

Tárgytematika / Course Description

Managerial skills

KGNB_VKTA009

Tárgyfelelős neve /

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

Félév / Semester: 2019/20/2

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

Week	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
2nd	The Management Environment (influencing factors: culture, organisational culture, trends, globalisation, digitalisation, Industry 4.0) Management skill builder: <i>Intercultural skills</i> - Understanding culture (test), Developing intercultural skills; Case applications
3rd	Integrative Managerial Issues (Global organisations, ethical issues, diversity, CSR) Management skill builder: <i>Business ethic</i> – being ethical; Case applications
4th	Planning Foundations of Decision Making; Management skill builder: <i>Creativity and decision making</i> . Being a creative decision maker; Creativity, design thinking, big data; Case applications
5th	Foundations of Planning; Strategical thinking, benchmarking Management skill builder: <i>Being a good goal setter</i> ; Business Plan – Canvas system
6th	Organizing ; Organizational Structure and Design Management skill builder: <i>Increasing your power</i> ; Case applications
7th	Managing Human Resources; Being an effective interviewer; Case applications

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

Students activity expected

Work during the lessons (individual and work in team): **30 scores**

Project work in teams during the semester. Presentation of the results **50 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 (15)

(3) Cultures as background of diversity (15)

Test based on the lectures' materials **20 scores**

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

Participation in lessons is obligatory (in special cases 3 missing 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

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. – Mclellan, A. (2003): *A természetes vezető. Az érzelmi intelligencia hatalma*. Vince Kiadó, Budapest

Marketing & Menedzsment, Harvard Business Review and other journals

All of the learning materials are available on the szelearning.sze.hu website