**MGT 330 Managerial Skills**

**Course Syllabus**

**The second Semester, 1436/1437h**

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Section: 28811

**Office Hours: Sun, T, & Th.: 10:00-11:00;**

 **12:00- 1:00**

 Mon 12:00- 1:00

**Course Description:**

Developing Management Skills is a solid researches -based, though highly practical and interactive course on developing management and leadership skills individually, interpersonally and collectively within teams. Informed by current social science and business research, this course is designed to enable students to manage their own life and relationships with others, to develop themselves as leaders within their organizations. It stresses a hands-on approach to improving your management skills. The focus is on developing:

1. Your Personal Skills: self-awareness; managing stress; solving problems & creativity
2. Your Interpersonal Skills: coaching; counseling; supportive communication; gaining power & influence; motivating self & others; managing conflict
3. Your Group Skills: empowering & delegating; building teams, leading change, running meetings.

### The Course Objectives:

The objective of this course is to move students beyond the theories of contemporary management principles to the practice of management skills in a highly participatory classroom environment. The course will help participants acquire practical management skills that are of immediate use in management or leadership positions.

Within this broad objective, specific goals include developing skills in:

* Build capacities for effective self-management and personal mastery
* Enable students to foster productive, healthy and satisfying relationships in the workplace and social life as well.
* Setting goals and encouraging acceptance and accomplishment of those goals by others.
* Listening and communication with others.
* Leading and influencing others to accomplish individual and team goals.
* Give students a richer understanding of their potential as future managers, leaders and employees, including communication skills, coaching

**Pre-requisite**: **MGT** 101 Business Essentials.

**Textbook**

Whetten, D.A, and Cameron K.S. (2011). ***Developing Management Skills***. 8th edition. Pearson Education, Inc. NJ.

**Student Evaluation and Grades**

* Midterm **(Tuesday 14/05/1437= 23/02/2016)** 20 Points
* Midterm **(Tuesday 20/06/1437=29/03/2016)** 20 Points
* Oral presentation 6 Points
* Quizzes 8 Points
* Participation and attendance 6 Points
* Final 40 Points

**Quizzes:**

There will be two quizzes each one worth 4 points. Dates will be determined later through the semester. It is important to attend quizzes as there will be NO makeup quizzes even if the student has valid excuse for missing it. Quizzes will contain conceptual questions measuring your knowledge about variety of managerial skills concepts.

**Oral Presentation:**

 The purpose of this presentations is to give you the opportunity to practice your public speaking skills and be confident communicator. It will be group presentation with no more than 5 members. You choose who is on your group and what topic you want to present. The presentation will be on the topic of the students’ choice. However you should consult the instructor with topic first before moving along with your research. No duplication in the presentation topics. Specific guidelines and scoring criteria will be given to students.

**Attendance and participation**

 You are expected to attend all sessions. Remember that much of the learning in this course takes place during class discussions, and that 6% of your grade is based on your participation. Participation means more than simply coming to class. You are asked to be an active listener and contributor, to make informed, relevant comments based on your knowledge of the material and your life experience. I encourage everyone to speak in class. Many contributions can be made through sharing your work, educational, travel and other personal experiences.

- Attendance: It is compulsory to attend at least 75% of all classes. Any student failing to attend 75% of the classes will not be able to enter the Final Examination

**Examination**

The examinations may consist of multiple choice, true/false, matching and essay questions concentrate on the key concepts and theories in the field of managerial skills. **Make-up exams are not permitted except in cases of verified emergencies, and the burden of producing verification would be yours**. In such cases, you must still notify me at the earliest possible opportunity, and submit evidence to document the special circumstances (do not wait to be asked to do so). **Make-up exams will be held on Monday (18/07/1437=25/04/2016) Covered All the Chapters Discussed in This Semester.**

**Topics:**

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| Chapter | Topic |
| 0 | Introduction to Management Skills  |
| 1 | Developing Self Awareness |
| 2 | Managing Personal Stress |
| 3 | Solving Problems analytically & Creatively |
| 4 | Building Relationships by Communicating Supportively |
| 5 | Gaining Power & Influence |
| 6 | Motivating Others |
| 7 | Managing Conflict |
| 8 | Empowering & Delegating |
| 9 | Building Effective Teams and Teamwork |
| 10 | Oral Presentations  |