

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Leading People and Performance (A0047), 5.0
Toteutus	HSA1411: 1/2014-2015 (01.09.2014 - 15.12.2014)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A002)
Ryhmät	Ensisijainen: HSA13SN Muut:
Projektissa mukana	
Luennoitsijat	Essee, Optima- learning platform, Small Group work, Work-shop, Lectures, Guest speaker
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	19.05.2014 08:00 - 02.06.2014
Pääsääntöinen toteutusajankohta	Erikseen sovittavan aikataulun mukaan
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Kyllä Avoimen opisk: Kyllä Soveltuu virtuaali-AMK:n opintoihin: Ei
Opettajat	Kivinen Lasse (Vastuupettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	Kampuksella
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekt/Hanke/T&K Kieli: englanti Virtuaalisuus: 1 op T&k-integraatio: 0 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	15.01.2015 Suoritusmateriaalin arkistointi päättyy: 19.12.2015
Tenttipäivät	
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

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	- 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 Monday 1.9.2014 klo 13.00 - 16.00; LvPää/Classroom 234 Lectures, various learning exercises, individual and group work, progress reports, virtual learning (Optima)

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
01.09.2014	13.00-16.00	08				Lasse Kivinen
08.09.2014	13.00-16.00	08				
15.09.2014	13.00-16.00	08				
22.09.2014	13.00-16.00	08				
29.09.2014	13.00-16.00	08				
29.09.2014	23.59		Assignment 1	Return of Individual Assignment 1.		
06.10.2014	13.00-16.00	08				
13.10.2014	13.00-16.00	08				
20.10.2014	13.00-16.00	08				
27.10.2014	13.00-16.00	08				
03.11.2014	13.00-16.00	08				

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10.11.2014	13.00-16.00				Lasse Kivinen
17.11.2014	13.00-16.00				
24.11.2014	13.00-16.00				Lasse Kivinen
01.12.2014	13.00-16.00				
02.12.2014			Feedback	The Feedback questionnaire opens in SoleOps.	
08.12.2014	13.00-16.00				
08.12.2014	23.59		Return of Assignment	Return of Individual assignment 2.	
15.12.2014	13.00-16.00				Lasse Kivinen
16.12.2014			Feedback	Feedback questionnaire closes in Soleops.	