



MGMT2902

Leading Others: Managing Teams and Relationships

Winter vacation, Special circumstance 2020

Department of Management

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General Information

Unit convenor and teaching staff Unit Convenor Patrick Garcia patrick.garcia@mq.edu.au
Credit points 10
Prerequisites MGMT201 or MGMT2901
Corequisites
Co-badged status
Unit description Leading others begins with building effective relationships. This unit provides students with the opportunity to develop skills to manage teams and build strong relationships with others. Through a series of workshops, students will learn practical skills to connect with people more successfully. The unit aims to expand students' skills and knowledge to improve their effectiveness as leaders. Outcomes from this unit will help students understand relationships better and to develop leadership behaviour capabilities. 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:

- ULO1:** Identify and describe the theory behind team dynamics and processes.
- ULO2:** Analyse and select effective practices and strategies that would enhance sustainable relationships at work.
- ULO3:** Identify and allocate team roles and responsibilities to achieve a task with defined goals and deliverables.
- ULO4:** Develop skills in giving and receiving constructive and critical feedback.

General Assessment Information

Late Assessments must also be submitted through Turnitin. 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 incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

Assessment Tasks

Name	Weighting	Hurdle	Due
Group Project	60%	No	Feedback 3/07 2pm; Reflection 10/07 5pm; Report 24/07 5pm
Essay	40%	No	August 7, 2020 5pm

Group Project

Assessment Type ¹: Project

Indicative Time on Task ²: 25 hours

Due: **Feedback 3/07 2pm; Reflection 10/07 5pm; Report 24/07 5pm**

Weighting: **60%**

This Assessment consists of three parts: GROUP REPORT (30%): In teams of 4-5 (depending on cohort numbers) students will be asked to write a 2,000 word report on a case study. Time will be provided in most workshops for students to work on their group project and consult with the lecturer over Zoom. FEEDBACK EXERCISE (15%): Giving constructive feedback is a critical element of successful teamwork; yet many of us struggle to deliver it. In the final day of the workshop, students will partake in a feedback exercise via Zoom. REFLECTION PAPER (15%): Students are to write a 500 word reflection about the feedback they received from their teammates.

On successful completion you will be able to:

- Identify and describe the theory behind team dynamics and processes.
- Analyse and select effective practices and strategies that would enhance sustainable relationships at work.
- Identify and allocate team roles and responsibilities to achieve a task with defined goals

and deliverables.

- Develop skills in giving and receiving constructive and critical feedback.

Essay

Assessment Type ¹: Essay

Indicative Time on Task ²: 25 hours

Due: **August 7, 2020 5pm**

Weighting: **40%**

The 2,000 word Essay assists students in developing their knowledge of leading others.

On successful completion you will be able to:

- Identify and describe the theory behind team dynamics and processes.
- Analyse and select effective practices and strategies that would enhance sustainable relationships at work.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Required Text	None. Readings from each workshop will be provided through the library's e-Reserve and/or iLearn and students are expected to come to class having completed those.
Unit Web Page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	<p>Students are required to have access to a personal computer and familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/).</p> <p>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</p> <p>It is required that students have access to a reliable internet connect and a computer. Students should also be familiar on how to use Zoom.</p>

Delivery Format and Other Details	<ul style="list-style-type: none">• This subject is taught in a block mode in the Winter Vacation.• It is comprised of 5 workshops and each will begin at 9 am and conclude at 5 pm with suitable breaks. Classes may vary due to public holiday(s). There are also two 2 hour tutorials in Weeks 2 and 3 in S2 respectively.• The timetable for classes can be found on the University web site https://timetables.mq.edu.au/
Recommended readings	Recommended readings are provided via the links on the iLearn Unit page
Inherent Requirements	None

Unit Schedule

Please see iLearn.

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.**)

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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

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](#) or if you are a Global MBA student contact 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) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

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](#)

If you are a Global MBA student contact 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/.

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.