

Tárgytematika / Course Description

Managerial skills

KGLB_VKTA009

Tárgyfelelős neve /

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

Félév / Semester: 2023/24/2

Beszámolási forma /

Assesment: Folyamatos számonkérés

Tárgy heti óraszám /

Tárgy féléves óraszám /

Teaching hours(week): 0/0/0

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

Blocks	Material
1st	Introduction. Managers and Management; A Brief History of Management's Roots
	Critical management skills and competencies.
	Management skill builder: <i>Political skills</i> – test and case applications
	The Management Environment (influencing factors: culture, organisational culture, the globalisation, digitalisation, Industry 4.0)
	Management skill builder: <i>Intercultural skills</i> - Understanding culture (test), Develop intercultural skills; Case applications
	Integrative Managerial Issues (Global organisations, ethical issues, diversity, CSR)
	Management skill builder: <i>Business ethic</i> – being ethical; Case applications



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

In the case of a more than a group of more 25 students, the fundament of the evaluation can be only the test.

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

Assesment:

100 - 91 excellent

90 - 81 good

80 - 66 medium

65 - 51 satisfactory

50 – 0 unsatisfactory

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.]

AJÁNLOTT IRODALOM / RECOMMENDED MATERIAL