

# AMITY GLOBAL INSTITUTE

## MODULE SYLLABUS

<b>Course</b>	<b>Diploma in Banking &amp; Finance</b>
<b>Module Title</b>	Managing People, Organisations and Management
<b>Syllabus / Content / Learning Outcomes</b>	<p>On successful completion of the module students will be able to:</p> <p><b>Knowledge and Understanding</b></p> <p>a) Understand the role and functions of a manager of people, in any organisational context</p> <p>b) Appreciate the wider, external contexts of managing people</p> <p><b>Subject - specific Skills</b></p> <p>c) Develop effective approaches and skills to deal with a range of employment situations</p> <p>d) Appreciate and evaluate the possible implications of recent and future change in the field of people management</p> <p><b>Key Skills</b></p> <p><b>Communication Skills</b></p> <p>e) Write clearly and effectively in appropriate styles and formats</p> <p>f) Convey ideas clearly and confidently in group situations</p> <p><b>Group work</b></p> <p>g) Work co-operatively with others to achieve a common goal and review individual strengths and weaknesses in the context of an evaluation of group learning activity</p> <p><b>Information Skills</b></p> <p>h) Identify information needs, locate relevant information and interpret findings</p> <p><b>Problem Solving</b></p> <p>i) Plan how to tackle tasks and problems</p>
<b>No. of Teaching Hours</b>	<p>Teacher Managed Learning Lectures, Tutorials, Seminars etc : 48 hours</p> <p>Student Managed Learning Independent Preparation, pre-reading and analysis etc : 152 hours</p> <p>TOTAL = 200 hours</p>
<b>Teaching Methods</b>	Lectures, tutorials, case-studies analysis, research journals and group discussion.
<b>Assessment Methods and Weightages</b>	Written Assessment 1 (1500 Words) – 50% Written Assessment 2 (1500 Words) – 50%
<b>Skills for Maximising Learning Outcomes</b>	Reading and research
<b>Dates of Examinations, Major Assessments and Assignments</b>	To be advised and confirmed by respective module lecturer on detailed/specific assignment deadlines
<b>Recommended Text</b>	Warren Bennis - On Becoming a leader - Basic Books; Fourth Edition

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.

## AMITY GLOBAL INSTITUTE

Lesson No.	Learning Outcome
1	Managing People: What's it all about?
2	An introduction - What do managers of people do? - Functional areas, current topical issues and potential future developments.
3	External environment & framework of employment (e.g. state institutions, labour market issues)
4	People Management Skills
5	Getting the best from people: Communicating, team-building,
6	Motivation and emotional intelligence
7	Managing change, interviewing, negotiating
8	Handling conflict, gaining commitment
9	People Management Activities
10	Recruiting and Selecting People
11	Training and Developing
12	People Health, Safety & Welfare
13	People Management & the Law
14	Why is knowledge of the law important for managers of people
15	Main provisions of both common law and current employment legislation to workplace situations like Participating in an equal opportunities workshop or using case studies illustrating unfair dismissal
16	Actual and potential changes in employment law

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.