

<b>Instructor</b>	Maha Saeed Al-Zailai
<b>Office Hours</b>	S.T.Th: 12-1 pm Mon: 12-2 pm
<b>Office location</b>	Floor 2 Room # 173
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**-Course Description & Objectives:**

This course aims to provide students the necessary knowledge about important Management Skills on many levels personally, interpersonally, and collectively. The course is designed to enable students to manage themselves and relationships with others. It also enables students 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. Personal Skills: self-awareness; managing stress; solving problems & creativity.
2. Interpersonal Skills: coaching; counseling; supportive communication; gaining power & influence; motivating self & others; managing conflict.
3. Group Skills: empowering & delegating; building teams, conducting meetings and interviews.
4. Communication Skills: making Oral and written presentations.

**Prerequisites:** 101 MGT

**Credit hours:** 3hours

**Course Learning Outcomes**

Upon completion of this course, you will be able to:

- To increase your understanding of core behavioral principles upon which important management skills are based.
- To help foster improved competency in several critical management skills.
- To help prepare you to transfer this learning and improvement to real-life, out-of-class settings.

**Requirements for achieving desired outcomes:**

As your instructor I encourage you to:

- Participate in class discussions.
- Work in teams and share the benefit with the class.
- Be well prepared for class requirements, quizzes, and exams.

**-Resources:**

**1. Text book**

- Whetten, D.A, and Cameron K.S. . *Developing Management Skills. 9th edition. Pearson Education, Inc. NJ.*

**-Commitment to Ethical Behavior:**

It is understood that each student will be committed to ethical behavior in the course. It is unethical to:

- ✓ Ask the professor to raise your grades unjustifiably
- ✓ Ask the professor to use a certain type of questions in the examination and leave another type.
- ✓ Ask the professor to grant you a special benefit or status, or override class rules for your sake.
- ✓ Ask the professor to change course requirements or reassign grades among various course requirements.

**-Evaluation and Grade Weights:**

Activity	Grade	Chapter	Description
Quiz 1 ( week 3 )	5	1	Date: wed 3 February 2021 From 12 p.m. to 1 p.m.
Quiz 2 (week4)	10	2	Date: wed 10 February 2021 From 12 p.m. to 1 p.m.
Quiz 3 (week5 )	10	3	Date: wed 17 February 2021 From 12 p.m. to 1 p.m.
Mid-Term ( week 12)	20	4-5	Date: Thursday 8 April 2021 From 12 p.m. to 1 p.m.
Article Project ( group project )	15	All Chapters	Article Project General Guidelines
Final	40%		
Sum	100%		

**-Attendance and 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.

\*You must attend at least 75% of all classes. Any student failing to attend 75% of the classes will not be able to sit in the Final Examination.

**Article Project ( 5 students )**

- 1- Select a topic from our book either from main subject or sub topic.
- 2- Finding a peer reviewed article about the topic recommendation (Harvard business review, SDL, etc.). Note: Wikipedia, YouTube. are not considered authorized sources. ( not before 2017 )
- 3- Time limit of presentation is minimum 2 minutes for each student. ( 10 to 15 max for each group )
- 4- Include at least two references (general articles but not from Wikipedia).
- 5- Make sure written part is correctly formatted using 12 pt. Times New Romans, 1.5 line spacing, four pages including cover page and reference page. ( word document )
- 6- Make sure your written assignment include introduction, body, and conclusion.
- 7- Any plagiarism will receive zero on the assignment. No more than 15% of quotation.

**-Make Up Exams**

\* No makeup exams unless a medical excuse is provided from a governmental hospital.

\***Make up Exams will be held on Sunday Apr 25 2021 covered all the chapters discussed in this semester**

**-LMS:**

\* Everything will be uploaded by the LMS.

**-Email Communication**

\* Students are to maintain professionalism in all communication with course instructors, especially in email.

\* All communication must **use KSU email** (<http://student.ksu.edu.sa/>). Messages from personal email accounts will receive no response from instructors.

\* All communication must be course-related.

\* **Please include** your name, student ID number, and section number in all communication via email. Otherwise, you will not receive response from instructor.

**-Mobiles.**

\* Your mobile should be **turned off** before you come into the classroom and it should be inside your bag. No mobiles are allowed to be seen anywhere near you.

\* Recording the class **is not allowed**.

**-Abaya:**

\* You should take off your abaya into the classroom.

**University Policies:**

- Be aware of the university policies; such as: attendance, not missing exams, and other important policies.
- Academic integrity and ethics, students should respect the intellectual property of others, students should not represent the work of another as their own which is considered plagiarism.

**-Topics:**

Lecture topic and selected In-Class Exercises	Chapter
Registration Week	
Introduction to Management Skills	
Developing Self-Awareness - Chapter 1	1
Managing Personal Stress – Chapter 2	2
Solving Problems Analytically and Creatively – Chapter 3	3
Building Relationships by Communicating Supportively – Chapter 4	4
Gaining Power and Influence – Chapter 5	5
Motivating Other People – Chapter 6	6
Managing Conflict – Chapter 7	7
Empowering and Delegating – Chapter 8	8
Making Oral and Written Presentations	
Conducting Interviews	
Conducting Meetings	
FINAL EXAM	

*Wish you best of luck and a successful semester*