

International Comprehensive Professional Skills (ICPS)

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Programme summary

1. Who is the programme for?

The programme is designed for persons who have completed an undergraduate degree and above with more than 10 years work experience including 6 years' experience in management position.

2. What does the programme aim to do?

The programme equips students with knowledge and understanding of how to manage and lead companies and people, how to develop and design products and services, and how to generate new ideas and create opportunities.

3. What is in the programme?

To complete the programme, the student will have to complete ten different modules.

The ten modules are:

- innovative skills
- strategic capability
- leadership skills
- management skills
- executive capability
- communication skills
- gaming ability
- learning skills
- business ethicbility
- international competitive capability

4. What are the programme components?

- Workbook

The workbook covering the ten modules is the major component of the programme. You will spend more time on these than any other component. They are not designed to be read passively: as you read you will frequently be asked to carry out activities. These vary from a quick response to a question to a more extensive investigation of how a particular situation is managed in your organisation. In some cases, space is given for your answers; in others, you will need to use your own notepaper. Do not skip the activities – they are the key to effective learning.

- Action learning

A core component of the programme is action-based Learning — directly applying theories to real-world businesses. Courses blend in-

depth case studies, integrated lectures that link historical context to contemporary issues, on-going team projects, and opportunities for reflection, laying a strong foundation for career exploration and personal growth. Through reflection pre-during-after their project-based work and classroom learning, students broaden their leadership skills, bringing new insights, enhancing their concepts, knowledge and fully preparing them for their professional practices.

5. How long is the programme?

The programme is a one-year part-time programme consisting of 120 hours of lectures. Each module normally comprises 12 hours of lectures.

Summary of the ten modules

Module 1: Innovative skills

1. Who is the module for?

The module is designed for persons interested in a career in business administration, finance and accountancy, engineering, manufacturing, architecture, marketing and operations, education management, IT and ICM.

2. What does the module aim to do?

The module aims to provide participants with the knowledge and skills required to understand innovation and to give participants practical experience.

By completing the module, students will learn:

- the importance of innovation
- the nature and roles of innovation
- the process and methods of innovation
- the methods and process of innovation assessment and audit
- how to develop innovation culture
- how to monitor the implementation of innovation

3. What is in the module?

The module includes:

- creativity and innovation
- driving forces of innovation
- innovation roles and innovation culture
- types of innovation
- innovation and change management
- innovation process
- managing innovation methods
- methods of technological innovation
- innovation audit: innovation index analysis & methods and procedures of innovation audit

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 2: Strategic capability

1. Who is the module for?

The module is designed for persons interested in a strategic role in companies of any size.

2. What does the module aim to do?

The module enables participants to be more strategic and effective in the dynamic, complex business environment. It introduces strategic and problem-solving models used in a business context.

By completing the module, students will learn:

- the concepts of strategy and strategic capability
- the relationship between strategy and decision-making
- the process and methods of strategic design, such as strategic planning, strategic positioning, strategic implementation and control, and strategic evaluation
- how to develop strategic capability with the help of Six Competences Model

3. What is in the module?

The module includes:

- strategy and decision-making
- strategic planning
- strategic positioning
- constructing strategic core competences (Six Competences Model)
- strategic implementation and control
- strategic evaluation

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 3: Leadership skills

1. Who is the module for?

The module is designed for persons interested in a leadership role in companies of any size.

2. What does the module aim to do?

The module focuses on the crucial role that leadership plays in achieving better organisational performance and how to best use that role. It provides participants with a broader strategic understanding of leadership both in theory and in real-world practice.

By completing the module, students will learn:

- the relationship between leadership and management
- how to play a leadership role in a complex environment
- how to manage leadership and decision-making
- how to manage leadership and empowerment & motivation
- the methods of improving leadership skills

3. What is in the module?

The module includes:

- attributes and behaviours of leaders
- leadership and management
- leadership styles and team-building
- leadership and decision-making
- leadership and empowerment & motivation
- methods of improving individual leadership skills (goal setting and action planning)

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 4: Management skills

1. Who is the module for?

The module is designed for persons interested in a management role in companies of any size.

2. What does the module aim to do?

The module focuses primarily on the practical aspects of management. It introduces to the participants the complex issues involved in management, and builds foundation skills necessary for effectively managing people at any level. Participants will master fundamental personal, interpersonal and team building skills at work.

