

***Course Outline:*****ADMS 3440(N) – Winter 2015****Leadership and Management Skills****York University - School of Human Resource Management****Course Director:** Ron Alexandrowich**E-mail:** [ronalex@yorku.ca](mailto:ronalex@yorku.ca)**Class Time:** Wed: 11:30 – 2:30pm**Location:** TEL 0014**Office Hours:** I do not have office hours. Please see me before or after class or email me. Thank you.**COURSE DESCRIPTION:**

This course explores the importance of managerial and interpersonal skills. The course aims to develop and critique the skills under four main headings: personal skills; interpersonal skills; group skills and specific communication skills. Through, self-awareness, case analysis, experiential learning, role plays and improvisation students will experience the importance of managing personal stress, managing conflict, building effective teams and many other managerial and interpersonal skill processes.

**PREREQUISITES:**

Students are personally responsible for ensuring that they have the required prerequisites as stated in the course outline or the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of the appropriate prerequisites.

**REQUIRED TEXT(S):**

Whetton, D.A and Cameron K.S, Developing Management Skills, (8th edition)

<b>Date</b>	<b>Chapter Title</b>	<b>Chapter</b>
January 7	Course introduction/ Developing Self Awareness	1
14	Managing Personal Stress	2
21	Solving Problems Analytically and Creatively	3
28	Building Relationships	4
February 4	Gaining Power and Influence	5
11	Midterm	Midterm
18 Reading Week	Reading Week No class	Reading Week No class
25	Motivating Others	6 and Role Plays
March 4	Managing Conflict	7 and Role Plays
11	Empowering and Delegating	8 and Role Plays
18	Building Effective Teams and Teamwork	9 and Role Plays
25	Leading Positive Change	10 and Role Plays
1	Review	Review and Role Plays

**COURSE WEIGHTING:**

Group Project            30%

Role Play:            10%

Written Paper: 20%

Midterm Exam            35%

Final Exam:            35%

Total 100%

All exams will cover text material, lecture notes, and class discussions.

*All final grades will be reviewed by the School of Administrative Studies and the School reserves the right to modify them in order to maintain high standards.*

**Group Paper and Role Play:**

Your group will research a current issue facing organizations, in Canada or elsewhere, related to managerial and leadership skills. There are multiple sources of information for this issue: the news/press, journals, managers and employees, your own experiences, academic journals, and so on. The instructor will provide more details during the first class. You are to research an issue and come up with recommendations on how to manage that issue/problem.

**DO NOT COVER EVERYTHING ABOUT A CERTAIN TOPIC. ONLY COVER THE IMPORTANT INFORMATION YOU FOUND IN YOUR RESEARCH ABOUT HOW COMPANIES ARE DEALING WITH THE IMPORTANT ISSUE/PROBLEM YOU UNCOVERED.**

**Group Formation:** The class will be asked to form groups of no less than four (4) people and no more than six (6) people. **Please email me a list of all members in your group.**

**Role Play:** Groups will present their research findings to the rest of the class via role plays. Students should not base their presentation solely on material from the textbook. Students should consult academic and non-academic sources and derive their presentation based on that material. A minimum of four group members must participate in the role play. The role play will be no longer than 20 minutes which includes a 5 minute question and answer period. (Thus role play is approx. 15 minutes.)

- Decide on a problem related to the chosen topic of study and a setting for the characters. It is a good idea to make one setting realistic but not necessarily real.
- When presenting, students will convey the information by taking on the role of a fictional/historical character(s). You should develop each characters background information by researching the character.
- You must submit each character along with the goals for each character to the professor on the day of the role play exercise. That is, define the goals of the character and why you have chosen this character. Please attach to your paper.

**PAPER:**

The final product of your research will be a comprehensive written report. **You must hand in your 12 - 15 page paper on the day of your role play.**

You should cover the following in your paper:

- An Introduction
- Purpose of the study
- Statement of the problem
- Background of the problem
- Review of Related Information
- Analysis of the Situation
- Recommendations on how organizations can manage the issue

Your **written paper** should be between 12 – 15 pages, excluding the list of references (Arial or Times New Roman, 12 pitch, with 1" margins; double-spaced). You should cover at least the following in the paper:

You must also include a bibliography, using the APA style. Your paper will be judged on style (grammar, etc.) and content (the extent and quality of your research, analysis,

and recommendations). This paper must be handed to the instructor the day of your role play.

**In cases where contributions of group members are in question, the instructor reserves the right to adjust the grade on the group presentation and paper accordingly for those individuals.**

**Mid-Term Examination: 35%**

It is imperative that you attend the mid-term since there will be no other alternative dates to write a make-up exam. The mid-term exam is a closed-book exam covering materials covered in class and information from the in-class student presentations. The format will most likely be a combination of multiple choice and essay/short answer questions. You will be advised of the format prior to the midterm date.

**Final Examination: 35%**

The exam will be held during the formal examination period for the semester, in a room and location to be announced closer to the exam date. More details will follow as the semester progresses. The instructor will provide more details of the format.

In accordance with the University Policy, medical documentation will be required when an examination is missed, in order to defer the final exam. A Deferred Standing Agreement must be submitted to the School of Administrative Studies within one week of the missed exam. Students who miss the final exam may petition to write a deferred exam. Deferred exams are written during the final exam period of the next semester. No make-up dates will be offered during this term.

**Material Required for All Examinations**

Everyone must bring an HB pencil to the exams, which will be used to complete a computerized scoring sheet. As well, please ensure you bring a sharpener and an eraser. Also, do not forget your student card with your photo. Because of the size of the class, it is absolutely essential to have the appropriate pictured ID or you will not be permitted to write the exam.

**Special Accommodation for Examinations**

For students with disabilities requiring special accommodation for writing of examinations, please make the necessary arrangements well (at least 2 weeks) in advance of the examination dates and bring the paperwork to me early in the course.

**Academic Ethics**

All students of York University must adhere to the university's policy and standards of academic ethics.