Plan Docente

- **Course: Leadership and management skills**
- **Credits:** 6 ECTS
- **Program:** Administración y Dirección de Empresas
- **Module:** Elective
- **Subject:** Human Resources
- **Code:** 802915
- **Abreviation:** MA19
- **Subject Coordinator:** Dolores Ruiz
- **Academic year:** 2023-2024
- **Semester:** Second, (fouth course, Spring term)
- **Campus:** Barcelona
- **Last review:** 31/01/2023
- **Date of approval:** 31/01/2023
- **Date of publication:** 02/02/2023

00 Table of Contents

01 Faculty

01.1 Subject coordinator

Dra. Dolores Ruiz

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02 Introduction

02.1 Description

This course is designed to provide students with knowledge on leadership. Additional to leadership theories students will practice leadership's tools and improve their social skills, such as communication and collaboration. Students will learn to link knowledge to the general objectives of the organization in order to be able to take decisions under uncertainty and, in general, to assume leadership tasks in a global context of complex and changing interrelationships. Class contents will help to be mucho more effective in (international) business settings.

02.2 Professional field application

- Knowledge of leadership skills and methods
- Applications of concepts to a quickly changing global market
- Application of concepts to leadership practice

03 Competencies

03.1 Subject Competencies

Specific Competencies

CCPU-1	Good understanding of leadership theory and connectors
CCPU-2	Identifies and develop management & leadership skills
CCPU-3	Improve communication, feedback, creative problem-solving, conflict resolution and negotiation skills

Generic competencies

CCPU-4	Team working
CCPU-5	Expand a third language: English

04 Program

1. Management & Leadership: general theory and concepts

2. Identifying & Developing Management & Leadership Skills

3. Understanding the Dynamics of Working with People o Different Strengths & Styles – Directors, Colleagues, Subordinates, o Group Dynamics o Multicultural Teams

4. Conflict resolution & negotiation skills, professional relationship building, empathy, active listening

5. Creative problem-solving

6. Change management

7. Communication and Presentations

8. Delegation & Feedback

9. Ethics and Application of Code of Ethics for Leaders

10. Corporate Social Responsibility with and for Leaders to ensure a better sustainable community and continuity in raising awareness of its importance.

10. Networking Techniques

05 Teaching methodologies

Considering the theoretical and practical subject characteristics and the student profile, teaching praxis has been articulated around three methodologies from EAE´s Life-ED Methodology:

ME1. Interactive class presentations

ME3. Autonomous learning

ME4. Case studies, exercises, problem-based learning

ME7. Assessment and team working collaboration

06 Learning activities

Learning activity	Hours	Face to face
AF1. Interactive content exposition and discussion in class	24	100%
AF2. Problem resolutions, case studies and exercises with the student participation	24	100%
AF4. Autonomous work, Reading and preparation for class	46	0%
AF5. Development of exercises, and case studies	25	0%
AF6. Problem resolution	25	0%
AF13. Written and oral evaluations	6	100%

07 Assessment

Assessment item 0.4 ASS1 + 0.2 ASS2 + 0.2 ASS3 + 0.2 ASS4	Assessment of specific competencies	Weight
Class participation individual and group work	CCPU-1], [CCPU-2], [CCPU-3], CCPU-4], [CCPU-5]	40%
Mid term exam	CCPU-1], [CCPU-2], [CCPU-3], CCPU-4], [CCPU-5]	20%
Final exam	CCPU-1], [CCPU-2], [CCPU-3], CCPU-4], [CCPU-5]	40%

"The maximum grade that students will be able to obtain in the revaluation tests [...] shall be 5,0. In addition, "the grade of the revaluation tests shall in any case constitute the final grade of the subject". Thus, **only students who, having completed the midterm exam, the final exam and having carried out 100% of the continuous evaluation activities of the subject**, and have suspended (final grade of the subject below 5) will be entitled to the revaluation examination.

One time assessment: The one time assessment consists of an exam that is equivalent to 100% of the grade of the subject. The exam, and therefore the course, is passed with a grade of 5 out of 10 in this final exam. In order to take one time assessment it is necessary to send a written request to the professor during the first 15 working days of the course.

08 Learning resources

Subjects	Resources	Type
Topics	Handouts, theory notes and short cases and exercises	In class and at the Blackboard

09 Code of Academic Conduct

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The section 27.2 of the Universal Declaration of Human Rights stipulates that everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

Thus, the moral and patrimonial rights of the authors of literary, musical, artistic, scientific and academic creations, whether they have been published or not, are protected by means of different national and international regulations. In the case of Spain, the Legislative Royal Decree 1/1996, of April the 12th, approved the consolidated version of the Law of Intellectual Property, regularizing, clarifying and harmonizing the legal provisions for the time being in force on this matter.

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The excerpts that can be used on the basis of the quotation right must fulfil the following requirements

· They must be previously published works.

· The source and author must be mentioned, whenever it is possible.

· They must deal exclusively with the teaching field.

· The inclusion of the excerpt must necessarily come with an analysis or explanation of it.

Concerning the material elaborated by the professors, in case it has been previously published, the agreements with the magazine or publication where it appeared must be considered.

As is apparent from the preceding paragraphs, plagiarism is a fraudulent activity that may result in serious sanctions, both of academic and legal nature. Academic honesty is one of the pillars on which the School's commitment to education is based, and the members of its teaching community are particularly conscious and prepared to perceive this kind of actions. Keeping in mind the difficulty that arises when trying to conceptualize plagiarism, it has been considered appropriate to delimitate clearly its contents and significance in these regulations and policies.

Plagiarism is understood as the appropriation of someone else's works, pretending that they are one's own; that is to say, without explicitly confirming its source. Plagiarism can consist on the complete or partial unauthorized copy of someone else's work, or the presentation of a copy as an original own work, impersonating the true author. Some examples of plagiarism are:

- Presenting someone else's work as one's own, regardless of whether the copy is complete or partial.
- Paraphrasing a text using different words, with small changes in the language, without quoting the source in order to feign.
- Purchasing or obtaining a work and presenting it as one's own.
- Using someone else's ideas or sentences as the basis to write a work without quoting its author.

In line with the section 10 of the Academic Code of Conduct of Students of EAE Barcelona, without prejudice to the academic sanctions resulting from its application, the Academic Commission will promote the pertinent legal actions if the plagiarism violates the applicable regulation in matters of intellectual property.

10 Bibliography

10.1 Basic bibliography

- Bonnet, D., & Westerman, G. (2021). The New Elements of Digital Transformation. MIT Sloan Management Review, 62(2), 82-89.
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10.2 Recommended bibliography

- Perkin, N., & Abraham, P. (2021). Building the agile business through digital transformation. Kogan Page Publishers.
- Marks, A., Maytha, A. A., Attasi, R., Elkishk, A. A., & Rezgui, Y. (2021, February). Digital transformation in higher education: maturity and challenges post COVID-19. In *International Conference on Information Technology & Systems* (pp. 53-70). Springer, Cham.
- Hadjielias, E., Dada, O. L., Cruz, A. D., Zekas, S., Christofi, M., & Sakka, G. (2021). How do digital innovation teams function? Understanding the team cognition-process nexus within the context of digital transformation. *Journal of Business Research*, *122*, 373-386.