LIPA
THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS

Module Specification

Summary Information

Module Code	4604MCIPA
Formal Module Title	Essential Management Skills
Career	Undergraduate
Credits	15
Academic level	FHEQ Level 4
Module Pass Mark	40

Learning Methods

Learning Method Type	Hours
Lecture	18
Workshop	10

Module Offering(s)

Start Month	Duration
September	12 Weeks

Aims and Outcomes

Aims	This module is designed to equip Level 4 managers with a range of critical skills necessary for effective leadership and operational management. The module will focus on essential competencies, including communication, decision-making, problem-solving, team management, and strategic planning. Managers will gain the practical tools and

insights necessary to enhance their practice.

Learning Outcomes

After completing the module the student should be able to:

Code	Description
MLO1	Understand the essential critical skills required by managers and students in order to work objectively and analytically.
MLO2	Identify and utilise appropriate research techniques and secondary data to support informed decision making and effective management practices.
MLO3	Use a range of online platforms and offline resources to enhance their projects, research, and assignments.
MLO4	Develop critical thinking skills to evaluate complex situations and make informed choices.

Module Content

Outline Syllabus
Harvard Style Referencing. Recognition and Avoidance of Plagiarism. Discern the differences between Subjective and Objective. Develop Critical Thinking abilities. Familiarity with written English Language grammar. Use of accessible Online Tools to check the accuracy of Written Work and Written Presentation. Introduction to online VLE facilities. Guidance on using physical and electronic learning resources. Presentation skills and techniques for Managers.
Module Overview
Students will become confident in the use of Critical Skills, including referencing, research, information analysis, presentation techniques and analytical objectivity.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Learning Outcome Mapping
Portfolio	Critical Skills Portfolio	100	0	MLO1, MLO2, MLO3, MLO4