

Academic Year: ( 2019 / 2020 )

Review date: 05/12/2019 11:39:13

Department assigned to the subject:

Coordinating teacher: BONACHE PEREZ, JAIME ALFONSO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 2

## OBJECTIVES

### Basic competences

CB6 To have and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context

CB7 That students know how to apply the knowledge acquired and their ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study

CB8 That students are able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgments

CB9 That the students know to communicate their conclusions and the knowledge and last reasons that sustain them to specialized and non-specialized public in a clear and unambiguous way

### General competences

CG1 Acquire the ability to locate, extract, and analyze information from multiple sources, and to form a reasoned opinion that can be defended in written or oral form to different audiences.

CG2 Acquire the ability to plan optimally in the allocation of contracted resources (selection of work team and budgeting project hours).

CG3 Acquire the ability to submit written reports orally to both the members of your team and your clients.

CG5 Ability to solve problems, from the analysis of data and structured or unstructured information, which may involve the management of databases, or information systems and business management.

CG6 Acquire the ability to work in organized and structured work teams where each member is responsible for a part of which must subsequently inform the rest of the team.

CG7 Ability to diagnose potentially complex real problems by integrating and applying knowledge of different subjects.

CG8 Acquire the ability to direct the search and learning of any new situation autonomously.

CG9 Ability to work in changing areas and to anticipate new situations.

### Specific competences

CE13 Ability to identify the different strategic options available to a company, both at a competitive level and at a corporate level.

## DESCRIPTION OF CONTENTS: PROGRAMME

SUBJECT: Management Skills and Leadership

Week 1 Understanding Leadership

- Traits
- Strengths
- Leading Values and Styles:
  - o From authoritarian to laissez-faire.
  - o Attending to tasks and relationships

## Week 2 Leadership Ethics, Organizational Culture and Strategy

- Leading ethically
- Culture and leadership ethics
- Strategy and enabling success talent management. The POPIT model

## Week 3 Personal Management Skills:

- Managing personal stress
- Solving problems analytically and creatively
  - o Commercial acumen and evaluation

## Week 4 Interpersonal Management Skills:

- Effective and supportive communication
- Managing conflict

## Week 5 Interpersonal Management Skills:

- Gaining power and influence
- Motivating high performance

## Week 6 Group Management Skills:

- Empowering and delegating
- Leading positive change

## Week 7 Group Management Skills:

- Building Effective Teams

## LEARNING ACTIVITIES AND METHODOLOGY

AF3 Theoretical practical classes

AF5 Tutorials

AF6 Group work

AF7 Individual student work

AF8 Partial and final exams

Code

activity	Nº Total hours	Nº HoursPresencial	% Student's presence
AF3	42	42	100%
AF5	28	7	25%
AF6	54	0	0%
AF7	50	0	0%
AF8	6	6	100%
TOTAL SUBJECT	180	55	31%

## ASSESSMENT SYSTEM

**% end-of-term-examination/test:** 70

**% of continuous assessment (assignments, laboratory, practicals...):** 30

SE1 Participation in class: 5%

SE2 Individual or group work carried out during the course: 25%

SE3 Final exam: 70%

In order to pass the subject, students need to meet the minimum passing score of 4 points (out of a possible 10) in the final exam. Students that do not meet the minimum passing grade should retake the subject. If the retake exam is taken, the above grade criteria also apply

## BASIC BIBLIOGRAPHY

- Northouse, P. Introduction to Leadership: Concepts and Practice. , Sage: Thousand Oaks. , 2018

- Whetten, D., & Cameron, K. Developing Management Skills , Pearson. , 2020