

Tárgytematika / Course Description

Managerial skills

KGLB_VKTA009

Tárgyfelelős neve /

Teacher's name: dr. Konczosné dr. Szombathelyi Márta

Félév / Semester: 2017/18/2

Beszámolási forma /

Assesment: Folyamatos számonkérés

Tárgy heti óraszám /

Teaching hours(week): 0/0/0

Tárgy féléves óraszám /

Teaching hours(sem.): 12/0/0

OKTATÁS CÉLJA / AIM OF THE COURSE

The primary purpose of the course is to develop the skills of the participants, especially focusing on the working environment. In the classroom, students will be familiar with the rules and roles of work. Skills are developed in personal, interpersonal and group contexts. Individual and group works, self-knowledge tests, case studies and analysis, and other tasks help their development. During the semester, students will also prepare a project work, which will be presented at the end of the semester.

TANTÁRGY TARTALMA / DESCRIPTION

Aim of the Course; Introduce the Importance of Management skills; Identify Essential Management Skills; Explain the Learning Model for Developing Management Skills

Personal skills/1: Developing Self-Awareness

Personal skills/2: Managing Personal Stress

Personal skills/3: Solving Problems Analytically and Creatively

Interpersonal skills/1: Building Relationships by Communicating Supportively

Interpersonal skills/2: Assertive communication - verbal and non-verbal channels

Interpersonal skills/3: Rhetorical approach;

Interpersonal skills/4: Motivating Other People

Interpersonal skills/5: Managing Conflict

Team-skills: Building Effective Teams and Teamwork

Special skills: Developing presentation skills

Team-presentation I. Posters

Team-resentation II. Posters

Final reports and assesment

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

In the frame of the lessons the students will working on different types of individual and team works, such as presentation, oral and written tasks, tests, surveys.

Furthermore, they will work on a team-project - related to the managerial excellence. They will prepare a poster exhibition from their works.

Tasks during the lessons: 40 score

Project presentation (group size is 3-5 students) poster 50 score

Participating on the Talent Day (up to one program) 10 score

Assesment:

100 - 91 excellent

90 - 81 good

80 - 66 medium

65 - 51 satisfactory

50 – 0 unsatisfactory

Maximum two missings are accepted.

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Whetten - Cameron (2016): Developing management skills. PEARSON (9th edition)

Cappelli, Peter (2008): Talent on demand: Managing talent in an age of uncertainty. Harvard Business Press: Boston

Clegg, Stewart, Martin Kornberger and Tyrone Pitsis (2005): Managing and organizations: An introduction to theory and practice. SAGE: London

Malik, Fredmund (2011): Corporate policy and governance: how organizations self-organize. Campus: Frankfurt New York

Monahan, George E. (2000): Management decision making: Spreadsheet modelling, analysis and application
Cambridge Univ. Press: Cambridge

Schein, E. (2010): Organizational Culture and leadership. 4th ed. Jossey-Bass: San Fransisco

Steers, Richard M., Luciara Nardon, Carlos J. Sanchez-Runde (2013): Management across cultures: Developing global competencies. Cambridge Univ. Press: New York, 2nd ed.

Wibbeke, Eileen S. (2009): Global business leadership. Elsevier: Amsterdam [etc.]