

Academic Year: (2019 / 2020)

Review date: 05-05-2020

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)

Not required.

OBJECTIVES

Skills to be acquired

General skills

*CG10: Ability to relate well to people.

*CG11: Ability to negotiate.

*CG12: Ability to manage and leadership.

*CG13: Tolerance and respect for diversity (gender, ethnic groups, culture).

*CG19: Initiative and entrepreneurship

Specific skills:

*CE1: To understand the fundamental concepts of microeconomics and business economics, as well as the application of these instruments to understand the environment in which an economic-business organization operates.

Learning objectives:

¿ Gain Basic Skills in: Problem Solving and Decision Making, Planning, Delegation, Internal Communications, Meeting Management, Managing Yourself

DESCRIPTION OF CONTENTS: PROGRAMME**1. INTRODUCTION TO LEADERSHIP**

- The concept of leadership
- The leadership model
- Motifs, values and behaviors
- Management styles
- Climate within a team

2. DO I NEED A TEAM?

- Real teams
- The difference between a group and a team
- The team model

3. HOW DO I DEFINE THE PURPOSE OF THE TEAM?

- Team purpose
- Team clarity

4. DO I HAVE THE RIGHT PEOPLE IN MY TEAM?

- Best players
- Needed skills and experience
- Derailers
- Team composition

5. HOW SHOULD I STRUCTURE THE TEAM?

- Building a solid structure
- Team norms

6. WHAT ORGANIZATIONAL SUPPORT DO I NEED TO PROVIDE THE TEAM?

- Providing resources
- Rewarding the team
- Information
- Coaching the team

LEARNING ACTIVITIES AND METHODOLOGY

The course will be based on case studies, readings, some presentations, and, above all, the debate and the exchange of ideas and experiences. Throughout the course, students will be encouraged to bring their insights and thoughts on the material assigned into class discussion.

ASSESSMENT SYSTEM

To accomplish our goals, the course highlights both theory and applications combining a variety of learning techniques: lecture sessions, assignments, readings, and class discussions. Your final grade in the course will be based on both individual and group work, as follows:

ORDINARY CALL:

- Class participation: 40%
- Individual performance: 10%
- Team performance: 10%
- Final exam: 40%

Individual and team performance will be evaluated through different assignments during the course. The final exam will be a closed-book exam that will help me assess your understanding of the core conceptual materials discussed in the class

EXTRAORDINARY CALL. The grade will be the better of the two following alternatives:

Alternative 1.

- Class participation: 40%
- Individual performance: 10%
- Team performance: 10%
- Final exam: 40%

Alternative 2.

- Final exam: 100%

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

BASIC BIBLIOGRAPHY

- Lyle Spencer & Signe Spencer Competence at work, John Wiley and Sons, Inc., 1993
- Ruth Wageman, Debra A. Nunes, James A. Burruss & J. Richard Hackman Senior leadership teams, Harvard Press, 2008

ADDITIONAL BIBLIOGRAPHY

- Daniel Goleman Emotional Intelligence, Bantam Books, 2005
- Georg Vielmetter & Yvonne Sell Leadership 2030, Amacon, 2004