Degree competences to which the subject contributes

**Basic:**

CB9. (ENG) Que els estudiants sàpiguen comunicar les seves conclusions i coneixements (i darrers raonaments que els sostinent), a públics especialitzats i no especialitzats de manera clara i sense ambigüitats.

CB10. (ENG) Que els estudiants poseeixin les habilitats d'aprenentatge que els permetin continuar estudiant d'una manera d'una forma que haurà de ser en gran mesura autodirigit o autonònom

**Specific:**


**Generical:**

CGMEI07. (ENG) Poder exercir funcions de direcció generla, direcció tècnica i direcció de projectes I+D+i en plantes, empreses i centres tecnològics.

CGMEI03. (ENG) Dirigir, planificar i supervisar equips multidisciplinaris.

**Transversal:**

CT3. TEAMWORK: Being able to work in an interdisciplinary team, whether as a member or as a leader, with the aim of contributing to projects pragmatically and responsibly and making commitments in view of the resources that are available.

CT4. EFFECTIVE USE OF INFORMATION RESOURCES: Managing the acquisition, structuring, analysis and display of data and information in the chosen area of specialisation and critically assessing the results obtained.

Teaching methodology

This course follows a teaching methodology focused on students' active learning. The 2h lesson/week is going to combine theory and practice (participative dynamics, resolution of cases in groups, debates, etc.). Some classes will have associated a pre-class work (usually, some readings or preparation of case studies).

Learning objectives of the subject

At the end of the course students should be able to:

To communicate effectively (both orally and in writing).
Apply active listening in your communications.
Manage time efficiently and effectively
Organize meetings effectively
Distinguishing teamwork from group work
Apply the key concepts of teamwork to improve performance in group work.
Distinguish between 'boss' and 'leader' rigorously.
Formulate an appropriate leadership style for specific situations.
Identify key motivational factors
Use motivational theories to explain possible behaviors in the company

<table>
<thead>
<tr>
<th>Study load</th>
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<tbody>
<tr>
<td><strong>Total learning time</strong>: 75h</td>
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<tr>
<td>Hours large group:</td>
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<tr>
<td>Self study:</td>
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## Content

### 1. Introduction to the course

**Description:**
The importance of the people in current organizations. Which is the role of managers when talking about managing people? What is meant by 'managerial abilities'?

**Related activities:**
1

**Specific objectives:**
1, 2

**Learning time:**
- Practical classes: 2h
- Self study: 4h

### 2. Managerial secrets: Knowing to listen and to communicate

**Description:**
Managers as knowledge managers. Active listening: concept and strategies. To communicate in an effective way.

**Related activities:**
All of them

**Specific objectives:**
5

**Learning time:**
- Practical classes: 5h
- Self study: 8h 20m

### 3. Managerial secrets: Time management

**Description:**
Time management. Priority or urgency? Thieves of time.

**Related activities:**
All of them

**Specific objectives:**
2, 8

**Learning time:**
- Practical classes: 2h
- Self study: 3h 20m
<table>
<thead>
<tr>
<th>4. Managerial secrets: Teamwork</th>
<th>Learning time: 15h 20m</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Practical classes: 6h 40m</td>
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<tr>
<td></td>
<td>Self study : 8h 40m</td>
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</table>

**Description:**
Teams vs Groups within the organization. Managing diversity. Recruitment and selection: key processes.

**Related activities:**
3

**Specific objectives:**
3, 5

<table>
<thead>
<tr>
<th>5. Managerial secrets: To lead</th>
<th>Learning time: 21h 40m</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Practical classes: 8h 20m</td>
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<tr>
<td></td>
<td>Self study : 13h 20m</td>
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</tbody>
</table>

**Description:**

**Related activities:**
4

**Specific objectives:**
4, 5, 7

<table>
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<tr>
<th>6. Managerial secrets: To motivate</th>
<th>Learning time: 13h 20m</th>
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<tbody>
<tr>
<td></td>
<td>Practical classes: 5h</td>
</tr>
<tr>
<td></td>
<td>Self study : 8h 20m</td>
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</table>

**Description:**
Work motivation: what is it? Why are some employees more motivated than others? How can a manager motivate? How important is motivation?

**Related activities:**
5

**Specific objectives:**
6, 5
240EI532 - Human Resources

**Qualification system**

FINAL GRADE = 0.35*A + 0.20*PE + 0.45*FE

A = Presentation of an academic article in teams
PE = Continuous activity. More information about this is going to be told at class or in ATENEA.
FE = Final exam.

If the student fails the course, the qualification of the "second final exam" (i.e., reassessment) will replace the mark of their final exam. It is compulsory to take the ordinary exam in order to be able to opt for this second final exam.

**Regulations for carrying out activities**

It is not allowed to bring to the examination any type of lecture notes, books, or any other reference material.

**Bibliography**

**Basic:**


**Complementary:**


