



MGMT3906

Leadership and Influence in Action

Winter vacation, Special circumstance 2020

Department of Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<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>	5

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 Senia Kalfa senia.kalfa@mq.edu.au
Credit points 10
Prerequisites Admission to BBusLeadCom and 150cp at 1000 level or above including MGMT304 or MGMT3904
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:

- ULO1:** Evaluate, understand and learn from the factors that make leaders and influencers who they are.
- ULO2:** Apply a range of leadership and influencing skills in a range of contexts.
- ULO3:** Practice influence through story telling.
- ULO4:** Investigate how different forms of power, relationships and ethical considerations can influence a negotiation process.

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
Individual Online Presentation	40%	No	Friday 10th July 23:59
Case Study/Analysis	40%	No	Friday 7th August 23:59
Reflection	20%	No	Friday 3rd July 23:59

Individual Online Presentation

Assessment Type [1](#): Presentation

Indicative Time on Task [2](#): 30 hours

Due: **Friday 10th July 23:59**

Weighting: **40%**

The purpose of this assessment is for students to develop their influencing skills. Students will be presented with a fictional scenario and they will need to prepare a presentation, to be delivered via Zoom, using frameworks provided in class in order to convince their fictional manager of their point of view.

On successful completion you will be able to:

- Apply a range of leadership and influencing skills in a range of contexts.
- Practice influence through story telling.

Case Study/Analysis

Assessment Type [1](#): Case study/analysis

Indicative Time on Task [2](#): 30 hours

Due: **Friday 7th August 23:59**

Weighting: **40%**

Students will analyse a Harvard Business Publishing case study. The purpose of this assessment is to engage students in a scenario focused on the need to enact change and influence others. Students will draw on knowledge and skills developed in the unit to determine appropriate courses of action and propose recommendations for OR evaluate the actions of the protagonist of the case study.

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.

Reflection

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 20 hours

Due: **Friday 3rd July 23:59**

Weighting: **20%**

The purpose of this assessment is to challenge students to critically and deeply think about how their learnings in this course are developing their knowledge, skills and abilities in leadership and, more broadly, are contributing to their professional and personal development. Students will be asked to reflect on their learning and development over the course of this unit, identify which areas are most important to them and why, and set feasible developmental goals to link their study to their careers.

On successful completion you will be able to:

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

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	No required text is assigned for this unit.
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>Students are expected to have knowledge of the Microsoft Office suite as well as Google Scholar and the Macquarie University Library and associated databases.</p>
Delivery Format and Other Details	<ul style="list-style-type: none">• This unit is delivered as a block mode over 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 timetable website: http://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](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 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.