

# **Seminar in Management**

## **Saturday Morning 9:00 – 12:00 pm in Lab-1**

### **LEARNING OUTCOMES:**

1. Identify and explain the major tasks of the manager.
2. Discuss and apply major theories concerning the behavior of people in modern business organizations.
3. Identify and discuss alternative theories concerning the role of business in society and the implications of these theories.
4. Identify and discuss key issues involved in international management.
5. Identify and discuss key issues in the relationship between workers and managers.
6. Work with others to identify issues and prepare solutions in the practical management of business.
7. Present analysis of and solutions to management problems.

### **COURSE DESCRIPTION:**

The instructor will play the role of coach or facilitator more than intellectual guru. Among the desired outcomes of this class will be the following:

1. To increase your understanding of core behavioral principles upon which important management skills are based.
2. To help prepare you to transfer this learning and improvement to real-life, out-of-class settings.
3. There are certain skills that most businesses want their employees to possess.

### **COURSE CONTENTS:**

Lecture -1, 2 Introduction, Icebreaker and PAMS exercise  
Memory and left brain-right brain discussion

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#### **PERSONAL SKILLS**

Lecture -3, 4 Review Information on teams and form teams  
Discuss supplement on oral and written presentations

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Lecture -5,6,7 **1: Developing Self-Awareness**  
Discussion of Chapter 1 Self-Assessment instruments  
*Individual and team exam for Chapter 1*  
Deadline for completing PAMS survey

- A. Skill Learning—presentation of supplementary information, videos, and/or exercises (Cognitive Style Indicator, Tolerance of Ambiguity Scale, Core Self-Evaluation Scale)

- B. Skill Analysis cases
- C. Skill Practice exercises
- D. Skill Application exercise #1.19 and 1.21 pg. 77

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Lecture -9,10    **2: Managing Personal Stress and Well-Being**  
Discussion of Chapter Self-Assessment instruments  
Social Readjustment Rating Scale, Flourishing Scale  
*Team presentation on Chapter*  
*Individual and team exam for the Chapter*  
(Discussion of material in class on which there are questions)  
Skill Learning—presentation of supplementary information, videos,  
and/or exercises  
Skill Analysis cases  
Skill Practice exercises (Life-Balance Analysis pg. 123)  
Skill Application exercises 2.9 pg. 128

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Lecture -11, 12    **3: Solving Problems Analytically and Creatively**  
Discussion of Chapter Self-Assessment instruments  
How creative are you? Creative Style Assessment  
  
*Team presentation on chapter supplementary material*  
*Individual and team exam for the Chapter*  
(Discussion of material in class on which there are questions)  
Skill Learning—presentation of supplementary information, videos,  
and/or exercises  
Skill Analysis cases and/or Skill Practice exercises  
Skill Application exercises 3.12 pg. 182

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## INTERPERSONAL SKILLS

Lecture -13, 14    **4: Building Relationships by Communicating Supportively**  
No Self-Assessment instruments for Chapter 4  
*Team presentation on chapter supplementary material*  
*Individual and team exam for the Chapter*  
(Discussion of material in class on which there are questions)  
Skill Learning—presentation of supplementary information, videos,  
and/or exercises  
Skill Analysis cases and/or Skill Practice exercises  
Skill Application exercises 4.9 pg. 224

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Lecture -15, 16    **5: Gaining Power and Influence**  
No Self-Assessment instruments Ch. 5  
*Team presentation on chapter supplementary material*  
*Individual and team exam for the Chapter*

(Discussion of material in class on which there are questions)  
Skill Learning—presentation of supplementary information, videos,  
and/or exercises  
Skill Analysis cases and/or Skill Practice exercises  
Skill Application exercises 5.5 pg. 259

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Lecture-17,18 **6: Motivating Others**

No Self-Assessment instruments  
*Team presentation on chapter supplementary material*  
*Individual and team exam for the Chapter*  
(Discussion of material in class on which there are questions)  
Skill Learning—presentation of supplementary information, videos,  
and/or exercises  
Skill Analysis cases and/or Skill Practice exercises  
Skill Application exercises 6.4 pg. 301

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Lecture-19,20 **7: Managing Conflict**

Discussion of Chapter Self-Assessment instruments  
*Team presentation on chapter supplementary material*  
*Individual and team exam for the Chapter*  
(Discussion of material in class on which there are questions)  
Skill Learning—presentation of supplementary information, videos,  
and/or exercises  
Skill Analysis cases and/or Skill Practice exercises  
Skill Application exercises 7.10 pg. 358

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**GROUP SKILLS**

Lecture-21,22,23

**8: Empowering and Engaging Others**  
Discussion of Chapter Self-Assessment instruments  
*Team presentation on chapter supplementary material*  
*Individual and team exam for the Chapter*  
(Discussion of material in class on which there are questions)

Skill Learning—presentation of supplementary information, videos,  
and/or exercises  
Skill Analysis cases and/or Skill Practice exercises  
Skill Application exercises 8.10 pg. 397

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Lecture-24,25,26

**9: Building Effective Teams and Teamwork**

Discussion of Chapter Self-Assessment instruments

Diagnosing the need for team building

*Team presentation on chapter supplementary material*

*Individual and team exam for the Chapter*

(Discussion of material in class on which there are questions)

Skill Learning—presentation of supplementary information, videos,  
and/or exercises

Skill Analysis cases and/or Skill Practice exercises

Skill Application exercises 9.21 pg. 439 (Do individually in journal  
and then combine for final team paper)

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Lecture-27,28

**10: Leading Positive Change**

Discussion of Chapter Self-Assessment instruments

*Team presentation on chapter supplementary material*

*Individual and team exam for the Chapter*

(Discussion of material in class on which there are questions)

Skill Learning—presentation of supplementary information, videos,  
and/or exercises

Skill Analysis cases and/or Skill Practice exercises

Skill Application exercises 10.6 pg. 483

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Lecture-29,30

**Presentations**

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