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| **Minor Award Name** | Personal and Professional Development |
| **Minor Award Code** | 6N1949 |
| **Level** | 6 |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Evaluation of the principles and practice of personal development. | Website. | An introduction to the concept of personal development. Practical steps that can be taken to enhance personal development.   | Skills You Need | <http://www.skillsyouneed.com/ps/personal-development.html> |
| Exploration of the process of personal development. | Website. Online Individual learner research and teacher notes | Life Coaching - Coaching is a useful way of developing people's skills and abilities, and of boosting performance. It can also help deal with issues and challenges before they become major problems. | Internet | <https://www.mindtools.com/pages/article/newTMM_15.htm> |
| Exploration of the process of personal development. | Website. Online Individual learner research and teacher notes | This website presents students and teachers with a range of career guidance tools. Also included is a self - assessment tool for learners | Internet | <http://www.careersportal.ie/> |
| The identification of existing personal skills and qualities.  | Website.Online self- assessment test  | Personal assessment and understanding of the learner existing communication and learning styles as a means of evaluating the potential in the workplace. | Based on Carl Jung and Isabel Briggs Myers | <http://www.humanmetrics.com/cgi-win/jtypes2.asp> |
| The concept of time management. | Website. | Managing one’s time is a key element in successful study in order to maximise on time available. This website is designed for learner use. | Open University – Core Skills | <http://www2.open.ac.uk/students/skillsforstudy/time-management-skills.php> |
| The concept of Time Management. | Website. | This website suggests how the learner can organise and maximise their time available both from the study and career perspective. Learner research and teacher notes. | MindTools – Management and Leadership Training Online | <https://www.mindtools.com/pages/article/newHTE_00.htm> |
| Exploration of one’s own time management skills. | Online self-assessment quiz | This website provides for learner self- assessment in relation to time management. | MindTools – Management and Leadership Training Online | <https://www.mindtools.com/pages/main/newMN_HTE.htm> |
| Understanding of the importance of prioritising activities.  | Web Article | This article enables learners to understand the concept of prioritisation. Simple diagrams are used to illustrate the concept in a visual way to enable effectiveness in the workplace and to help achieve a work/life balance. | Eisenhower's Urgent/Important PrincipleUsing Time Effectively, Not Just Efficiently | <https://www.mindtools.com/pages/article/newHTE_91.htm> |
| Identification of the types of problems that may be encountered within the workplace. | Web Article | This article looks at the problems that commonly occur in the workplace and suggests methodologies that can be put in place to enhance communication and problem solving.  | Speedup career.com | <http://www.speedupcareer.com/articles/workplace-problems.html> |
| Identification of the factors that influence decision making. | Webpage PowerPoint | This PowerPoint looks the processes and factors involved in decision making Kreitner and Shull, Delberg & Cumming methods are introduced in a clear and visual way which enhances learner understanding of the topic. | Presented by: Ekta Belwal HHM/2013-011 M.Sc. (FN) | <http://www.slideshare.net/ektabelwal/factors-affecting-decision-making> |
| Identification of various techniques to enable decision making. | Website | Comprehensive range of models and tools that identify and explain the decision making process.A learner self- test is also included. | MindTools – Management and Leadership Training Online | <https://www.mindtools.com/pages/searchResults/?words=decision+making> |
| The concept and process of contingency planning. | Website | This website outlines the nature of contingency planning and looks at effective steps that can be taken to put a contingency plan in place. A learner quiz and worksheet are included for classroom use. | Founded by: Adrian Ridner & Ben Wilson | <http://study.com/academy/lesson/what-is-contingency-planning-in-business-definition-example-importance.html> |
| Identification of techniques for problem solving. | Website | Comprehensive range of techniques and tools to enable learners to create creative and effective solutions to problems whether in the workplace or in college projects. Four basic steps in problem solving are used to illustrate this topic.A learner self – test is included. | MindTools – Management and Leadership Training Online | <https://www.mindtools.com/pages/article/newTMC_00.htm><https://www.mindtools.com/pages/main/newMN_TMC.htm> |
