

Mini Module Overview Semester 1

Module Title	Tutor(s)	Credits	Time	Description
Effective People Management	Francesca Walker	5	Monday TBA 10.00-12.00	This mini module introduces you to the theories of People Management and encompasses: effective communication, effective listening, leadership skills and a guide to negotiation and influencing and how these skills can be used to develop career paths and ultimately transferred into the workplace
Effective Task Management	Francesca Walker	5	Monday TBA 13.00-15.00	This mini module introduces you to theories of Project Management and encompasses the ability to make effective decisions, use reasoning and problem solving techniques. You will gain a broad understanding of the issues surrounding the management of projects and how these can be used to develop your career path.
Opening Doors into a Successful Career	Helen Jeffrey & Andy Bagshaw	5	Thursday 8 th , 15 th , 22 nd , 29 th October & 5 th November 13.00 – 15.00	This mini module provides you with an insight into creative strategies for securing a graduate job. You will be introduced to a variety of techniques (e.g. networking, information interviews, speculative applications, work experience and further study) and will be supported in creating a personal Career Action Plan to achieve your goals.
Effective Self Management	Kath Houston	5	Monday 19 th , 26 th October & 2 nd , 9 th November 15.00-17.00	This mini module will allow you to learn about yourself and how to manage your own mind state so that you can go out into the world in a confident way, communicating effectively with others and understanding how to maximise your own performance and effectiveness. It will give you a fascinating glimpse into theories and approaches that will help build your own confidence and resilience to deal with any obstacles that come along.
Inspiration of Social Enterprise	Jenny Shi	5	Tuesday 13 th , 20 th , 27 th October & 3 rd November 13.00-15.00	Do you have an idea what will make our society a better place? Do you have the vision and commitment to make it happen? If so, we can help you to make your idea a reality. This introductory workshop is designed for students with vision, drive, commitment and passion who want to change the world for the better. We will help to explore your entrepreneurial potentials and social entrepreneurial characteristics.
Creative Problem Solving	Julie Hardy	5	Wednesday 14 th , 21 st , 28 th October & 4 th November 13.00 – 15.00	What marks people out as being exciting, innovative and different in their approach to getting a job done? With so many qualified graduates seeking good jobs, what really makes an individual stand out to an employer? The ability to evaluate a situation and generate inspirational ideas to create and maximise an opportunity is key to fulfilling your own potential.
Writing Skills (Academic)	Anna Richardson	5	Thursday 15 th , 22 nd , 29 th October & 5 th November 10.00-12.00	What are your first thoughts when presented with a list of essay titles? Chances are that 'Woo hoo! Bring it on!' isn't the first thing to spring to mind. But essay writing doesn't need to be a trauma! This mini-module will help you to develop skills and experience in academic writing, and to build confidence in your written work.

Presenting Yourself	Shazia Afzal	5	Thursday 15 th , 22 nd , 29 th October & 5 th November 15.00 – 17.00	Get the X factor! A phobia that many people share is getting up in front of a group of people, whether colleagues or strangers, and making a presentation. We aim to make you more confident when standing up and presenting, and also examine the art of good written presentation.
Writing for Website / On-line Communication	Anna Richardson & Kath Houston	5	Tuesday 20 th October & 24 th November 17.00 – 19.00 Weeks 2&3 online	This mini module will help you to know exactly how to create and write a publishable online article. As an added incentive, the article you submit for the assessment can be offered for publication on The Alternative Guide (TAG) UCLan website, giving you valuable writing credits and evidence for your CV.
I'm The One You Want (Impression Management)	Helen Jeffrey & Andy Bagshaw	5	Thursday 12 th , 19 th , 26 th November & 3 rd , 10 th December 13.00 – 15.00	You will be introduced to a range of techniques and strategies to maximise your chances of success in the recruitment process. From understanding what employers are looking for, through to successful CVs, Application Forms and Interviews. The workshops are ideal for those preparing for jobs or placements.
Developing Innovative & Creative Ideas	Anne Newman & Jenny Rutter	5	Friday 13 th , 20 th , & 27 th November 10.00 – 13.00 (27 th is 10.00 – 12.00)	Are you developing an idea for a business or a course project? Not sure how to go about it, or if your idea will work? This fun packed interactive workshop programme is suitable for all students, graduates and business start-up owners from any background or degree subject discipline. You will be encouraged to analyse your own ideas and give positive feedback to others in your group.
Assessment Centres	Julie Hardy	5	Wednesday 11 th , 18 th , 25 th November & 2 nd December 13.00 – 15.00	'Assessment Centre' - two words guaranteed to strike terror into the heart of even the bravest interviewee. Given that almost 50% of employers use this method of recruitment, there's only half a chance of escaping this daunting experience. Don't worry though, help is at hand! This mini module will give you the opportunity to participate in assessment centre style recruitment in an encouraging and supportive environment.
Networking and Negotiation	Shazia Afzal	5	Thursday 12 th , 19 th , 26 th November & 3 rd December 15.00 – 17.00	Get the N factor! The ability to negotiate and undertake effective networking are both life skills which can be applied in all aspects of your professional and personal life. Through the workshops we examine negotiation and networking tips and aim to equip you with valuable tips and techniques to be successful at both.
Reflective Writing	Anna Richardson	5	On-line TBA	More and more degree programmes at UCLan are asking students to complete reflective assignments such as learning logs as part of their assessment. But what does it actually mean to 'write reflectively'? And once you've figured that part out, where do you begin? This mini-module will guide you through the process of reflective writing and offer you the opportunity to try your hand at a number of different styles.