

Academic Year: (2020 / 2021)

Review date: 09-07-2020

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 Understanding Leadership**

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

2 Leadership Ethics, Organizational Culture and Strategy

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

3 Personal Management Skills:

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

4 Interpersonal Management Skills:

- ¿ Effective and supportive communication
- ¿ Managing conflict

5 Interpersonal Management Skills:

- ¿ Gaining power and influence
- ¿ Motivating high performance

6 Team Management Skills:

- ¿ Empowering and delegating

¿ Leading positive change

7 Team Management Skills:

¿ Building Effective Teams

LEARNING ACTIVITIES AND METHODOLOGY

The subjects will be bimodal 50% (synchronous online teaching in big or aggregate groups, face-to-face teaching in small groups).

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

- David A. Whetten, Kim S. Cameron Developing management skills, Prentice Hall-Pearson, 2015
- Lyle Spencer & Signe Spencer Competence at work, John Wiley and Sons, Inc., 1993
- Peter G. Northouse Introduction to leadership : concepts and practice, SAGE Publications, Inc; Edición: Third, 2014
- 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