

Course guide

280693 - 280693 - Management Abilities

Last modified: 27/05/2024

Unit in charge: Barcelona School of Nautical Studies
Teaching unit: 732 - OE - Department of Management.

Degree: BACHELOR'S DEGREE IN MARINE TECHNOLOGIES (Syllabus 2010). (Optional subject).
BACHELOR'S DEGREE IN NAUTICAL SCIENCE AND MARITIME TRANSPORT (Syllabus 2010). (Optional subject).
BACHELOR'S DEGREE IN NAVAL SYSTEMS AND TECHNOLOGY ENGINEERING (Syllabus 2010). (Optional subject).

Academic year: 2024 **ECTS Credits:** 6.0 **Languages:** Spanish

LECTURER

Coordinating lecturer: MARTA GONZÁLEZ PELÁEZ

Others: Primer quadrimestre:
MARTA GONZÁLEZ PELÁEZ - DT, GESTN, GNTM, GTM

PRIOR SKILLS

The course does not require previous knowledge

REQUIREMENTS

The course does not require previous requirements.

TEACHING METHODOLOGY

- Teaching lectures: oral presentations, reinforced with support material, to present theoretical aspects related to managerial skills
- Colloquiums: group conversations to verify the understanding of fundamental aspects associated with managerial skills
- Debate: directed discussion, with prior preparation by the participants, to facilitate the assimilation of specific aspects associated with managerial skills
- Teamwork: formation of working groups to address issues related to managerial skills

* Due to the online need of adaptation the activities of discussions will be carried out by means of use of on-line forums, wikis in Atenea and webinar on-line via the use of Gsuite. The students will realise activities of presentations (by means of recording of videos and podcasts).

Presencial class discussions will be adapted to on-line forums and tools, and the activity of works in group, will be carried out in specific virtual classrooms. On-line meetings with students will be set to follow-up individual and group projects progression. Handouts in format of podcasts (ppt with audio) will be used in combination with discussion spaces.

LEARNING OBJECTIVES OF THE SUBJECT

This subject is aimed at conducting a basic review of the skills and managerial competences. Special emphasis will be placed on the aspects that define managerial functions, leadership, interpersonal skills, and management skills. The subject aims to provide the student with the theoretical and practical knowledge necessary to develop those managerial skills that every professional who assumes the direction of a team or group of people must master from a social and human responsibility.

The professional competences to develop in the subject are:

- Capacity for analysis and synthesis
- Problem resolution
- capacity for organization and planning
- teamwork
- interpersonal skills
- ethical commitment
- ability to generate new ideas (creativity)

Some specific competences developed in the subject are associated to:

- ability to assume leadership in projects that require human resources and of any other nature, managing them efficiently and assuming the principles of social responsibility
- know how to manage time, with skill for the organization and timing of tasks
- ability to act in freedom and with responsibility, assuming ethical referents, values and consistent principles
- capacity for objective analysis of reality and extraction of valid considerations.

As a result of learning the subject, it is expected that the student will be able to:

- understand the contemporary management process
- Acquire basic communication skills for managing people
- know how to listen, express and persuade assertively and responsibly
- Grow from the point of view of students inner development and self-knowledge.

STUDY LOAD

Type	Hours	Percentage
Hours large group	60,0	40.00
Self study	90,0	60.00

Total learning time: 150 h

CONTENTS

Management skills and its classification

Description:

- Classification of skills in the task of directing teams and people

Specific objectives:

- To get to Know and identify management skills, their classification and how to develop them.

Related activities:

- Theoretical information and practical exercises

Full-or-part-time: 9h 30m

Theory classes: 5h

Practical classes: 1h 30m

Self study : 3h

The management of people and related skills

Description:

- components of the management
- direction and management skills
- differences between management and leadership

Specific objectives:

Identify the scope of senior management, their functions, abilities and impact on the organization.

Related activities:

Theoretical information and practical exercises.

Full-or-part-time: 23h 35m

Theory classes: 5h

Practical classes: 1h 30m

Laboratory classes: 1h

Self study : 16h 05m

Management and the emotional intelligence

Description:

Emotional intelligence and management
Emotional intelligence and its classification
The learning of emotional intelligence
Emotional intelligence and leadership styles

Specific objectives:

Student should identify and develop their own emotions, and those of subordinates, to guide them with empathy and work harmony towards a common goal.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 36m

Theory classes: 5h

Practical classes: 1h 30m

Laboratory classes: 2h

Guided activities: 1h

Self study : 16h 06m

The communication skill

Description:

- Understanding communication
- Functions of group and organizational communication
- characteristics and communication skills
- techniques for the development of assertive and communicative skills
- non-verbal skills and ability to speak in public

Specific objectives:

