

Implementation plan Finished

Study unit	Tools for Professional Development (R0113), 2.0
Implementation	MEA1511: 1/2015-2016 , MEA1511: 2/2015-2016 (24.08.2015 - 23.06.2016)
Type	EXPERT IN DEVELOPMENT AND WORKPLACE INNOVATION (A857)
Groups	Primary: MEA215SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: Maximum:
Enrolment period	18.05.2015 08:00 - 31.05.2015
Main timing for implementation	
Applicability	For exchange students: No For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	Antinluoma Sirkka (Other teacher), Jääskeläinen Sari (Other teacher), Pääskyvuori Marjo (Other teacher), Vakkuri Miia (Other teacher)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation Language: English Virtuality: 1 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	Security, safety and social responsibility
Evaluation at the latest	23.07.2016 Storing of graded material ends.: 23.06.2017
Exam days	
Having completed the study unit the student is able to	The student is able to - plan his/her own studies and professional development from the perspective of working life - use different learning methods and tools successfully to support studies - act independently and as a member of a team
Previous studies	
Study material	Background reading/Tools for professional development/Career planning Learning portfolio Jones, Marianne: Developing your portfolio: enhancing your learning and showing your stuff. New York, Routledge, 2006. Rothman, Johanna: Manage your project portfolio : increase your capacity and finish more projects. Raleigh (NC), Pragmatic Bookshelf, 2009. Zubizarreta, John: The Learning Portfolio reflective practice for improving student learning. San Francisco, Jossey-Bass, 2009. Multicultural learning environment Browaeys, Marie-Joëlle: Understanding cross-cultural management. Harlow : Pearson, 2011. French, Ray: Cross-cultural management in work organisations London, Chartered Institute of Personnel and Development, 2007. Guirdham, Maureen: Communicating across cultures at work. West Lafayette, Ind : Ichor Books, 2005. Thomas, David C. Cross-cultural management: essential concepts. Los Angeles, CA, Sage Publications, 2014. Time Management, Managing yourself Allen, David: Getting things done : the art of stress-free. New York, Penguin Books,

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	cop. 2001.Caunt, John: How to organize yourself. Philadelphia, PA, Kogan Page Ltd, 2013. Forsyth, Patrick: Successful time management. London, Kogan page, 2010, 2013. HBR's 10 must reads : on managing yourself. Boston, Mass. : Harvard Business review Press, 2011.Hindle, Tim: Manage your time. London, Dorling Kindersley, 2007. Jones, Lyndon: Time well spent: getting things done through effective time management. London: Kogan Page, 2009.Lawson, Ken: Successful time management / Ken Lawson. London, New Holland, 2009. Mackenzie, Alec: The time trap : the classic book on time management / Alec Mackenzie, Pat Nickerson. New York : Amacom, 2009. Manser, Martin: Time management secrets: the experts tell all! London, Collins, 2010.Palmer, Stephen: How to deal with stress. London, Kogan Page, 20013.Templar, Richard: How to get things done: without trying too hard. Harlow, Pearson education limited 2009.Young, Trevor: Successful project management. London, Kogan Page, 2013. Williams, Kate: Time management. New York, NY, Palgrave Macmillan, 2011.Writing, presentation, communicationBaker, Alan: Improve your communication skills. London, Kogan Page, 2006. Bishop, Sue: Develop your assertiveness. London. Philadelphia, Kogan Page, 2006. Bradbury, Andrew: Successful presentation skills. London, Kogan Page, 2006. Cottrell, Stella: The study skills handbook. New York, Palgrave Macmillan, 2008. Forsyth, Patrick: How to write reports & proposals. London, Kogan Page, 2013. Forsyth, Patrick: Essay writing skills: essential techniques to gain top marks. London, Kogan Page Limited, 2012. Godwin, Jeanne: The student phrase book : vocabulary for writing at university. Basingstoke, Palgrave Macmillan, 2013. Godwin, Jeanne: Planning your essay. Basingstoke, New York, Palgrave Macmillan, 2009. Lilley, Roy C.: Dealing with difficult people. London, Kogan Page, 2013.Career planning, CVCarter, Gary W.: Career paths : charting courses to success for organizations and their employees. Malden, MA., Wiley-Blackwell, 2009. Christensen, Clayton M. How will you measure your life? New York, NY, Harper Business, 2012.Drucker, Peter F. Managing oneself. Boston, Mass. Harvard Business School Press 2008.Harvard business review on advancing your career. Boston, Mass. Harvard Business Review Press, 2011.
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	Harvard Business Review on Managing Your Career in Tough Times. Boston, Harvard Business School Press, 2010. Hopson, Barrie: And what do you do? : 10 steps to creating a portfolio career. London, A & C Black, 2009. Jackson, Tom: The perfect CV : stand out from the competition and get the job you really. London, Piatkus, 2004. Margulis, Alexander R. The road to success : a career manual : how to advance to the top / Alexander R. Margulis. Amsterdam, Academic Press, 2007. McGee, Paul: How to write a cv that really works. Begbroke, Howtobooks, 2009. Thompson, Neil G. Jobs, interviews, success. Cirencester, Management Books 2000, 2005.
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