

## SUBJECT TEACHING GUIDE

### 896 - Management Skills and Team Management in ITC Companies

#### Master's Degree in Business and Information Technologies

Academic year 2023-2024

1. IDENTIFYING DATA					
Degree	Master's Degree in Business and Information Technologies			Type and Year	Optional. Year 1
Faculty	Faculty of Economics and Business Studies				
Discipline	Professional Orientation Subjects				
Course unit title and code	896 - Management Skills and Team Management in ITC Companies				
Number of ECTS credits allocated	2,5	Term	Semester based (1)		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS
Name of lecturer	MONICA CASTRO FUENTES
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Other lecturers	

### 3.1 LEARNING OUTCOMES

- Get a global overview of the communication skills, team work and team management which all the employees and/or manager must have.

### 4. OBJECTIVES

- 1st Get contact with leadership styles.
- 2nd Get contact with the communication methodology and conflict management.
- 3rd Improve skills in team working and team management.

## 6. COURSE ORGANIZATION

CONTENTS	
1	Meetings and presentations
2	Leadership theory and examples
3	Feedback

## 7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Final presentation	Laboratory evaluation	Yes	Yes	50,00
Continuous evaluation and labs exercises	Laboratory evaluation	No	No	50,00
<b>TOTAL</b>				<b>100,00</b>
<b>Observations</b>				
Final speech with public defense: Laboratory evaluation 50,00%				
Continuous evaluation: Others 50,00%				
<b>Observations for part-time students</b>				
Final presentation even through video or Skype				

## 8. BIBLIOGRAPHY AND TEACHING MATERIALS

### BASIC

El libro de las habilidades directivas / Luis Puchol... [et al].  
Editorial: Madrid : Díaz de Santos, [2003]  
ISBN: 84-7978-589-6

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