



MGMT306

Leadership and Influence in Action

WV Day 2017

Dept of Marketing and Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Learning and Teaching Activities</u>	7
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	9
<u>Changes from Previous Offering</u>	12
<u>Global Context and Sustainability</u>	12
<u>Research and Practice</u>	12

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General Information

Unit convenor and teaching staff

Lecturer

Brett White

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E4B204

By Appointment - please contact via email

Moderator

Deborah Howlett

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Credit points

3

Prerequisites

Admission to BBusLeadCom and ((45cp at 100 level or above) including MGMT304)

Corequisites

Co-badged status

Unit description

Leadership and Influence in Action examines decision-making challenges, managing difficult relationships and building successful ones, provides a range of competitive and cooperative negotiation strategies and develops students' ability to deliver a successful "sales" pitch. Through a series of practical workshops, the unit aims to enhance students' practical skills of influence and persuasion and further improve their effectiveness as leaders. Outcomes from this unit will help students understand influencing and negotiation techniques. This unit employs block teaching.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Evaluate, understand and learn from the factors that make leaders and influencers who they are.

Apply a range of leadership and influencing skills in a range of contexts.

Practise influence in an individual personal interview.

Investigate how different forms of power, relationships and ethical considerations can influence a negotiation process.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Individual Interview</u>	40%	No	15 & 16 August, 2017
<u>Individual Simulation/Exercise</u>	20%	No	During class
<u>Reflective Assignment</u>	40%	No	30 August - 4pm, 2017

Individual Interview

Due: **15 & 16 August, 2017**

Weighting: **40%**

Interview

Due: 15 and 16 August, 2017

Weighting 40%

Description:

Students must prepare for an individual mock interview for a role in a global leadership program. Students will be allocated a time by the lecturer to attend their interview. Each student must prepare a presentation based on the criteria set out in the assessment guide. Further details will be provided in the lecture and on iLearn.

Extension:

No extension will be granted. Students who do NOT participate in the assessment, will be awarded a mark of 0 for the assessment task, except for cases in which an application for Disruption to Studies application has been lodged and approved.

On successful completion you will be able to:

- Apply a range of leadership and influencing skills in a range of contexts.
- Practise influence in an individual personal interview.

Individual Simulation/Exercise

Due: **During class**

Weighting: **20%**

Simulation/Exercise

Due: During Class

Weighting 20%

Students must participate in the proscribed simulation/exercise. This simulation is an individual assessment. Further details will be provided in the lecture and on iLearn.

Submission:

In classes commencing Monday, 3 July

Extension:

No extension will be granted. Students who do NOT participate in the assessment, will be awarded a mark of 0 for the assessment task, except for cases in which an application for Disruption to Studies application has been lodged and approved.

On successful completion you will be able to:

- Apply a range of leadership and influencing skills in a range of contexts.
- Investigate how different forms of power, relationships and ethical considerations can influence a negotiation process.

Reflective Assignment

Due: **30 August - 4pm, 2017**

Weighting: **40%**

Reflective Assignment

Due: 30 August - 4pm, 2017

Weighting: 40%

Words: 1750

Description:

Students are required to read one book from the reading list and reflect on what it means for them in the context of their experience and understanding of leadership and influence. Further details will be provided in the lecture and on iLearn.

Submission:

Via Turnitin – **No hardcopy is required.**

Extension:

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will

be accepted after solutions have been posted.

On successful completion you will be able to:

- Evaluate, understand and learn from the factors that make leaders and influencers who they are.

Delivery and Resources

Classes

This unit is delivered as a block mode over the winter vacation. Attendance will be taken during class. Attendance in class will allow the student to gain the maximum benefit from this unit. It is expected that all students will interact and engage in the class environment. The timetable for classes can be found on the timetable website:

<http://timetables.mq.edu.au>

Required text

No required text is assigned for this unit. Readings and other materials will be made available via iLearn and Macquarie University Library website:

<http://www.mq.edu.au/about/campus-services-and-facilities/library>

Technology Used and Required

Students are expected to have knowledge of the Microsoft Office suit as well as iLearn, Google Scholar and the Macquarie University Library and associated databases. Support for these is available via the Library's website. All correspondence will be via student email. Students must check their email on a regular basis and must communicate with staff and other students using their Macquarie University email.

Unit Web Page

The unit web page is available on iLearn – <http://ilearn.mq.edu.au>

Consultations

By appointment

Successful Completion of Unit

In order to successfully complete this unit, students must attain a minimum mark of 50%

Unit Schedule

Day 1 - Monday 3 July	
9:00 - 10:30	Introduction to unit, assessments
10:30 - 11:00	Morning Tea
11:00 - 1:00	Motivation & Influence
1:00 - 2:00	Lunch
2:00 - 3:00	Self-Determination
3:00 - 4:30	Activity
4:30 - 5:00	Conclusion
Day 2 - Tuesday 4 July	
9:00 - 9:45	Review/ Q&A from the day before
9:45 - 10:00	Morning Tea
10:00 - 12:00	Guest Speaker
12:00 - 1:00	Lunch
1:00 - 3:00	Conflict
3:00 - 4:30	Activity
4:30 - 5:00	Conclusion
Day 3 - Wednesday 5 July	
9:00 - 10:30	Review/ Q&A from the day before
10:30 - 11:00	Morning Tea
11:00 - 1:00	Guest Speaker
1:00 - 2:00	Lunch
2:00 - 3:00	Negotiation
3:00 - 4:30	Activity
4:30 - 5:00	Simulation/exercise & Conclusion
Day 4 - Monday 10 July	
9:00 - 10:30	Review/ Q&A from the day before
10:30 - 11:00	Morning Tea
11:00 - 1:00	Cross Cultural Negotiation

