

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Leading People and Performance (A0047), 5.0
Toteutus	HSA1511A: 1/2015-2016 (24.08.2015 - 23.12.2015)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A002)
Ryhmät	Ensisijainen: HSA14KA Muut:
Projektissa mukana	
Luennoitsijat	Lasse Kivinen (LK), Tuomas Wuorikoski (TWu)
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	18.05.2015 08:00 - 31.05.2015
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), Wuorikoski Tuomas (Muu opettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	Kampuksella
Toteutustapa	Optimatoteutus/opiskelijaryhmä Kieli: englanti Virtuaalisuus: 0 op T&k-integraatio: 0 op
Toteutusluokka	Tieto- ja taitoperustaa vahvistava, LbD
Painoalat	Ei painoalayhteyttä
Arviointi viimeistään	23.01.2016 Suoritusmateriaalin arkistointi päättyy: 23.12.2016
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 - recruitment, introduction,

TOTEUTUSSUUNNITELMA Valmis

	• 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	StartMonday 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
24.08.2015						
01.09.2015	10.00-12.00	100	Lecturer available	Lecturer available for questions in Leppävaara and on-line.		Lasse Kivinen
04.09.2015	09.00 - 12.00	3				Tuomas Wuorikoski
05.09.2015			Distance learning	I Distance learning period Reading Circle work: - reading of material - communicating with the team - preparation for contact day meeting		

TOTEUTUSSUUNNITELMA Valmis

10.09.2015	11.00-15.00		Mentoring	Lecturer available for questions on-line.		Lasse Kivinen
03.10.2015	13.00-16.00					Lasse Kivinen
04.10.2015				Distance learning period 4.10.-22.10 Reading Circle work: - reading of material - communicating with the team - preparation for contact day meeting		
20.10.2015	10.00-12.00		Mentoring	Lecturer available for questions on-line.		Lasse Kivinen
23.10.2015	13.00 - 16.00	3	Workshop	Topical presentations about different leadership trends. There are currently plenty of different leadership trends that have evolved during the last 10-20 years. During this contact day we take a closer look at those and try to find out what reasoning behind those concepts. Guidelines: - make a quick www-search - teams choose one leadership trend, analyse it and prepare a short presentation (max 7min) and share your findings with the class - discussion and assessing the leadership trend E.g.: 'Shared leadership' - what is it, why has it evolved, is it applicable in practise- where & how?, etc. - you can prepare the presentation of your topic before the contact day.		Lasse Kivinen
24.10.2015			Distance learning	Distance learning period 24.10.-6.11 Reading Circle work: - reading of material - communicating with the team - preparation for contact day meeting		
29.10.2015	13.00-15.00		Mentoring	Lecturer available for questions on-line.		
07.11.2015	09.00 -	3				Lasse

TOTEUTUSSUUNNITELMA Valmis

	12.00					Kivinen, Tuomas Wuorikoski
06.11.2015			Feedback	The Feedback questionnaire opens in SoleOps.		
13.11.2015	23.59					
22.11.2015			Feedback	Feedback questinnoire closes in Soleops.		
06.12.2015	23.59					