Students shall improve their abilities of communication, via the integration of the theory, the practice and the self-knowledge, incorporating ethical attitudes that allow them to respond efficiently to the demands of their social and professional environments

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Related activities:

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Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 36m

Theory classes: 5h

Practical classes: 1h 30m

Laboratory classes: 2h

Guided activities: 1h

Self study : 16h 06m

The importance of time management

Description:

The main issues in time management

The management of team work, and meetings

Specific objectives:

Student should acquire skills that allow them to learn to manage their time and that of their team.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 35m

Theory classes: 5h

Practical classes: 1h 30m

Laboratory classes: 2h

Guided activities: 1h

Self study : 16h 05m

The importance of creativity in the management of people

Description:

Creativity
Creative thinking
Characteristics of the creative person
The managerial activity and the creative exercise

Specific objectives:

Contribute to the development of the creativity of people to be more open, free in thinking and acting, spontaneous, imaginative, sensitive and self-confident in the different scenarios in which they develop; through the understanding that one's own creativity and that of others is an educable psychological process.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 35m

Theory classes: 5h
Practical classes: 1h 30m
Laboratory classes: 2h
Guided activities: 1h
Self study : 16h 05m

The ability to make decisions

Description:

The process of decision making
Qualities and skills for decision making
Decision making and problem solving

Specific objectives:

To know the impact of decision making, both personal and institutional. Know the process of decision making and know how and when to make effective decisions.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 35m

Theory classes: 5h
Practical classes: 1h 30m
Laboratory classes: 2h
Guided activities: 1h
Self study : 16h 05m

Teamwork and the ability to manage conflicts

Description:

The organizational culture
The shared responsibility
Characteristics of effective team

Specific objectives:

Acknowledgement and application of group management resources, especially in the form of participatory work teams. Potentiate managerial capacity in improvement processes in organizations through self-understanding and organizational conflict management strategies.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 35m

Theory classes: 5h
Practical classes: 1h 30m
Laboratory classes: 2h
Guided activities: 1h
Self study : 16h 05m

Leadership skills

Description:

Leadership and management
Leadership and leadership styles
Leader functions
characteristics of the leader

Specific objectives:

Know the main theories of leadership and identify and develop their skills and strengths as a leader.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 35m

Theory classes: 5h
Practical classes: 1h 30m
Laboratory classes: 2h
Guided activities: 1h
Self study : 16h 05m

Negotiation as an essential skill of the modern professional

Description:

Negotiation as skill
Negotiation and the ability of communication
Stages of the negotiation process

Specific objectives:

Understand the negotiation process, how important it is for the manager and leader, as well as the skills and negotiation techniques to develop a negotiating personality.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 25h 35m

Theory classes: 5h
Practical classes: 1h 30m
Laboratory classes: 2h
Guided activities: 1h
Self study : 16h 05m

Motivation as an elementary ability

Description:

The scope of motivation
The process of motivation
Motivation strategies
Motivation and its theories
The motivation and management

Specific objectives:

Identify the importance of motivation and impact on subordinates.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 24h 35m

Theory classes: 5h
Practical classes: 1h 35m
Laboratory classes: 2h
Guided activities: 1h
Self study : 15h

The strategic management skill

Description:

Strategy as a skill
Characteristics of the strategist
The strategic leadership
Importance of strategy in management
Human talent and strategy

Specific objectives:

Develop the strategic skill to develop assertive strategies.

Related activities:

Theoretical information, case studies and practical exercises

Full-or-part-time: 24h 50m

Theory classes: 5h
Practical classes: 1h 30m
Laboratory classes: 1h
Guided activities: 1h
Self study : 16h 20m

Conflict and conflict control

Description:

The management of workplace conflicts is a desirable behavioral skill in all people who are part of and therefore perform functions in organizations of all kinds. Coexistence and the working environment influence the consolidation and achievement of the goals and objectives set in the Business Projects.

Specific objectives:

Resolving and managing conflicts with communication skills is achieving "happiness" in organizations since a good climate is created and more and better work is done.

Related activities:

Viewing short videos and simulation dynamics in class. Study of cases.

Full-or-part-time: 6h

Theory classes: 2h
Guided activities: 4h

GRADING SYSTEM

Activities: 40%
Final Exam: 60%

EXAMINATION RULES.

- (1) The system of evaluation of the practices will consist of the realization and periodic delivery of the resolution of exercises and practical cases proposed to class.
- (3) To pass the subject you must achieve a weighted average grade equal to or greater than 5.

BIBLIOGRAPHY

Basic:

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Complementary:

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- Porter, Michael E. Competitive strategy : techniques for analyzing industries and competitors. New York: Free Press, 2004. ISBN 9780743260886.