By completing the module, students will learn:

- the process and methods of financial management, taxation management, marketing management and HR management
- the methods of improving individual management skills, such as time management, PDCA cycle and three-dimensional management
- how to improve organisational and individual management skills

3. What is in the module?

The module includes:

- concepts of management and management skills
- financial management
- taxation management
- marketing management
- HR management
- project management
- methods of improving individual management skills

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 5: Executive capability

1. Who is the module for?

The module is designed for persons interested in a career in industries of any kind.

2. What does the module aim to do?

The module is designed to strengthen participants' critical understanding of the strategies, processes, techniques and issues occurred in turning ideas into business realities with identifiable outcomes and benefits.

By completing the module, students will learn:

- the concepts of execution and executive capability
- the relationship between driving forces, capability and security of execution
- the causes of poor execution
- how to develop executive capability

3. What is in the module?

The module includes:

- driving forces of execution
- executive capability
- executive security
- analysis of poor execution
- methods of improving executive capability of leaders
- methods of improving executive capability of a team
- methods of improving individual executive capability (restricted selection, data control valve, OEC management, 5S on-site management)

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 6: Communication skills

1. Who is the module for?

The module is designed for persons interested in a career in industries of any kind.

2. What does the module aim to do?

The module aims to equip students with the strategies for networking and using power and influence more effectively within organisations.

By completing the module, students will learn:

- how communication works
- how to overcome communication funnel
- the different styles of communication
- the importance of non-language information
- the importance of effective listening

3. What is in the module?

The module includes:

- communication and communication skills
- principles of communication
- communication funnel and overcoming methods
- communication styles and methods of improving communication skills
- analysis of non-language information
- communication and effective listening
- STATE model

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 7: Gaming ability

1. Who is the module for?

The module is designed for persons interested in a career in industries of any kind.

2. What does the module aim to do?

The module will apply game theory to improve strategic instincts and decision-making skills for participants.

By completing the module, students will learn:

- the rules of gaming
- the methods of gaming through the case studies of Prisoner's Dilemma, Nash Equilibrium, Boxed Pig Game and Goat Game
- the application of Buyer's Model

3. What is in the module?

The module includes:

- gaming and gaming ability
- gaming rules
- case study of Prisoner's Dilemma
- case study of Nash Equilibrium
- case study of Boxed Pig Game
- case study of Goat Game
- practice of Buyer's Model

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 8: Learning skills

1. Who is the module for?

The module is designed for persons interested in a career in industries of any kind.

2. What does the module aim to do?

The module focuses on the study and learning techniques at work environment. Participants will study theory and strategy of learning, and improve learning skills.

By completing the module, students will learn:

- how to assess the effectiveness of training
- how to construct the learning organisation
- the techniques of coaching and training the trainer to train (TTT)
- the methods of SQ3R, PQRSST and self-learning

3. What is in the module?

The module includes:

- learning and training
- construction of the learning organisation
- training and assessment
- methods of improving individual learning skills
- coaching
- training the trainer to train (TTT)

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 9: Business ethical ability

1. Who is the module for?

The module is designed for persons interested in a career in industries of any kind.

2. What does the module aim to do?

The module focuses on the importance and influence of business ethics on the success of a professional/organisation. It helps to foster students' ethical decision-making as they prepare to enter the workforce and take part in the global marketplace.

By completing the module, students will learn:

- the relationship between ethics and morality
- the relationship between ethics and law
- the ten moral values
- how to use the "RIGHT" rules to do ethical decision-making

3. What is in the module?

The module includes:

- ethics and morality
- ethics and law
- ten moral values
- "RIGHT" rules and ethical decision-making
- century-old shop and business ethics dilemma

4. How long will the module take to study?

The module will take 12 hours of lectures to study.

Module 10: International competitive capability

1. Who is the module for?

The module is designed for persons interested in a future career in multinational companies.

2. What does the module aim to do?

The module aims to improve or sustain students' competitive advantages in a fast changing global marketplace. It provides students with the strategies for edging out the competition.

By completing the module, students will learn:

- the importance of becoming internationalised talents
- the rules of international trade
- how to compete with global competitors

3. What is in the module?

The module includes:

- international competitiveness and internationalised talent
- analysis of cultural dimensions
- construction of cross-national companies and talent strategy of each subsidiary
- rules of international trade
- rules of international capital
- methods of improving individual international competitive capability

4. How long will the module take to study?

The module will take 12 hours of lectures to study.