

Team management and management skills

Academic Year: (2019 / 2020)

Review date: 25-04-2019

Department assigned to the subject: Business Administration Department

Coordinating teacher: STIRPE , LUIGI

Type: Electives ECTS Credits : 6.0

Year : Semester :

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Human resource management

OBJECTIVES

- Know the basic elements and stages of interpersonal communication.
- identify the factors that may hamper interpersonal communication process and know the resources that can be used to attenuate them.
- Know the importance formal communication plans have in the company and identify how they influence employee motivation.
- Know different oral communication techniques to improve employee relations.
- Know and differentiate leadership styles.
- Identify the necessary conditions for teams to work effectively.

DESCRIPTION OF CONTENTS: PROGRAMME

Subject 1: Information and communication in the company.

Subject 2: The leadership.

Subject 3: Teamwork.

Subject 4: Groups dynamics.

Subject 5: Conflict management.

Subject 6: Negotiation strategies.

LEARNING ACTIVITIES AND METHODOLOGY

The teaching methodology will be based on the following practical activities:

- Role Playing.
- Group dynamics.
- Presentations.

ASSESSMENT SYSTEM

Students will be evaluated as follows:

- Final exam (50%)

Continuous evaluation:

- Team assignments (25%)
- Individual assignments and class participation (25%)

The continuous evaluation mark will be taken into account only if students will pass final exam.

% end-of-term-examination:	50
% of continuous assessment (assignments, laboratory, practicals...):	50

BASIC BIBLIOGRAPHY

- Phil Hunsaker, Tony Alexandra El nuevo arte de gestionar equipos, Editorial: DEUSTO, 2010
- Robbins Stephen Comportamiento Organizacional, Prentice Hall, 2010

ADDITIONAL BIBLIOGRAPHY

- Carlos Hernández Gafas, Brújulas y Herramientas, Guía Práctica para Desarrollar tus Habilidades Sociales en la Empresa, Homo Prosocius, 2004
- Hernández, Carlos La Nevera Vacía. Gestión de Personas en Tiempos de Incertidumbre, Confemetal, 2010