| The importance of goals or objectives in personal and professional development. | Website | The concept of goal setting is explained in terms of long and short term goals. The importance of goal setting as an aid to the learner’s intrinsic motivation is also discussed. | MindTools – Management and Leadership Training Online | <https://www.mindtools.com/page6.html><https://www.mindtools.com/pages/article/newHTE_87.htm> |
| The process of setting goals or objectives in personal and professional development. | eBook | This eBook looks at the topics of effective goal setting and productivity skills. | Effective Goal SettingProductivity SkillsTeam FMEwww.free-management-ebooks.comISBN 978-1-62620-980-0  | <http://sclaa.com.au/wp-content/uploads/2015/03/Effective-Goal-Setting.pdf> |
| Identification of the types of change that can occur in organisations. | Website | This website looks at the internal changes that can occur in organisations and focuses on structural, strategic, people and process changes.Also discussed are the external changes that can affect an organisation e.g mergers and economic recession. | Founded by: Adrian Ridner & Ben Wilson | <http://study.com/academy/lesson/organizational-change-causes-types-challenges-for-managers.html> |
| Models of organisational change. | Website | Kotter International’s 8-Step process illustrates a model for change in an organisation | Kotter International | <http://www.kotterinternational.com/the-8-step-process-for-leading-change/> |
| The effect of change on an organisation. | Book | This book extract focuses on individual behaviour and consequent effects on an organisation when change is necessary. | The Essence of ADKAR: a model for individual change management By Jeffrey M. Hiatt  | <http://www.change-management.com/The-Essence-of-ADKAR.pdf> |
| Identification of the sources and types of conflict that may take place in organisations. | Book extract,Website | This book covers the reasons for conflict in an organisation and suggests resolution strategies. | Conflict in the Workplaceby Mary Rau-Foster | <http://www.workplaceissues.com/arconflict.htm> |
| The concept of assertiveness and how assertiveness can be used in a positive way. | Website | A clear outline of the role of assertiveness as an interpersonal communication skill.  | Being assertive: Reduce stress, Communicate better.[By Mayo Clinic Staff](http://www.mayoclinic.org/about-this-site/welcome) | <http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/assertive/art-20044644> |
| The concept and importance of budgeting. | Website | This website outlines the benefits of managing finances and the importance of budgeting in order to avoid debt. | Competition and Consumer Protection Commission | <http://www.consumerhelp.ie/managing-your-money?gclid=COmE4P7izsgCFaKx2wodjM4KNQ#sthash.yGrChAgs.dpuf> |
| The concept of financial planning. | Website | The Money Advice and Budgeting Service website provides information on financial planning. The site also has an interactive budgeting tool which can be used by the learner to fully understand the balances to cahieve between personal income and expenditure. | Money Advice and Budgeting Service  | https://www.mabs.ie/budgeting-tool/ |
| The importance of delegation within an organisation. | Website | This website looks at the benefits of managing and sharing work in an organisation when that organisation is working above its capacity. | MSG Management Study Guide | <http://www.managementstudyguide.com/importance_of_delegation.htm> |
| The concept and function of feedback and constructive criticism. | Web Article | Constructive criticism. Guidelines for the critic and the criticised. | Dealing with Criticism. By Gregg Walker, Dept. of Speech Communication, Oregon State University  | <http://oregonstate.edu/instruct/comm440-540/criticism.htm> |
| Strategies to help understand and minimise stress.  | WebsiteWeb Article  | Workplace stress – Models:This website explains the General Adaption Syndrome How to Reduce, Prevent, and Cope with Stress. | Hans Selye’s General Adaptation SyndromeAuthors: Lawrence Robinson, Melinda Smith, M.A., and Robert Segal, M.A. Last updated: October 2015. | <http://www.essenceofstressrelief.com/general-adaptation-syndrome.html><http://www.helpguide.org/articles/stress/stress-management.htm> |

 **Useful Organisations:**

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| **Name** | **Contact Information** |
| Competition and Consumer Protection Commission | <http://www.consumerhelp.ie/managing-your-money?gclid=COmE4P7izsgCFaKx2wodjM4KNQ#sthash.yGrChAgs.dpuf> |
| Money Advice and Budgeting Service  | https://www.mabs.ie/budgeting-tool/ |
| Open University | <http://www2.open.ac.uk/students/skillsforstudy/time-management-skills.php> |
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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | <https://www.mooc-list.com/> |