

## CORE 31332- Personal and Professional Management Skills 1

<b>Status</b>	<b>Core</b>
<b>No of Hours</b>	30 hours
<b>No of Credits</b>	2
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• Outline the principles of organizational behaviours and resource management and explain how they might be applied in the relevant settings.</li> <li>• Outline the principles of “management by objective” and its applicability to SLT /Audiology settings.</li> <li>• Understands the principles of departmental organization and resource management</li> <li>• Outline the basic concepts and theories relating to financial management and accounting</li> <li>• Understand the basic concepts in forecasting and marketing management</li> <li>• Outline the basic principles of project management and proposal writing with budgeting</li> <li>• Identify the principle of service development and care pathways and quality control in services.</li> </ul>
<b>Methods of Teaching and Learning</b>	<p>Lectures and practical</p> <ul style="list-style-type: none"> <li>• Group placement at different work settings</li> <li>• Guest lectures</li> <li>• Various Professional, Audiologists and Speech and Language therapists working in different service settings</li> </ul>
<b>Module content</b>	<p><b>Unit 01</b></p> <ul style="list-style-type: none"> <li>• Identify the principles of service development and health care management in Sri Lankan and internal context.</li> <li>• Outline the concepts and principles relating to service analysis and needs assessments based on various management models</li> <li>• Identify the health care pathway in SL context and in international context.</li> <li>• Health care management systems and introduction to E –code in the management system in health system in Sri Lanka.</li> <li>• Management and workflow in various work settings of SLT s and Audiologists.</li> <li>• Develop new protocols based on internationally accepted formats leading to provide quality health care system for clients with communication and swallowing problems.</li> <li>• Identify research relating to quality controlling strategies in SLT/Audiology services in different settings.</li> <li>• Learn the basic concepts of project management and practice writing project proposals including budgeting</li> </ul> <p><b>Unit 02</b></p> <ul style="list-style-type: none"> <li>• Underrating the basic concepts of management and organizational behaviours.</li> <li>• Introduction to management principles (planning, decision making, organising, staffing, directing, actuating, controlling)</li> <li>• Outline the principles of management by objective and its applicability to SLT settings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Needs assessment and basic concepts of identifying SWOT / PEST/PESTLE analysis</li> <li>• Outline the concepts of workflow management strategies</li> <li>• Outline the basic concepts and theories relating to financial management and accounting</li> <li>• Understand the basic concepts in forecasting and marketing</li> </ul> <p><b>Unit 03</b></p> <ul style="list-style-type: none"> <li>• Understands the principles of departmental organization and resource management</li> <li>• Identify theories relating to resource management, including time , money , space , materials , equipment's and other resources</li> <li>• Understand the basic concepts and strategies relating to management of human resources</li> <li>• Understand how to utilise resources for a given budget and learn the basic principles of budgeting and accounting.</li> <li>• Learn principles of financial management relevant SLTs and Audiologists.</li> <li>• Learn to develop goals, work plans and work schedules based on caseload management principles</li> </ul>
<b>Assessment</b>	Assignment: Based on observational placements (100%)