

**COURSE DATA****Data Subject**

<b>Code</b>	42747
<b>Name</b>	Workshop on the development of effective teams and conducting of meetings
<b>Cycle</b>	Master's degree
<b>ECTS Credits</b>	3.0
<b>Academic year</b>	2019 - 2020

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
2126 - M.D. in Human Resources Management	Faculty of Social Sciences	2	First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
2126 - M.D. in Human Resources Management	4 - Social skills	Obligatory

**Coordination**

<b>Name</b>	<b>Department</b>
LLOPIS GIMENEZ, TOMAS JOSE	105 - Business Administration 'Juan José Renau Piqueras'

**SUMMARY**

The special nature of the work and the profile of the human structure in today's organizations makes especially valuable interpersonal skills related to management and teamwork.

This workshop takes a basic overview of the required skills and competencies that one person needs for the direction and management of teams. Special emphasis is placed on studying the functioning of groups and teams, and the most relevant interpersonal and management skills to their effectiveness and efficiency.

Many of the actions performed by team leaders in many organizations are based on personal experience and intuition. This individual can be considered enough to "get by" in urgent problems that need to be addressed. But to have adequate theoretical foundations facilitates the efficient use of scarce resources, not just financial, purpose that must be achieved by any organization and any manager.



Within the teams there is a minimum requirement: you have to work better. We must take advantage of our time work and also our partners, and for that purpose knowledge and skills development is critical.

## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

### Other requirements

No previous knowledge has been established, as a prerequisite for this workshop.

Although it is positive that students are in their second year of master, and have previously studied the subjects of first year

## OUTCOMES

### 2126 - M.D. in Human Resources Management

- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.
- Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.
- Students should demonstrate self-directed learning skills for continued academic growth.
- Students should be able to self-organise, which means systematically planning and setting realistic time schedules for the different tasks in their personal agenda, prioritising their activities, attending to criteria of urgency and importance, using explicit tools and procedures to control the level of performance and optimising time.
- Students should be able to initiate, lead, promote and facilitate interactions, as well as to manage groups of people.
- Students should have the ability to communicate, influence and be effective in interpersonal relationships.
- Students should be prepared for lifelong learning and self-development. The individual develops the ability to incorporate new knowledge, skills and professional competences.
- Students should be able to establish mechanisms to guide and motivate workers.
- Students should understand group processes.



- Students should be able to adapt to change and be creative. In this sense, they should develop the ability to modify predictable and habitual behaviour in order to adapt to the demands of different situations without substantially modifying the final objectives of the work processes (incorporating new data from the environment).
- Students should be able to design and conduct interviews to support human resources management functions.
- Students should be able to prepare, organise and hold effective meetings for developing the human resources management function.
- Students should develop appropriate interpersonal and team relations.
- Students should be able to work in a team and, at the same time, stimulate the participation of the members of the team, seeking to create synergies.
- Students should be able to lead people and teams to achieve the objectives of human resources management. In this sense, they should develop a certain level of relational sensitivity and empathy.
- Students should understand and manage cultural and ethnic diversity in organisations.
- Students should develop a certain tolerance for uncertainty.
- Students should understand and be able to develop leadership processes in human resources management by promoting systems of participation in the organisation and developing an appropriate internal communication policy.

## LEARNING OUTCOMES

The students will develop social skills required for human resource management in organizations. They will improve their communication and leadership skills, and emotional interaction with other people and groups, professional development, teamwork and negotiation.

These results are oriented to the improvement of management skills and team management. These skills will lead to the success and effectiveness of teams and organizations.

## DESCRIPTION OF CONTENTS

### 1. Teamwork

We begin by clarifying the differences between work in groups and teamwork. We worked first the concept work in group and how to search effectiveness when working in groups

Then, we analyse teamwork, and also review the characteristics that define what it is, and how it is developed in an effective manner. We also worked on the fundamental role of the team leader, and how to act to combine the roles of manager and leader.

We analyze specific skills that will help:

To look for the confidence of our collaborators, they may rely on our honesty and knowledge

To manage more effectively our time and the time of our employees

To perceive the change of our work environment, and to implement planned changes that are necessary to improve our work and the work of our teams



To manage the use of meetings.

## WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	18,00	100
Tutorials	6,00	100
Classroom practices	6,00	100
Development of group work	25,00	0
Development of individual work	15,00	0
Preparing lectures	5,00	0
<b>TOTAL</b>	<b>75,00</b>	

## TEACHING METHODOLOGY

The workshop is structured like a seminar.

In each class there is a theoretical exposition of the basic concepts, followed by a series of enrichment activities (performed usually in groups).

In parallel, students have to develop a group project to create an entity with a defined purpose, which will be delivered to be evaluated at the end of the workshop.

Finally, and individually, each student has to prepare a report on the dynamics that took place in their team-work during the development of the task, making a critical assessment in accordance with the concepts and ideas worked on content the workshop (how leadership has emerged, how conflicts are solved, how work is organized, ...)

## EVALUATION

The evaluation comprises:

A part of continuous evaluation, obtained by the attendance at meetings, and the work done in the classroom as well as individual interventions (40%)

A part of group evaluation based on the work presented at the end of the workshop (30%)

A part of individual evaluation, based on the critical report (30%)

Continuous evaluation is non recoverable.



## REFERENCES

### Basic

- Acosta Vera, José María (2008): Gestión eficaz del tiempo y control del estrés. Esic editorial, Madrid.
- Burt, Vikky (2003): Cómo evaluar y mejorar sus habilidades directivas. Gestión 2000, Barcelona.
- Grolimund, Carlos (2011): Claves de la gestión de proyectos. Gestión eficiente de proyectos y del trabajo en equipo. FC editorial, Madrid.
- Muntané, M.D. (2005): El libro para conducir reuniones con éxito. Díaz de Santos, Madrid.
- Palomero, Eugenio (2013): LiderARTE. Todas las claves para dirigir y motivar a tu equipo de trabajo. Gestión 2000, Barcelona.

### Additional

- Pino Jiménez, Elisa del (2012): Trabajo en equipo: consigue en tu empresa un equipo ganador. FC editorial, Madrid.
- Vázquez Luis, Rodrigo (2005): Habilidades directivas y técnicas de liderazgo. Su aplicación en la gestión de quipos de trabajo. Ideaspropias editorial, Vigo.
- Vázquez Luis, Rodrigo (2005): Técnicas de mando y dirección de equipos. Conceptos básicos y aplicaciones. Ideaspropias editorial, Vigo.
- Wolf, Quique (2012): Trabajar en equipo es un golazo. Ediciones Urano, Barcelona.

## ADDENDUM COVID-19

**This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council**

**English version is not available**