

SUBJECT TEACHING GUIDE

791 - Management Skills

Master's Degree in Business Administration

Academic year 2023-2024

1. IDENTIFYING DATA					
Degree	Master's Degree in Business Administration			Type and Year	Compulsory. Year 1
Faculty	Faculty of Economics and Business Studies				
Discipline	Obligatory Subjects				
Course unit title and code	791 - Management Skills				
Number of ECTS credits allocated	2,5	Term	Semester based (2)		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS				
Name of lecturer	ANTONIO MARTIN HERNANDEZ				
E-mail	antonio.martin@unican.es				
Office	Edificio de las Facultades de Derecho y Ciencias Económicas y Empresariales. Planta: + 2. DESPACHO (E223)				
Other lecturers	MARIA DOLORES ODRIOSOLA ZAMANILLO				

3.1 LEARNING OUTCOMES

- 1 Analyze different leadership styles.
- 2 Apply techniques to increase motivation and commitment in organizations.
- 3 Know models of negotiation and conflict management.
- 4 Know and treat stress in organizations.
- 5 Improve the presentations, reports, greatly in the English language.
- 6 Incorporate techniques for effective management of meetings, time management and teamwork
- 7 final, taking techniques to manage teams and enhance the impact and influence of others for the sake of greater effectiveness and efficiency.

4. OBJECTIVES

1. Reflect on the existing leadership styles and desirable according to the context it occurs.
2. Learn techniques for conflict management and negotiation.
3. Know teamwork techniques and how to improve the cohesion thereof.
4. Acquire formulas for organizing and managing meetings effectively.

6. COURSE ORGANIZATION

CONTENTS

1	LEADERSHIP AND YEARS OF LEADERSHIP AND MOTIVATION INDIVIDUAL AND GROUP
2	Conflict management and negotiation
3	ORGANIZATION AND MANAGEMENT MEETINGS
4	Presentations, stress management, selling self.

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Jobs group	Work	No	Yes	30,00
Individual jobs.	Work	No	No	10,00
Written final exam	Written exam	Yes	Yes	60,00
TOTAL				100,00
Observations				
Evaluable activities that are not recoverable are justified by the fact that they are exercises and activities that are continuously developed in the classroom and that cannot be repeated. All activities could, if necessary, be carried out electronically.				
Observations for part-time students				
Students who prove part-time may be examined only in the final exam with a 100% weighting.				

8. BIBLIOGRAPHY AND TEACHING MATERIALS

- BASIC
- ? DOLAN, S.L., VALLE CABRERA, R., JACKSON S.E. Y SCHULER, R.S. (2003): La Gestión de los recursos humanos. Preparando profesionales para el siglo XXI. McGraw-Hill. Madrid.
 - ? FERNÁNDEZ LOPEZ, J. (2006): Gestión por competencias. Madrid. Prentice Hall.
 - ? VALERO MATAS, J., FERNÁNDEZ ACEBO, J. y MATEO RODRÍGUEZ, M. (2002): Casos de recursos humanos y relaciones laborales. Pirámide. Madrid.
 - ? VALERO MATAS, J., LAMOCA, M., MARTÍN HDEZ., A. (2008): Recursos Humanos. Tecnos.Madrid.