

Managing Skills

Academic Year: (2017 / 2018)

Review date: 03-04-2017

Department assigned to the subject: Business Administration Department

Coordinating teacher: BONACHE PEREZ, JAIME ALFONSO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 2

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

In order to make the most of this course, students are expected to have completed the following courses:

- Managing and Leading People
- Strategic Management
- International Strategic Management
- Organizational Behavior
- Comparative HR
- Financial Management
- Commercial Management
- Production Management
- Accounting

OBJECTIVES

At the end of the semester, students will be able to:

1. Improve the way they work in teams.
2. Develop negotiation skills for different human resources areas.
3. Analyze and develop management competences.
4. Know the mentoring and coaching approaches and their usefulness in the company.

DESCRIPTION OF CONTENTS: PROGRAMME

1. Teamwork
2. Negotiation
3. Leadership techniques and instruments
4. Coaching

LEARNING ACTIVITIES AND METHODOLOGY

The course will be based on some theoretical lectures, the analysis of real business cases, reading of articles and other bibliography recommended by the professor and the discussion and share of ideas. Students will need to read the assigned cases and readings before each class.

Students' attendance to class and participation in discussions is crucial. They should create opportunities to derive value from the class while making informed contributions to class learning. There are different ways of doing this: responding to questions, supplementing or challenging others' comments, raising the level of discourse through probing, and asking the right question that illuminates the concept/issues under investigation.

ASSESSMENT SYSTEM

Students will be evaluated based on the following criteria:

- Case analyses and Presentations
- Class Participation
- Final exam

Extraordinary call: Final Exam (100%)

% end-of-term-examination:	60
% of continuous assessment (assignments, laboratory, practicals...):	40

BASIC BIBLIOGRAPHY

- Colquitt, Lepine & Wesson Organizational Behavior. Improving performance and commitment in the workplace, McGraw-Hill, 2011