**Micro-Module Courseware Development Grant**

**Scheme 1: Basic Scheme**

**Interim Report (2015-16)**

Report due 30 June 2016.
Please return by email to mmcd@cuhk.edu.hk

PART I

Project title:    Self-Learning Kit in Enhancing Ten Managerial Skills

Principal supervisor:   Joyce IUN (Dr)

Department / Unit: Management/Faculty of Business Administration

Project duration:        From January 2016 to December 2016

Date report submitted: June 30, 2016

## 1. Project objectives

To become competent at any skill, students are required to: 1) understand the skill conceptually; 2) practice the skill; 3) obtain feedback on how well performing the skill; and 4) integrate and practice the skill into day-to-day behavior. Presently, a 3-hour class includes lecturing and skill practicing. Lecturing mainly covers the importance and key behaviors to apply a particular skill, which takes up 30 to 45 minutes. With the remaining time, students practice the skill through video- and written-case study, modeling exercises and role plays. Through skill practicing, students obtain feedback on how well performing the skill from the lecturer as well as their classmates. The ten modules developed in this project will allow additional 30 to 45 minutes each lesson for skill practice and performance feedback, which reinforces skill learning.

This project is right on track to meet the above objectives.

## 2. Progress on process, outcomes or deliverables

Up to end of June, 2016, the following six modules are completed with satisfaction:

1. Knowing Yourself: Creating your self-awareness profile
2. Self-management: Clarifying values, setting goals, and planning
3. Self-management: Understanding emotional intelligence
4. Communicating: Sending Effective Messages
5. Communicating: Active Listening
6. Communicating: Providing Feedback

The project is on time for completion before end of December, 2016.

**3. Evaluation Plan**

My evaluation plans stay the same as written in the proposal.

**4. Dissemination Activities (reports, websites, video links, products, *etc.*)**

The six modules are stored in a DVD to be sent to your office by internal mail. A 2-minute video is attached with the email.