COURSE DATA

Data Subject

Code	42747
Name	Workshop on the development of effective teams and conducting of meetings
Cycle	Master's degree
ECTS Credits	3.0
Academic year	2023 - 2024

Study (s)

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

Subject-matter

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

Coordination

Name	Department
FERNANDEZ MESA, ANA ISABEL	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. Strategies to develop effective teams in the context of human resources management

a. Toxic team climate
b. Misaligned team activities
c. Group work vs. Teamwork

2. Team Alignment Map (Team Alignment Map TAM)

a. The team contract

b. The information seeker

c. The respect card

d. The Nonviolent Petition Guide

3. Theory and practice of effective meeting management

a. The TAM for meetings

b. Get the team focused

c. Reinforce the commitment of team members

d. Increase the impact of meetings and make informed decisions

4. Particularities of virtual teamwork

a. Virtual boards

b. Conflicts in virtual teams

c. How to generate commitment in a virtual team

5. Time management

a. Laws and principles

b. Time thieves

c. Postponement

d. Unproductive meetings and time scheduling

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
TOTAL	75,00	

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 grading scale is from 0 to 10 (100%), 5 being the minimum grade to pass the course.

For this, the following evaluation systems will be used:

1. Observation and recording of students' attitudes in the development of tasks and activities. Participation and involvement in the activities of the workshop, including the quality of the oral interventions (20% of the final grade). Due to its nature of continuous evaluation, this part only is evaluable in class, and it is not recoverable on second call.

2. Evaluation of the individual and/or group work of the students (50% of the final grade). The materials, instructions and specific criteria for each task will be explained by the teacher.

3. Exam (final report / individual portfolio) (30% of the final grade)

For the final evaluation it is essential to present all the activities and pass with more than a five (on a scale of 10 points) all the activities carried out and the final report (or exam) too.

The procedure to be followed to obtain the highest grade (honors) and if there are people tied, will consist of an optional assignment proposed by the teacher.

The detection of plagiarism in one or more of the works to be carried by the student in the subject (activities and / or reports, individual and group) will mean an automatic failure of the subject.

To obtain the final qualification for this class, two relevant aspects will be discussed: on one side, punctuality of turning in the assignment (reduction of the grade by 5% for each day that elapses on the delivery date and the impossibility of delivering the activity and / or work that has already been corrected in the classroom), and on the other hand, adaptation of the extension of the work to that determined by the teacher (can subtract up to 10% from the final grade).

The evaluation of the subject and the challenge of the grade obtained depend on the information available in the Regulation of Evaluation and Qualification of the University of València for bachelor's and master's degrees (A C G U V 1 0 8 / 2 0 1 7 d e 3 0 d e m a i g d e 2 0 1 7).
http://www.uv.es/graus/normatives/2017_108_reglament_avaluacio_qualificacio.pdf

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Basic

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- Acosta Vera, José María (2008): Gestión eficaz del tiempo y control del estrés. Esic editorial, Madrid.
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- Ferrazzi, K. (2014). Getting virtual teams right. Harvard Business Review, 92(12), 120-123.

Additional

- Grolimund, Carlos (2011): Claves de la gestión de proyectos. Gestión eficiente de proyectos y del trabajo en equipo. FC editorial, Madrid.
- Palomero, Eugenio (2013): LiderARTE. Todas las claves para dirigir y motivar a tu equipo de trabajo. Gestión 2000, Barcelona.
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