

## Tárgytematika / Course Description

### Managerial skills

KGLB\_VKTA009

**Tárgyfelelős neve /**

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

**Félév / Semester:** 2021/22/2

**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

### SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

Project work in teams during the semester. Presentation of the results

**30 scores**

- It is divided into three tasks:
  - (1) PP about a role model manager (20)
  - (2) Interview with managers – based on the given 6 questions – summarize the answers in groups (10)

Test based on the lectures' materials

**70 scores**

Plus scores are available with special tasks, such as conference and special trainings participation.

Assesment:

100 - 91 excellent

90 - 81 good

80 - 66 medium

65 - 51 satisfactory

50 – 0 unsatisfactory

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## 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.]