Course guide
310745 - 310745 - Management Skills

Last modified: 09/02/2024

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: 2023   **ECTS Credits:** 3.0   **Languages:** Spanish

LECTURER

Coordinating lecturer:	Soriano Llobera, Juan Manuel
Others:	Soriano Llobera, Juan Manuel Galera Rodrigo, Asunción

PRIOR SKILLS

no prerequisites

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 N3. ENTREPRENEURSHIP AND INNOVATION - Level 3. Using knowledge and strategic skills to set up and manage projects. Applying systemic solutions to complex problems. Devising and managing innovation in organizations.
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 INFORMATI0N 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

The methodology will follow three principles that we consider essential:
- Realization of a (real) consultancy project (Learning by doing), of public or private organizations, we consider experiential learning to be basic.
- The teacher will be a guide and / or mentor to the student in the conduction towards knowledge, the student will be an active part of the learning process.
- It is a subject, experiential, interactive and self-managed by students and teachers.

LEARNING OBJECTIVES OF THE SUBJECT

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

- 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

Type	Hours	Percentage
Hours large group	30,0	40.00
Self study	45,0	60.00

Total learning time: 75 h

CONTENTS

Personal motivation

Description:
Discover the motivational factors in organizations and their reason for existing.

Specific objectives:
Analyze the motivational factors and processes and their application to the company. Discover who we are, as a preliminary step in the management and integration of ourselves in an organization and human team

Related activities:
Experiential activities and systemic role games

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

Types of organizations

Description:
- Evolution of organizations.
- Current / traditional organizational structures.
- Full organizations.
- Creativity and innovation

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

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

Full-or-part-time: 4h
Theory classes: 4h

types of leadership

Description:
Present the different types of leadership in organizations

Specific objectives:
Trabajar en los nuevos paradigmas en la gestión de empresas

Related activities:
Development of experiential and pragmatic activities

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

Communication and teamwork

Description:
Four types of communication:

* Intrapersonal
* Interpersonal
* Group (teamwork)
* Public

Specific objectives:
Learn to communicate with ourselves and with other people

Related activities:
Experiential activities and systemic role plays

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

Personal excellence

Description:
Concepts to be covered:

* Esteem.
* Self-confidence
* Perception
* Emotions

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

GRADING SYSTEM

The evaluation will be weighted as follows:

* Attendance and participation - 30%.

* Partial exam - 30%.

* Final exam - 40%.

BIBLIOGRAPHY

Basic:

- Miguel Ruiz. Los cuatro acuerdos toltecas. Badalona: Urano, 2012. ISBN 9788479532536.
- Frederic Laloux. Reiventar las organizaciones. Barcelona: Arpa, 2016. ISBN 9788416601059.
- EL Libro tibetano de la vida y la muerte. Barcelona: Urano, 2008. ISBN 9788479536237.

RESOURCES

Computer material:

- Nombre recurso. Resource