Course guides
310745 - 310745 - Management Skills

Unit in charge: Barcelona School of Building Construction
Teaching unit: 732 - OE - Department of Management.
Degree: BACHELOR’S DEGREE IN ARCHITECTURAL TECHNOLOGY AND BUILDING CONSTRUCTION (Syllabus 2019).
(Optional subject).
Academic year: 2020 ECTS Credits: 3.0 Languages: Spanish

LECTURER

Coordinating lecturer: Vilajosana Crusells, Jordi
Others: Viscarri Colomer, Jesus Torrents Arevalo, Juan Antonio

DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES

Specific:
FB-07. FB-7 Ability to organise small companies and take part as a member of multidisciplinary teams in big companies.

Transversal:
07 AAT N3. SELF-DIRECTED LEARNING - Level 3. Applying the knowledge gained in completing a task according to its relevance and importance. Deciding how to carry out a task, the amount of time to be devoted to it and the most suitable information sources.
07 AAT. SELF-DIRECTED LEARNING. Detecting gaps in one’s knowledge and overcoming them through critical self-appraisal. Choosing the best path for broadening one’s knowledge.
04 COE N3. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 3. Communicating clearly and efficiently in oral and written presentations. Adapting to audiences and communication aims by using suitable strategies and means.
01 EIN. ENTREPRENEURSHIP AND INNOVATION: Knowing about and understanding how businesses are run and the sciences that govern their activity. Having the ability to understand labor laws and how planning, industrial and marketing strategies, quality and profits relate to each other.
05 TEQ. TEAMWORK. Being able to work as a team player, either as a member or as a leader. Contributing to projects pragmatically and responsibly, by reaching commitments in accordance to the resources that are available.
06 URI N3. EFFECTIVE USE OF INFORMATION RESOURCES - Level 3. Planning and using the information necessary for an academic assignment (a final thesis, for example) based on a critical appraisal of the information resources used.

TEACHING METHODOLOGY

LEARNING OBJECTIVES OF THE SUBJECT

The purpose of the course is to provoke changes in communication in business organizations, and more specifically in those of the construction field. We have three basic focus of attention:

- Unlearn what has been learned so far, new styles of management and / or communication are required in business organizations.
- New focus of the leader and manager: development and personal balance.
- Self-management and self-responsibility.
STUDY LOAD

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self study</td>
<td>45,0</td>
<td>60.00</td>
</tr>
<tr>
<td>Hours large group</td>
<td>30,0</td>
<td>40.00</td>
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</tbody>
</table>

Total learning time: 75 h

CONTENTS

who we are us?

Description:
* Runner and / or duality: "head, heart and legs"
* Big bang so far.
* Self observation

Specific objectives:
Discover who we are, as a previous step in the management and integration of us in an organization and human team

Related activities:
Experiential activities and systemic role games

Full-or-part-time: 8h
Theory classes: 8h

What kind of model of organization do we want?

Description:
- Evolution of organizations.
- Types of leadership.
- Traditional organizational structures.
- Wholness organizations.

Specific objectives:
Know the new types of organizations that are emerging, new environments and new paradigms

Related activities:
Experiential activities and systemic role games.

Full-or-part-time: 4h
Theory classes: 4h
### How can we communicate?

**Description:**
Four types of communication:

- Intrapersonal
- Interpersonal
- Group (teamwork)
- Public

**Specific objectives:**
Learn to communicate with ourselves

**Related activities:**
Experiential activities and systemic role plays

**Full-or-part-time:** 8h
Theory classes: 8h

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### How we feel?

**Description:**
content english

**Specific objectives:**
Be aware of the importance of our most intimate feelings.

**Related activities:**
Experiential activities and systemic role-playing games

**Full-or-part-time:** 8h
Theory classes: 8h

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### How can we manage our goals?

**Description:**
- Life and professional purpose.
- Balance Score Card.
- Systemic balance

**Specific objectives:**
Show tools to manage our goals

**Related activities:**
Experiential activities and systemic role plays

**Full-or-part-time:** 3h
Theory classes: 3h

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**GRADING SYSTEM**
BIBLIOGRAPHY

Basic:

RESOURCES

Computer material:
- Nombre recurso. Resource

Other resources:
In order to be able to develop the hybrid model of face-to-face and streaming or online, it is necessary that in the classroom there are the appropriate equipment to be able to carry out the face-to-face and telematic sessions.