

Implementation plan Finished

Study unit	Tools for Professional Development (R0113), 2.0
Implementation	NIA1411: 1/2014-2015 , NIA1411: 2/2014-2015 (25.08.2014 - 29.05.2015)
Type	EXPERT IN DEVELOPMENT AND WORKPLACE INNOVATION (A857)
Groups	Primary: NIA214SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: Maximum:
Enrolment period	19.05.2014 08:00 - 02.06.2014
Main timing for implementation	
Applicability	For exchange students: No For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	De Arruda Camara Antonius (Teacher in charge)
Campus	Laurea Leppävaara
Main location for implementation	At the campus
Implementation method	Other method of implementation Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	19.06.2015 Storing of graded material ends.: 23.12.2015
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	
Contents	• Personal portfolio at Kyvyt.fi eportfolio • Information systems used by Laurea • Tools and learning environments needed during studies • Planning studies, Personal Study Plan (PSP) • Career planning • Working in a multicultural work environment • Personal wellbeing
Study material	Below is a comprehensive list of publications providing key concepts and background for the topics covered in the course. Students can freely choose the publications of most interest and use them as a supporting material during this course. All publications are available in Laurea's library. 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.

**Implementation plan Finished**

	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, 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, communication Baker, 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, CV Carter, 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. 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.
Tutoring and communication	The course's Optima space will be used to:- have a discussion forum for posting generic topics, questions etc (students, tutors and teacher)- publish the results of the assignments to students- setting dates for the different PSP discussions between teacher and students
Evaluation criteria and methods	Students should complete six assignments to pass the course. See in "Learning Events" the content of the assignments. The grade in the course will be PASS or FAIL.

Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
28.08.2014	09:00-12:00	Introduction to the course	1) Orientation to the course 2) Learning to use Kyvyt.fi ePortfolio 3) Giving assignments to students	240	
07.10.2014		Laurea Career	Students should attend the Laurea Career	Main lobby at	

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			Day	Day, observe events, collect information, create insights and reflect about those in assignment 3	Laurea Leppävaara	
			PSP discussion with tutor teacher	During November. The teacher will post the meeting dates and times on the course's Optima space (PSP: Personal Study Plan)		
13.11.2014	09:00 - 12:00		Lectures by Laurea Alumni	1) Lectures by Laurea alumni (1,5 hours) Students should use the information obtained from the lectures when writing the blog entry related to assignment 32) Contact session with tutor teacher to review topics related to the course (1,5 hours) During this session tutor students will provide a info session for 1st year BIT students about becoming a tutor student for the next year and how to apply for it.	Auditorium	
04.02.2015	09:00 - 12:00		Lectures on selected themes	09:00 - 09:45: Contact session with tutor teacher- Reviewing status of the course and remaining assignments- Senior Lecturer Paresh Rathod will provide an overview and answer questions regarding the complementary study modules: Information infrastructure, Information security, and Cybersecurity 10:00 - 10:45 (Auditorium Timo) : Guest lecture on the theme "Multicultural work environment" NOTE: Student should use the content of this lecture when making assignment 4	Auditorium	
16.04.2015			Laurea's wellbeing event	The agenda and content of the wellbeing event will be announced later NOTE: Students should the content of this day when making assignment 5	To be announced	
			PSP discussion with tutor teacher	During end of April and beginning of May. The teacher will post the meeting dates and times on the course's Optima space. (PSP: Personal Study Plan)		
19.05.2015	09:00-12:00		Summary of first year	Summary + feedback on the 1st year Presenting the study offering for the autumn 2015 (modules, profiles, complementing modules etc.)		