10.05.2014			Feedback Questionnaire	FEEDBACK QUESTIONNAIRE OPENS IN SOLEOPS.		
23.05.2014	13.00-16.00	3		Filling up the student feedback. Presentations of projects.		Lasse Kivinen
25.05.2014	23.59		Return of Personal Leadership-portfolio			
26.05.2014	23:59		FEEDBACK QUESTIONNAIRE	FEEDBACK QUESTIONNAIRE CLOSING IN SOLEOPS.		
16.06.2014				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 by two grades. - latest 27.2.2014 at 23.59 pm.; the grade will be downgraded by three grades.		
30.06.2014	23.59		Optima-workspace closes			