

Tárgytematika / Course Description

Soft skills and leadership essentials

KGNB_VKTA006

Tárgyfelelős neve /

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

Félév / Semester: 2018/19/2

Beszámolási forma /

Assesment: Vizsga

Tárgy heti óraszám /

Teaching hours(week): 2/2/0

Tárgy féléves óraszám /

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

OKTATÁS CÉLJA / AIM OF THE COURSE

The primary purpose of the course is on the one hand to develop the skills of the participants, especially focusing on the working environment. On the other hand, study the latest leadership theories, related to the effectiveness and efficiency. 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

Weekly course material

Week	Lectures	Seminars
1st	Introduction. Managers and Management A Brief History of Management's Roots	Critical management skills and competencies. Political skills – test and case applications
2nd	The Management Environment (influencing factors: culture, organisational culture, trends, globalisation, digitalisation, Industry 4.0)	Management skill builder: Understanding culture (test), Developing intercultural skills; Case applications
3rd	Integrative Managerial Issues (Global organisations, ethical issues, diversity, CSR)	Management skill builder: You – being ethical; Case applications
4th	Planning Foundations of Decision Making	Management skill builder: Being a creative decision maker; Creativity, design thinking, big data; Case applications
5th	Foundations of Planning; Strategical thinking, benchmarking	Management skill builder: Being a good goal setter Business Plan – Canvas system
6th	Organizing Organizational Structure and Design	Negotiation technics, meetings Developing presentation skills *

7th	Managing Human Resources	Management skill builder: Increasing your power; Being an effective interviewer Career Module: Building Your Career
8th	Managing Change and Innovation	Leading Positive Change – practical aspects of change management Management skill builder: Controlling workplace stress
9th	Leading Foundations of Individual Behaviour (generations, personality types, emotional intelligence)	Management skill builder: Understanding employee emotions and personality; Case applications
10th	Understanding Groups and Managing Work Teams	Understanding how teams work Effective and assertive communication (Verbal and non-verbal channels; Persuasion, argumentation; Negotiation technics); Developing team-skills: Empowering and Delegating
11th	Motivating and Rewarding Employees	Self-motivation and motivating other people Management skill builder: Being a good motivator; Case applications
12th	Leadership and Trust; Leadership styles; Being a good leader	Project presentations*: „Poster session” (presentation technics, react to the critics, answering the questions, provide a good visualization – slides, video, pictures, ...)
13th	Managing Communication and Information; Personal and technological communication; Networks and Wi-Fi	Project presentations: „Poster session” (see as above)
14th	Controlling Foundations of control	Evaluation; Providing good feedback

*The presentation skills are regularly practiced during the semester in the frame of seminars.

** During the semester the students will work on projects in 5-7 persons/teams; they will prepare a presentation with various technics, such as poster-exhibition, PP, video, handout, and so on. Inviting the faculty leaders

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

Students activity expected

Work during the lessons (individual, work in team, presentations): 30 pont

Project work in teams (5-7 team members) during the semester. Presentation of the results (PP, video, poster, exhibition, and so on) 50 pont

Test based on the lectures' materials 20 pont

Plus scores are available with special tasks, such as conference participations, visiting lectures, trainings)

Participation in lessons is obligatory (in special cases 2-3 missings are verifiable)

Marks

0 - 50 score	fail
51 - 65 score	pass
66 - 80 score	satisfactory
81 - 90 score	good
91 - 100 score	excellent

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Textbook

Robbins, Stephen P. – DeCenzo, David A. – Coulter, Mary (2015): Fundamentals of Management (Essentials Concepts and Applications). 9th edition; PEARSON. Global Edition

Selected bibliography

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

Osterwalder, Alexander and Yves Pigneur (2010): Business model generation: A handbook for visionaries, game changers and challengers. John Wiley and Sons: Hoboken

Whetten, David A. – Cameron Kim S. (2016): Developing Management Skills, Global Edition, 9/E, Pearson

Fukuyama, Francis (2007): Bizalom. Európa Kiadó, Budapest

Girard, Beranard (2010): A menedzsment forradalma: a Google-modell. Typotex, Budapest

Goleman, D. – Boyatzis, R. – Mclell, A. (2003): A természetes vezető. Az érzelmi intelligencia hatalma. Vince Kiadó, Budapest

Marketing & Menedzsment, Harvard Business Review and other journals