**King Saud University**

**College of Business Administration**

**Management Department**

**MGT 330 –Managerial Skills**

**Assistant.Professor**

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**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.

The early part of the course will focus on defining Management Skills and clarifying their importance in the workplace. Early work will also address self-awareness and the assessment of core management skills such as communication and providing effective feedback among the participants. As the course progresses, students will explore more advanced Management Skills such as conflict resolution, empowerment, working with teams and creating a positive environment for change.

**Textbook Required:**

David A. Whetten, Kim S. Cameron, Developing Management Skills, Prentice Hall, 2006 (7th Edition).

Assessments

Assignments (5 x 2) : 5%

Test ( 2 best out of 3) : 10%

First Mid-Term : 20%

Second Mid-Term : 20%

Attendance & Participation : 5 %

Final Exam : 40%

**Attendance & Participation:**

Attendance, attitude and preparation are important. Students are expected to be willing to study and learn, being ready to answer questions when called upon, volunteering answer to questions or asking questions, and actively listening to the instructor and other class members. Students whose attendance is less than 75% will not be allowed to sit for their final exam.

**Quizzes, Project, Role Play & Case Study:**

* A total of three quizzes will be taken. The best 2 out of 3 will be selected. Please note that there are no make-up quizzes.
* Students will be assigned a project in group containing 5 to 6 members for which it is required to submit a written report and also present the same in class.
* Students will be assigned a case study in the area of management. They are required to analyse it in a specified format, prepare a report and also present it in the class.
* Students would be given a Role Play exercise related to a managerial issue or problem. This would provide them an opportunity to present a real business situation, improve their imagination and encourage empathy. It is a powerful way of developing social skills

**Examinations:**

The examinations may consist of multiple choice, true/false, fill in the blanks, matching questions, short answer questions and essay questions.

**Course Outline:**

|  |  |  |
| --- | --- | --- |
| **S No** | **Topics** | **No of sessions** |
| 1 | Introduction to Management Skills & Developing Self-Awareness | 3 |
| 2 | Managing Personal Stress | 3 |
| 3 | Solving Problems Analytically and Creatively | 4 |
| 4 | Building Relationships by Communicating Supportively | 3 |
| 5 | Gaining Power and Influence | 4 5 |
| 6 | Motivating Others | 5 6 |
| 7 | Managing Conflict | 5 7 |
| 8 | Empowering and Delegating | 4 8 |
| 9 | Building Effective Teams and Teamwork | 4 9 |
| 10 | Making Oral & Written Presentations | 4 10 |
|  | Assessment, Revision & Exam & Case Discussion | 6 |

**Details on the Mode of Assessment & Submission Schedule**

* **Class Activities** ………………………………………………………. **20%**
  + - Attendance & Participation ………….. 5**%**
    - Assignments……………… 5**%**
    - Tests ……………………….. 10%
* **Mid-term Examination** ………………………………………… **40%**

**Mid-term exam – I------- 20%**

**(Written exam with MCQs , true & false & essay questions)**

* **Mid-term exam – II --------20%**

**(Written exam with MCQs , true & false & essay questions)**

* **Final Examination** ………………………………………………. **40%**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Submission Deadlines** | **Weightage** | **Scores** |
| Attendance and Participation | Throughout the Semester | **5%** |  |
| **Class Activities – 20%** | | | |
| Two Assignments including Case analysis of  Course Learning Experience | On mutually agreed date(s) | **5%** |  |
| Three Tests | On mutually agreed date(s) | **10%** |  |
| **Mid-term Examination – I & II (40%)** | | | |
| Mid- Exam-1 | On mutually agreed date | **20%** |  |
| Mid Exam– 2 | On mutually agreed date | **20%** |  |
| Final Examination | | | |
| Final Exam | Check Exam Schedule for date of final examination | **40%** |  |

**6. Grade information**

|  |  |
| --- | --- |
| 95-100 | A\* |
| 90-94 | A |
| 85-89 | B\* |
| 80-84 | B |
| 75-79 | C\* |
| 70-74 | C |
| 65-69 | D\* |
| 60-64 | D |
| Below 60% | F |

WISHING THE STUDENTS A PRODUCTIVE SEMESTER

**Dr.Sadaf.S.S**

**Asst.Professor**