1:00 - 2:00	Lunch
2:00 - 3:00	Power, Politics & Influence
3:00 - 4:30	Activity
4:30 - 5:00	Conclusion
Day 5 - Tuesday 11 July	
9:00 - 10:30	Review/ Q&A from the day before
10:30 - 11:00	Morning Tea
11:00 - 1:00	Guest Speaker
1:00 - 2:00	Lunch
2:00 - 3:00	Problem Solving & Decision Making
3:00 - 4:30	Simulation/exercise Wrap-Up
4:30 - 5:00	Conclusion
Evening Session - Tuesday 15 August	
6:00pm - 8:00pm	Individual interviews
Evening Session - Wednesday 16 August	
6:00pm - 8:00pm	Individual interviews

Learning and Teaching Activities

Teaching

This unit is taught through lectures, activities, and workshop discussions.

Student Learning Expectations

Students are expected to read in advance, prepare for classes as required, follow current developments in leadership and apply the concepts in class activities. Students are expected to demonstrate enthusiasm for the subject area and interact\communicate with fellow students and the lecturer.

Learning Focus

The focus of this unit is on students developing enhancing their practical skills of influencing and persuasion and to further improve their effectiveness as leaders.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Evaluate, understand and learn from the factors that make leaders and influencers who they are.
- Apply a range of leadership and influencing skills in a range of contexts.
- Investigate how different forms of power, relationships and ethical considerations can influence a negotiation process.

Assessment tasks

- Individual Interview
- Individual Simulation/Exercise
- Reflective Assignment

Learning and teaching activities

- This unit is taught through lectures, activities, and workshop discussions.
- Students are expected to read in advance, prepare for classes as required, follow current developments in leadership and apply the concepts in class activities. Students are expected to demonstrate enthusiasm for the subject area and interact\communicate with fellow students and the lecturer.
- The focus of this unit is on students developing enhancing their practical skills of influencing and persuasion and to further improve their effectiveness as leaders.

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge,

scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Evaluate, understand and learn from the factors that make leaders and influencers who they are.
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- The focus of this unit is on students developing enhancing their practical skills of influencing and persuasion and to further improve their effectiveness as leaders.

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Apply a range of leadership and influencing skills in a range of contexts.

- Practise influence in an individual personal interview.

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- Individual Interview
- Individual Simulation/Exercise

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Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Evaluate, understand and learn from the factors that make leaders and influencers who they are.
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Assessment tasks

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Changes from Previous Offering

This is a new unit.

Global Context and Sustainability

The topic areas of Global Context and Sustainability are underpinned in this unit by both the lecture content and the readings assigned and uploaded on iLearn.

Students are expected, within their assessment tasks, to acknowledge these concepts (if applicable) and apply them accordingly.

Research and Practice

This unit draws on research from a variety of sources. Students are encouraged to conduct their own independent research on topics relevant to the course. Lectures and tutorials will include regular discussions about current practice as well as theoretical application.

Students can utilise a range of books, journals and websites in conducting their own research. Examples of these are:

Books

- Allen, D., 2015, *Getting Things Done, The Art of Stress-Free Productivity*, Penguin Group Australia
- Babiak, P. & Hare, R. D., 2006, *Snakes in Suits – When Psychopaths go to Work*, Harper Collins, US
- Bork, J., 2013, *Persuasion, The art of influencing people*, Pearson, UK
- Brent & Fiona, 2012, *The Leader's Guide to Influence: How to use soft skills to get hard results*, Pearson, United Kingdom
- Carnegie, D., 1936, *How to Win Friends and Influence People*, Simon & Schuster
- Cialdini, R., 2009, *Influence: The Psychology of Persuasion*, HarperCollins Publishers Inc, United States
- Drucker, P. F., 2006, *The Effective Executive, The Definitive Guide to Getting the Right Things Done*, Harper Collins, US
- Duarte, N., 2015, *slide:ology: The Art and Science of Presentation Design*, O'Reilly Media Inc. Sebastopol, US
- Fleming, K., 2016, *The Leader's Guide to Emotional Agility: How to Use Soft Skills to Get*

Hard Results, Pearson, UK

- Jones, C. T., 2007, *The Wit & Wisdom of General George S. Patton*, Laws of Leadership Series, Volume VI, Executive Books
- Kahneman, D., 2011, *Thinking Fast and Slow*, Farrar, Straus & Giroux Inc, US
- Reynolds, G., 2013, *Presentation Zen Design*, 2nd Ed., Pearson Education, US
- Reynolds, G., 2011, *The Naked Presenter: Delivering Powerful Presentations with or without Slides*

Academic Journals and Periodicals

- Academy of Management Review
- Journal of Conflict Resolution
- Journal of Leadership Studies
- Leadership
- Leadership and Organization Development Journal
- McKinsey Quarterly
- Negotiation Journal
- The Journal of Leadership Studies
- The Journal of Values Based Leadership
- The Leadership Quarterly

Websites

www.theconversation.com (NFP site with content from academic and research community)

www.booktopia.com.au (Australian online bookseller)

www.booko.com.au (lists bookstores for a given text from cheapest to most expensive)

<http://libguides.mq.edu.au/management> (library guide to management databases, journals and links)

<http://ilearn.mq.edu.au/mod/page/view.php?id=4008540> (includes slides on reflective writing)

<http://ilearn.mq.edu.au/course/view.php?id=16580> (Studywise resources)

[Google Scholar](https://scholar.google.com) (academic article search tool – login with MQ OneID)

This unit will give the student extensive practice in applying theoretical knowledge to real world examples.