

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

<b>Code</b>	42813
<b>Name</b>	Management skills
<b>Cycle</b>	Master's degree
<b>ECTS Credits</b>	4.0
<b>Academic year</b>	2021 - 2022

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
2132 - M.U. en Creación y Gestión de Empresas Innovadoras	Faculty of Economics	1	First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
2132 - M.U. en Creación y Gestión de Empresas Innovadoras	2 - Tools and skills	Obligatory

**Coordination**

<b>Name</b>	<b>Department</b>
ADAME SANCHEZ, CONSOLACION	105 - Business Administration 'Juan José Renau Piqueras'

**SUMMARY**

In increasingly globalised environments, the creation of innovative and technology-based companies plays a leading role in the economic and social progress of a community. In fact, these companies are responsible for a very high percentage of a society's generation of employment and wealth. The role of managers is particularly important as they are responsible for managing the resources of the companies they manage. One of the most valuable resources of companies is the people who make them up. Managers must possess a range of skills and abilities to manage them properly. In this sense, the course aims to train the student in a series of tools that are useful for managing the people who work in the company, contributing to increase the chances of success of new companies. The essential objective of the learning process in management skills must be the development of management skills that complement the students' initial skills. Under this conception, the module goes further and seeks to train the student as a human resources manager with skills to get the best of the company, and thus, transform innovative ideas or technology-based projects, making it capable of identifying opportunities, resources needed to exploit them, know how to organize and manage them in a competitive environment achieving sustainable advantages



## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

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

### Other requirements

Not required

## OUTCOMES

### 2132 - M.U. en Creación y Gestión de Empresas Innovadoras

- Students should possess and understand foundational knowledge that enables original thinking and research in the field.

## LEARNING OUTCOMES

At the end of the course, the student must show or at least improve on his or her initial situation, attitudes such as:

- Assume challenging objectives
- Group-oriented culture (ensuring a quality relationship with the group) and efficiency
- Take others into account when deciding
- Tolerance to change and uncertainty

## WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	30,00	100
Development of group work	20,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	20,00	0
Resolution of case studies	10,00	0
<b>TOTAL</b>	<b>90,00</b>	



## TEACHING METHODOLOGY

Participative methodology that requires class attendance, and participation in discussions and sharing. The course is conceived with sessions with a methodological structure like the following one:

There will be a first part of the session dedicated to expose the most relevant concepts and to describe the behaviours related to the good performance of the skill.

Afterwards, the evaluation of the skill will follow, consisting of different techniques and tools that make the student aware of the current level of development of the skill being studied and the need for improvement or reinforcement of it.

Finally, we will work with activities that help to exercise, as far as possible, the skill in the student, generating in turn a critical reflection on its use in their professional life

## EVALUATION

The assessment system of the module shall consist of the following sections:

- Preparation and presentation of practical exercises throughout the module: 40 % of the final mark
- Completion of a final examination of the module subject: 60% of the final mark

Those who do not attend **80% of the sessions** will only be able to take the final exam and have a maximum final score of 6 points.

## REFERENCES

### Basic

#### - Bibliografia bàsica:

Armstrong, M. y Taylor, S. (2020). Manual de práctica de gestión de recursos humanos de Armstrong . Kogan Page Publishers.

Gómez-Mejia, L.; Balkin, D. y Cardy, R. (2011): Gestión de recursos humanos, Pearson-Prentice Hall, 5a edición en castellano.

Robbins, S.P. (2004): Comportamiento organizacional, Pearson-Prentice Hall.

Román, J.D. (2004): Nueve Habilidades Directivas. Manual de soporte para profesionales. Ed. Libros enred

#### Bibliografia complementaria:

Bonache, J. (2000): Recursos humanos y rendimiento empresarial: Una valoración del enfoque universalista, SIC: International Trends and Challenges in Human Resource Management Change, Madrid, November, 7 th.

Claver, E.; Gascó, J.L. y Llopis, J. (1995): Los recursos humanos en la empresa: Un enfoque directivo, Civitas.

Johnson, G., Scholes, K. i Whittington, R. (2006): Direcció Estratègica, Prentice Hall, Madrid, 7a edició.

Leal, A.; Alfaro, A.; Rodríguez, L. y Román, M. (1999): El factor humano en las relaciones laborales, Pirámide.



## **ADDENDUM COVID-19**

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

The teaching of this subject is face-to-face. Only in the case of a health alarm that forces a confinement of the population by legal imperative, would proceed to teach temporarily in online format. The exams are of a face-to-face nature. Only in the event of a health alarm that requires, by legal imperative, a confinement of the people, will the date of the tests be delayed until a period that allows for presence. If the containment situation were to be extended until the end of July 2021, the assessment tests would be replaced by individual work.