

MSCIFM_PS01_Personal Skills in Financial Management

11.09.2017

General Information

Module Code	W.MSCIFM_PS01.13
Programme	Master of Science in International Financial Management
Type of Module	Core module in foundation
Level of Module	Intermediate
ECTS Credits / Workload	3 ECTS Credits (90 hours)

Module Dependencies

Pre-requisites

Follow-up modules W.MSCIFM_SS03.13 Social Skills in International Settings

Module Aims

Students are able to manage themselves effectively and efficiently based on thorough reflection and self-training.

Learning Outcome 1

Students can clearly assess and describe their individual personal skills and their relation to their individual (career) goals. They improve theoretically and practically in individually selected personal skills, chosen on the basis of a self-assessment and actively participate in and contribute to a community of learning / expertise.

	Importance	Relevant NQF-Descriptors
Subject knowledge and skills: Students have information on an individually defined set of personal skills, their handling and development.	medium	knowledge; judgement; learning autonomy
Problem-solving: Students distinguish between useful and less useful information of different sources and between useful and less useful methods with reference to personal skills.	low	judgement
Methodology: Students learn methods of sharing knowledge (Wiki, coaching) and different assessment techniques (self-assessment questionnaire with different tests)	medium	judgement; communication; learning autonomy
Communication: Students are able to communicate and to develop personal development topics.	low	application; communication
Social skills: Students are able to discuss their personal development issues with peers and gain insight from the exchange.	low	application; communication
Self-related skills: Students have a clear understanding of their own level of personal skills in different areas. Students have developed and proven individual handling of working on their personal skills. Students are prepared for lifelong learning after their Master's programme and have defined personal objectives for future development.	high	judgement; learning autonomy

Content Outline

- Tutorial
- Individual self-assessment questionnaire
- Individual coaching; selection of personal skills to be improved; definition of goals
- Work on individually defined goals (study literature, work out methods, contribute to wiki, exchange with a colleague)
- Your final personal skills documentation comprising:
 - Goals
 - Learning diary

- Progress report
- Commented exchange with colleagues
- Commented contributions to the Wiki knowledgebase
- Final report

Teaching and Learning Methods

Contact Hours seminar; exercises
Directed Study individual work; partner work

Workload

Contact Hours 2 lessons / 1.5 hours (1.7%)
Directed Study 10 lessons / 7.5 hours (8.3%)
Private Study 81 hours (90%)

Assignments and Assessments

Assessment Type	Quantity	Weight	Form	Evaluation Type	Time
Individual written assignment	30 pages	100%	specified resources	grades	during exam weeks