

Course Outline (Higher Education)

School: Federation Business School

Course Title: MANAGERIAL SKILLS

Course ID: BUMGT2601

Credit Points: 15.00

Prerequisite(s): (BUMGT1501 or JN501)

Co-requisite(s): Nil

Exclusion(s): Nil

ASCED Code: 080301

Description of the Course :

Management Skills provides students with the opportunity to put into practise the theoretical concepts learned in the general management course, Management Principles (BUMGT1501).

This course aims to gain essential skills and to equip students to function in managerial roles. The course will also assist students to develop managerial skills in the areas of communication, effective and ethical decision making, supervision, group interaction and comprehend the way in which such skills can influence individuals and groups within an organisational setting.

Grade Scheme:

Graded (HD, D, C, etc.)

Program Level:

AQF Level of Program						
	5	6	7	8	9	10
Level						
Introductory	■	■	■	■	■	■
Intermediate	■	■	✓	■	■	■
Advanced	■	■	■	■	■	■

Learning Outcomes:

Knowledge:

- K1.** Describe the role of managerial skills in achieving optimal management of employees
- K2.** Analyse the role of managerial skills in enabling employees to reach their maximum potential
- K3.** Examine the significance of effective managerial skills in creating constructive discussion in the workplace

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Skills:

- S1.** Identify, analyse and act on the information and knowledge gained in experiential managerial workshops
- S2.** Demonstrate verbal and non-verbal communication skills by transferring knowledge and ideas to others via written and/or oral presentation
- S3.** Analyse and evaluate the personal skills required in various managerial functions
- S4.** Critically reflect on personal behaviour and the behaviour of others in the organisational setting

Application of knowledge and skills:

- A1.** Relate a diverse range of managerial functions using appropriate managerial skills theories
- A2.** Develop, implement and evaluate managerial skills concepts in the workplace from an ethical, socially responsible and international perspective

Course Content:

Topics may include:

- Communication skills:

Communicating effectively with staff; conveying verbal messages accurately; Understanding and working with diverse groups; Networking and organisation politics

- Effective and ethical decision making:

Creative problem solving; Effective and ethical decision making

- Supervisory skills:

Delegation and feedback; Handling staff stress

- Group interacting and influencing skills:

Coaching and mentoring for improved performance; Conflict management; Negotiation; Team facilitation; Planning and conducting effective meetings

Values and Graduate Attributes:

Values:

- V1.** Appreciate the role of managerial skills in effective management practice
- V2.** Appreciate the interrelationship of theory and practice in management
- V3.** Value diversity in the workplace
- V4.** Appreciate that the changes taking place in organisational structures require specialised management and communication skills.

Graduate Attributes:

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FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Attribute	Brief Description	Focus
Knowledge, skills and competence	The course is designed to provide a foundation of Management Skills knowledge and will motivate graduates to explore opportunities to undertake further studies to develop specific knowledge and skills in the various managerial skill areas and increasing self awareness.	Medium
Critical, creative and enquiring learners	The course will develop a student's self-reliance through both the individual and group tasks by gaining a greater understanding of the requirements to manage themselves and work with others to achieve successful outcomes and increasing self awareness.	Medium
Capable, flexible and work ready	Graduates of the course will feel confident to engage in constructive discussion with managers in the workplace and community on a wide range of critical issues.	Low
Responsible, ethical and engaged citizens	Graduates of the course will understand and be able to implement ethical decision making and understand the impact decisions have on the community.	Low

Learning Task and Assessment:

Learning Outcomes Assessed	Learning Tasks	Assessment Type	Weighting
K1,K2 S1,S3 A1,A2	Research project/reflective assignment	Assignment	20-30%
K1,K2,K3 S1,S2,S3,S4 A1,A2	Research Project including group and individual presentations	Group and individual presentations	20-40%
K1,K2,K3 S1,S3 A1,A2	Comprehensive review of the material studied in the course	Examination	40-60%

Adopted Reference Style:

APA