

Unit Outline (Higher Education)

Institute / School: Institute of Innovation, Science & Sustainability

Unit Title: Managing People

Unit ID: BUHRM5913

Credit Points: 15.00

Prerequisite(s): Nil

Co-requisite(s): Nil

Exclusion(s): (BUHRM5912)

ASCED: 080303

Description of the Unit:

Today success of an organisation largely depends on how effectively leaders can manage their people. Effective people management is directly correlated with enhanced organisational performance. This course explores how leaders can effectively lead and manage their people to gain competitive advantage. This course has been designed using relevant theoretical frameworks, real-world cases on practical challenges to reflect on practices in the workplace thus allowing leaders to develop critical skills in managing people's motivation, behaviour and engagement, to accelerate their individual performance leading to higher organisational outputs.

Grade Scheme: Graded (HD, D, C, P, MF, F, XF)

Work Experience:

No work experience

Placement Component: No

Supplementary Assessment: Yes

Where supplementary assessment is available a student must have failed overall in the Unit but gained a final mark of 45 per cent or above, has completed all major assessment tasks (including all sub-components where a task has multiple parts) as specified in the Unit Description and is not eligible for any other form of supplementary assessment.

Course Level:

| Level of Unit in Course | AQF Level of Course | | | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 5 | 6 | 7 | 8 | 9 | 10 |
| Introductory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Intermediate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Advanced | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Learning Outcomes:

Knowledge:

- K1.** Appreciate the effects of leaders' behaviour on their people and overall organisational productivity.
- K2.** Understand how people work as individuals and as group members within the organisational setting
- K3.** Appraise the principal elements of human resource management and assess their relationship to the strategic and operational management of organisations
- K4.** Examine leading ideas and trends in managing people and judge its generalisability to both domestic and global organisations

Skills:

- S1.** Interpret the needs and benefits of managing people within the organisation
- S2.** Develop effective strategies in managing people, being aware of individual and group dynamics in the organisational
- S3.** Develop personal and organisational strategies for managing and leading people in cross cultural organisational settings
- S4.** Prepare a report for management which communicates strategies to improve HRM practices within the organisation

Application of knowledge and skills:

- A1.** Acquire practical skills through the application of knowledge to solve organisational problems in the design and management of people in new and varied situations
- A2.** Develop capabilities in leading people to become contributors to organisational success
- A3.** Apply relevant frameworks, concepts and self-reflections to analyse organisational environment in order to devise effective strategies leading to higher individual and organisational performance

Unit Content:

- Dynamics of individual and group behaviour Building teams Managing diversity Cultures across the world (managing people within global context) Intergenerational teams Women in the workforce Gen-next workforce
- Managing self: Personality and emotion Power, influence and political skills Communication, conflict and negotiation Career advancement and development
- Developing others: Motivation Leadership styles
- Managing employee retention and turnover Applied performance practices The art of giving feedback Shaping culture Industrial relations, legal and ethical issues in managing people and organisation

FEDTASKS

Federation University Federation recognises that students require key transferable employability skills to prepare them for their future workplace and society. FEDTASKS (**T**ransferable **A**tttributes **S**kills and **K**nowledge) provide a targeted focus on five key transferable Attributes, Skills, and Knowledge that are be embedded within

curriculum, developed gradually towards successful measures and interlinked with cross-discipline and Co-operative Learning opportunities. *One or more FEDTASK, transferable Attributes, Skills or Knowledge must be evident in the specified learning outcomes and assessment for each FedUni Unit, and all must be directly assessed in each Course.*

| FEDTASK attribute and descriptor | | Development and acquisition of FEDTASKS in the Unit | |
|---|--|---|-----------------------|
| | | Learning Outcomes (KSA) | Assessment task (AT#) |
| FEDTASK 1 Interpersonal | Students will demonstrate high-level skills to effectively communicate, interact and work with others both individually and in groups Students will be required to display (in person and/or online) high-level skills in-person and/or online in: <ul style="list-style-type: none"> • Effective verbal and non-verbal communication via a range of synchronous and asynchronous methods • Active listening for meaning and influencing • High-level empathy for others • Negotiating and demonstrating extended conflict resolution skills • Working respectfully in cross-cultural and diverse teams | Not applicable | Not applicable |
| FEDTASK 2 Leadership | Students will demonstrate the ability to apply leadership skills and behaviours Students will be required to display skills in: <ul style="list-style-type: none"> • Creating, contributing to, and enabling collegial environments • Showing self-awareness and the ability to self-reflect for personal growth • Inspiring and enabling others • Making informed and evidence-based decisions through consultation with others • Displaying initiative and ability to solve problems | Not applicable | Not applicable |
| FEDTASK 3 Critical Thinking and Creativity | Students will demonstrate an ability to work in complex and ambiguous environments, using their imagination to create new ideas Students will be required to display skills in: <ul style="list-style-type: none"> • Reflecting critically on complex problems • Synthesising, evaluating ideas, concepts and information • Proposing alternative perspectives to refine ideas • Challenging conventional thinking to clarify concepts through deep inquiry • Proposing creative solutions in problem solving | Not applicable | Not applicable |
| FEDTASK 4 Digital Literacy | Students will demonstrate the ability to work proficiently across a range of tools, platforms and applications to achieve a range of tasks Students will be required to display high-level skills in: <ul style="list-style-type: none"> • Finding, accessing, collating, evaluating, managing, curating, organising and appropriately and securely sharing complex digital information at a high-level • Receiving and responding to messages in a range of digital media • Using digital tools appropriately to conduct research • Contributing proficiently to digital teams and working groups • Participating in and utilising digital learning opportunities | Not applicable | Not applicable |

| FEDTASK attribute and descriptor | | Development and acquisition of FEDTASKS in the Unit | |
|--|--|---|-----------------------|
| | | Learning Outcomes (KSA) | Assessment task (AT#) |
| FEDTASK 5 Sustainable and Ethical Mindset | Students will demonstrate the ability to think ethically and sustainably. Students will be required to display skills in: <ul style="list-style-type: none"> • The responsible conduct of research • Making informed judgments that consider the impact of devising solutions in multiple global economic environmental and societal contexts • Demonstrating commitment to social responsibility as a professional and a citizen • Generating research solutions which are sustainable, ethical, socially responsible and/or sustainable • Extending lifelong, life-wide and life-deep learning to be open to diverse others • Demonstrate extended actions to foster sustainability in their professional and personal life. | Not applicable | Not applicable |

Learning Task and Assessment:

| Learning Outcomes Assessed | Assessment Tasks | Assessment Type | Weighting |
|----------------------------|--|--|-----------|
| K1, K2, K3, S1, A1 | Students are required to demonstrate their familiarity with the key concepts, theories, strategies used to manage people in the workplace and their effects on organisational outcomes. | Individual reflective journal/report/quiz/case analysis or any combinations of these | 10%-20% |
| K2, K4, S1, S2, S3, S4, A2 | Analysis, synthesis of organisational problems and preparing justified recommendations for the decision makers | Group project report | 20%-30% |
| K1, K2, K3, K4, A1 | Presentation of report findings | Individual presentation of group report | 10%-20% |
| K1, K2, K3, K4, S2, A3 | The exam requires students to demonstrate a solid understanding of the key concepts, theories on managing people and their applications on solving organisational problems using self-reflections. | Online/Formal exam | 40%-50% |

Adopted Reference Style:

APA ()

Refer to the [library website](#) for more information

Fed Cite - [referencing tool](#)