

*Developing Management Skills*

Title of module / classification (basic or advanced studies)	Developing Management Skills
Name of professor	Prof. Dr. Marina Fiedler
Frequency of module availability / duration of module	Every third semester (summer semester 2015) 1 semester
Module content	<p>This lecture seeks to stress the meaning and importance of management skills, getting to know basic management skills, explaining a learning model for the development of management skills and critically examining the subject matter.</p> <p>For this purpose, the following aspects will be considered:</p> <ul style="list-style-type: none"> <li>• Personal aptitudes</li> <li>• Flourishing, subjective well-being, and work</li> <li>• Coping with stress</li> <li>• Analytical and creative problem-solving</li> <li>• Communication</li> <li>• Power and influence</li> <li>• Motivation</li> </ul> <p>Further information will be available on the StudIP platform at the start of the lecture.</p>
Skills the module seeks to convey	<ul style="list-style-type: none"> <li>• Clarifying the meaning and importance of management skills</li> <li>• Getting to know basic management skills</li> <li>• Examining a learning model for the development of management skills and critical analysis</li> </ul>
Teaching and studying methods	<ul style="list-style-type: none"> <li>• Interactive classroom teaching</li> <li>• Guest lectures from different experts on the importance and development of management skills</li> <li>• Preparation of a practice-oriented group project in which the importance and the development of one management skill in a self-created company-context is implemented</li> </ul>
Prerequisites	Bachelor degree in a business course of study or related field. Concerning other degree courses, entry requirements are applied with reference to the corresponding study and examination regulations (StuPO).
Purpose of the module within its area as well as for other modules and areas of study	The module can be counted both as a basic as well as an advanced module in the field „International Management and Marketing“. It is suitable for all courses of study which seek to offer students programmes in this field.

Composition of the workload:		
Types of instruction:	SWS	LP / ECTS
Lecture	2	
<b>Total</b>	<b>2</b>	<b>5</b>
Composition of the workload (in hours of 60 minutes, for 15 weeks per semester, i. e. 14 weeks of lectures and one week of final exams)		
	In-class time	Revision and study time
Lecture	30	120
Type of exam / requirements for being awarded credit points	<ul style="list-style-type: none"> <li>Written 60-minute exam in the middle of the semester.</li> <li>Preparation of a group project on a chosen management skill</li> </ul> <p>Students have to achieve at least the grade of 4.0 in both parts of the performance requirements in order to pass the class.</p> <p>Detailed information on the assignments and the exam will be given during class as well as on the StudIP platform.</p>	
Weight of individual performance in the overall grade	<p>Final exam: 70%</p> <p>Group project: The mean grade of both project parts will account for 30% of overall class grade</p>	
Special activities (e.g. online part, excursions, guest lectures etc.)		
Recommended reading (text books, study guides, literature)	<p>Information on recommended readings will be given in class and in the class documents available on the StudIP platform.</p>	
Contact person	<p>Dr. Miriam Flickinger (<a href="mailto:Miriam.Flickinger@uni-passau.de">Miriam.Flickinger@uni-passau.de</a>)</p>	