Course guides
310745 - 310745 - Management Skills

Unit in charge: Barcelona School of Building Construction
Teaching unit: 732 - OE - Department of Management.

Degree: BACHELOR’S DEGREE IN ARCHITECTURAL TECHNOLOGY AND BUILDING CONSTRUCTION (Syllabus 2019).
(Optional subject).

Academic year: 2021  ECTS Credits: 3.0  Languages: Spanish

LECTURER

Coordinating lecturer: Vilajosana Crusells, Jordi
Llorens García, Ariadna Maria

Others:

PRIOR SKILLS

no prerequisites

DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES

Specific:
FB-07. FB-7 Ability to organise small companies and take part as a member of multidisciplinary teams in big companies.

Transversal:
07 AAT N3. SELF-DIRECTED LEARNING - Level 3. Applying the knowledge gained in completing a task according to its relevance and importance. Deciding how to carry out a task, the amount of time to be devoted to it and the most suitable information sources.
07 AAT. SELF-DIRECTED LEARNING. Detecting gaps in one’s knowledge and overcoming them through critical self-appraisal. Choosing the best path for broadening one’s knowledge.
04 COE N3. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 3. Communicating clearly and efficiently in oral and written presentations. Adapting to audiences and communication aims by using suitable strategies and means.
01 EIN. ENTREPRENEURSHIP AND INNOVATION: Knowing about and understanding how businesses are run and the sciences that govern their activity. Having the ability to understand labor laws and how planning, industrial and marketing strategies, quality and profits relate to each other.
05 TEQ. TEAMWORK. Being able to work as a team player, either as a member or as a leader. Contributing to projects pragmatically and responsibly, by reaching commitments in accordance to the resources that are available.
06 URI N3. EFFECTIVE USE OF INFORMATION RESOURCES - Level 3. Planning and using the information necessary for an academic assignment (a final thesis, for example) based on a critical appraisal of the information resources used.

TEACHING METHODOLOGY

The methodology will follow three principles that we consider essential:
- Realization of a (real) consultancy project (Learning by doing), of public or private organizations, we consider learning based on experiences basic.
- The teacher will be a guide and / or mentor of the student in driving towards knowledge, the student will be an active part in the learning process.
- It is a subject, experiential, interactive and self-managed by students and teachers.
LEARNING OBJECTIVES OF THE SUBJECT

The purpose of the course is to provoke changes in communication in business organizations, and more specifically in the construction sector. We have three basic attention focuses:

- Unlearn what has been learned so far, new styles of management and / or communication are required in business organizations.
- New focus of the leader and manager: development and personal balance.
- Self-management and self-responsibility.

STUDY LOAD

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self study</td>
<td>45,0</td>
<td>60.00</td>
</tr>
<tr>
<td>Hours large group</td>
<td>30,0</td>
<td>40.00</td>
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</tbody>
</table>

Total learning time: 75 h

CONTENTS

**Personal motivation**

**Description:**
Discover the motivational factors in organizations and their reason for existing.

**Specific objectives:**
Analyze the motivational factors and processes and their application to the company. Discover who we are, as a preliminary step in the management and integration of ourselves in an organization and human team

**Related activities:**
Experiential activities and systemic role games

**Full-or-part-time:** 8h
Theory classes: 8h

**Types of organizations**

**Description:**
- Evolution of organizations.
- Current / traditional organizational structures.
- Full organizations.
- Creativity and innovation

**Specific objectives:**
Know the new types of organizations that are emerging, new environments and new paradigms

**Related activities:**
Experiential activities and systemic role-playing games.

**Full-or-part-time:** 4h
Theory classes: 4h
types of leadership

**Description:**
Present the different types of leadership in organizations

**Specific objectives:**
Trabajar en los nuevos paradigmas en la gestión de empresas

**Related activities:**
Development of experiential and pragmatic activities

**Full-or-part-time:** 3h
Theory classes: 3h

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How can we communicate?

**Description:**
Four types of communication:

* Intrapersonal
* Interpersonal
* Group (teamwork)
* Public

**Specific objectives:**
Learn to communicate with ourselves

**Related activities:**
Experiential activities and systemic role plays

**Full-or-part-time:** 8h
Theory classes: 8h

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How we feel?

**Description:**
Concepts to be covered:

* Esteem.
* Self-confidence
* Perception
* Emotions

**Specific objectives:**
Be aware of the importance of our most intimate feelings.

**Related activities:**
Experiential activities and systemic role-playing games

**Full-or-part-time:** 8h
Theory classes: 8h
GRADING SYSTEM

The subject's evaluation system will be based on three principles:

- Consensus of the evaluation system, between students and teacher.
- Maximum equity in qualifications.
- The purpose of the evaluation system is not to control, but to help learning

The evaluation will be weighted as follows:

* Attendance and participation. - 30%
* Weekly exercises. - 30%
* Monographic work / final exam. - 40% (*) To be decided between teacher and students

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Envia suggeriments
Taulers laterals

BIBLIOGRAPHY

Basic:

RESOURCES

Computer material:
- Nombre recurso. Resource