



# GMBA801

## Know Your People

GMBA Term 3 Online 2019

*Department of Management*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	8

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Professor Rebecca Mitchell

Contact via [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

You may book a consultation with your unit convenor via [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

Teaching Assistant

Billy Bruce

Contact via [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

Academic Program Director

Associate Professor Lan Snell

Contact via [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

Credit points

2

Prerequisites

Admission to GMBA

Corequisites

Co-badged status

Unit description

Organisations have changed from being hierarchical and siloed towards being flatter and team-driven. Now, more than ever, the manner by which people are managed and led has become crucial for organisational success. This unit considers a range of concepts, theories, and methodologies to navigate and optimise workplace relationships in this new organisational context. You will learn how to motivate and manage people in their organisation, focusing on strategy, employee experience and performance management. Through structured learning activities, you will examine the available evidence concerning the approaches and contingencies that enhance employee, team and organisational outcomes through the lenses of talent, diversity, culture as well as human resource management, and advance strategies to enact positive outcomes in simulated and real-life scenarios. Particular focus is placed on the changes associated with the future of work and the implications for managing people in complex and dynamic environments.

## 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:

Comprehend, critically analyse and apply a range of theories and methodologies to enhance employee experience, motivation, and performance.

Develop and analyse strategies for managing individuals and teams to best position organisations in their response to strategic opportunities and threats.

Understand and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success.

## General Assessment Information

### Submission

All assignment tasks will be submitted electronically via your online unit on Coursera. For detailed information on each of the tasks, please refer your online unit: **Course Info - Assessment Information**.

### Referencing

Preferred referencing style should use American Psychological Association (APA) 6th edition style. This means that when referring to an article or book etc, you indicate the author's name followed by the year of publication (Jones, 1989). For multiple authors include all names (Jones, Smith, & Wilson, 1990). If you use a direct quote put the quoted words in "quotation marks" and include the page number with the reference (Jones, 1989, p. 76). A reference list should be presented in alphabetical order at the end of the paper. Note that APA style references are used for the reading list of articles at the end of this outline.

Further information on APA style is available at: <http://libguides.mq.edu.au/content.php?pid=85232&sid=634282>

### Extensions

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 special consideration is made and approved.

To apply for special consideration please send an email to [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Case Study</a>	40%	No	11:59pm (AEST) 22 May 2019

Name	Weighting	Hurdle	Due
<u>Written Report</u>	60%	No	11:59pm (AEST) 12 June 2019

## Case Study

Due: **11:59pm (AEST) 22 May 2019**

Weighting: **40%**

Task Type: **Individual**

Format: **Short answer response - to be submitted via the assignment link in Week 3.**

Word length: **750-1,000 words (excluding references)**

There will be a choice between three topics.

- **Employee Motivation and Engagement**
- **Employee Loyalty and Commitment**
- **Meaningfulness and Motivation**

Please refer to the section **Course Resources - Assessment Information** in your online unit for detailed information on this assignment as well as the marking criteria.

On successful completion you will be able to:

- Comprehend, critically analyse and apply a range of theories and methodologies to enhance employee experience, motivation, and performance.
- Develop and analyse strategies for managing individuals and teams to best position organisations in their response to strategic opportunities and threats.
- Understand and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success.

## Written Report

Due: **11:59pm (AEST) 12 June 2019**

Weighting: **60%**

Task Type: **Individual**

Format: **Written report - to be submitted via the assignment link in Week 6.**

Word length: **1,200 words (excluding references)**

Please refer to the section **Course Resources - Assessment Information** in your online unit for detailed information on this assignment as well as the marking criteria.

On successful completion you will be able to:

- Comprehend, critically analyse and apply a range of theories and methodologies to enhance employee experience, motivation, and performance.
- Develop and analyse strategies for managing individuals and teams to best position organisations in their response to strategic opportunities and threats.
- Understand and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success.

## Delivery and Resources

### Required text

There is no required textbook for this unit. Please refer to the weekly required readings in your online unit. All readings are available via the Macquarie University library and do not need to be purchased separately.

### Delivery method

This unit will be delivered entirely online via the Coursera Learning Management System.

Access to a personal computer is required to access the resources and learning materials on Coursera.

### Workload

This unit will involve approximately 75 hours of student workload:

- 6 x 1 hour weekly Zoom meetings (see unit schedule)
- Approximately 25 hours of online asynchronous learning activities delivered via videos, discussion prompts, quizzes and peer-reviews
- Approximately 20 hours of class preparation
- Approximately 24 hours to complete unit assessments (see assessment task information)

## Unit Schedule

For this unit, Live Events (via the web conferencing software Zoom) will take place on Tuesday evenings from 6.30pm to 7.30pm (AEST), starting from 7 May 2019 and finishing on the 11 June 2019. The links to the events are available via **Live Events** in the online unit. Students are strongly advised to attend all live events. Recordings of the live events will be made available and can be accessed via **Course Resources** in the online unit.

Students are expected to complete all asynchronous learning activities (videos, discussion prompts, quizzes and peer-reviews) for that week before the scheduled Live Event in order to successfully participate in the event.

Week	Module
<b>Week 1</b> Webinar: Tuesday 7 May 2019, 6:30-7:30pm (AEST)	People in organisations
<b>Week 2</b> Webinar: Tuesday 14 May 2019, 6:30-7:30pm (AEST)	Diversity and inclusion
<b>Week 3</b> Webinar: Tuesday 21 May 2019, 6:30-7:30pm (AEST) A1 due: Wednesday 22 May 2019	Motivating your people
<b>Week 4</b> Webinar: Tuesday 28 May 2019, 6:30-7:30pm (AEST)	Conflict and emotion: Good or bad?
<b>Week 5</b> Webinar: Tuesday 4 June 2019, 6:30-7:30pm (AEST)	Teams and teamwork
<b>Week 6</b> Webinar: Tuesday 11 June 2019, 6:30-7:30pm (AEST) A2 due: Wednesday 12 June 2019	Cross-cultural and global leadership

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the

key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@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/](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

### PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

#### Learning outcome

- Understand and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success.

#### Assessment tasks

- Case Study
- Written Report

### PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

#### Learning outcomes

- Comprehend, critically analyse and apply a range of theories and methodologies to enhance employee experience, motivation, and performance.
- Develop and analyse strategies for managing individuals and teams to best position organisations in their response to strategic opportunities and threats.
- Understand and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success.

#### Assessment tasks

- Case Study
- Written Report

### PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based



critique of practice and theory.

This graduate capability is supported by:

## **Learning outcomes**

- Comprehend, critically analyse and apply a range of theories and methodologies to enhance employee experience, motivation, and performance.
- Develop and analyse strategies for managing individuals and teams to best position organisations in their response to strategic opportunities and threats.

## **Assessment tasks**

- Case Study
- Written Report