

CORE 41532- Personal and Professional Management Skills 2

Status	Core
No of Hours	30 hours
No of Credits	2
Learning Outcomes	<ul style="list-style-type: none"> • Understand the basic concepts of self-development. • Identify specific strategies to develop interpersonal skills and learn to reflect own behavior and interpersonal skills. • Understand the principles of positive thinking and self-motivation. • Identify individual communication styles and behaviors based on transactional analysis. • Understand the basic concepts relating to team work, self-reflection, problem solving and learning styles. • Identify how to set personal and professional goals based personal management strategies.
Methods of Teaching and Learning	Lectures and Practicals
Module content	<p>Unit 01 Reflect own behavioral styles and communicational styles based on psychological theories. Recognize strategies for personal development. Identify interpersonal skills that are required by SLTs / Audiologist and learn to reflect how to enhance such skills. Identify personal goal and analyse their potential strategic plans to achieve those. Discuss problem solving mechanisms and its applicability in both personal and in professional conflicts Recognize own behavior styles and self-developmental goals through personality developmental theories Team work and working with different professionals Different work settings and responsibilities of SLT/Audiology based on SLT/Audiology service categorizations</p> <p>Unit 02 Recognizing the SLT/Audiology profession and its scope within SL context and in international context. Realistic and holistic approaches on service building in SLT/Audiology profession Code of ethics in a health care profession and ethical issues relevant to SLT/Audiology Understanding the importance of evidence based practice in SLT/Audiology Recognize strategies to upgrade skills and knowledge in clinical practice Understating strategies to maintain professional standards</p> <p>Unit 03 Identify different documentation used by SLT/Audiologist Learn professional writing styles Practice writing referral letters, client reports, case reports and other relevant documentations Identify the principles of auditing and documentation Understand how to develop a database and mange client information effectively</p>
Assessment	Assignment Based on observational placements 100%