

## Tárgytematika / Course Description

### Managerial skills

KGNB\_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):** 0/2/0

**Tárgy féléves óraszám /**

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

### OKTATÁS CÉLJA / AIM OF THE COURSE

Aim of the subject is improving the managerial effectiveness. During the lectures the students learn about the management roles and tasks. The seminars are focused on the development of social and managerial skills of the attendants.

### TANTÁRGY TARTALMA / DESCRIPTION

1st week	Aim of the Course; Introduce the Importance of Management skills; Identify Essential Management Skills; Explain the Learning Model for Developing Management Skills
2nd week	<i>Personal skills/1:</i> Developing Self-Awareness
3rd week	<i>Personal skills/2:</i> Managing Personal Stress
4th week	<i>Personal skills/3:</i> Solving Problems Analytically and Creatively
5th week	<i>Interpersonal skills/1:</i> Building Relationships by Communicating Supportively
6th week	<i>Interpersonal skills/2:</i> Assertive communication - verbal and non-verbal channels
7th week	<i>Interpersonal skills/3:</i> Rhetorical approach;
8th week	<i>Interpersonal skills/4:</i> Motivating Other People
9th week	<i>Interpersonal skills/5:</i> Managing Conflict
10th week	<i>Team-skills:</i> Building Effective Teams and Teamwork
11th week	<i>Special skills:</i> Developing presentation skills
12th week	Team-presentation I. Posters
13rd week	Team-resentation II. Posters
14th week	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.

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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.]