GMBA8001
Know Your People
Coursera term 2, Fully online/virtual 2021
Department of Management

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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.

Notice
As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit’s iLearn space or consult your unit convenor.
General Information

Unit convenor and teaching staff
Unit Convenor
Dr Laramie Tolentino
laramie.tolentino@mq.edu.au

Credit points
5

Prerequisites
Admission to GMBA or GradCertGlobalBusPrac

Corequisites

Co-badged status

Unit description
Organisations are facing increased challenges brought about by a globalised and competitive business environment. Organisations have changed from being hierarchical and silo-ed 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. Students learn how to motivate and manage people in their organisation, focusing on strategy, employee experience and performance management. Through structured learning activities, students examine the available evidence concerning the approaches and contingencies that enhance employee, team and organisational outcomes through the lenses of talent, diversity and 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 their 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://students.mq.edu.au/important-dates

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

ULO1: Select and apply a range of theories and methodologies to enhance employee experience, motivation and performance
ULO2: Develop and analyse strategies for managing individuals and teams to best position organisations in their response to strategic opportunities and threats

ULO3: Evaluate and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success

General Assessment Information

Submission

You will submit your assessment tasks via your online unit on Coursera.

For individual submissions, please use the following naming convention for your file:

lastname-firstname-GMBAxxx-A1.*
lastname-firstname-GMBAxxx-A2.*

For group submissions, please use the following naming convention for your file:

team-number-GMBAxxx-A1.*
team-number-GMBAxxx-A2.*

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Extensions

Please note that 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.

For any questions regarding your assignment submission please contact your Unit Convenor. If you would like to apply for Special Consideration please submit a request via ask.mq.edu.au

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Formatting instructions

These instructions pertain only to written assignments. In the case of other formats (e.g., slide decks) specific formatting instructions may apply. Written assignments should be in 11 point Arial font with 1.5 line spacing. Each page of the report should be numbered and have at minimum 2.5 cm margins from the left and right edges and top and bottom of the page. The word count is strictly enforced. The actual word length of the document, not including references or appendices, should be clearly stated on the title page of the report. Written assignments should have the following structure:

1. A title page with the question, your student name and student number, word count of the text
2. The body of the report structured with paragraphs and with appropriate headings and citations, with page numbers.

3. Complete reference list of material cited in the text.

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Referencing

Please use the American Psychological Association (APA) 6th edition reference 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. Further information on APA style is available at [link to APA guidelines].

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Commercial in Confidence

Please note that you must not disclose any information marked ‘Commercial in Confidence’ without permission from the party who supplied it (e.g., your current or previous employer, customers, etc.).

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case study - Individual</td>
<td>40%</td>
<td>No</td>
<td>23 March 2021, 11:59pm (AEDT)</td>
</tr>
<tr>
<td>Written Report - Individual</td>
<td>60%</td>
<td>No</td>
<td>13 April 2021, 11:59pm (AEST)</td>
</tr>
</tbody>
</table>

Case study - Individual

Assessment Type 1: Case study/analysis
Indicative Time on Task 2: 9 hours
Due: 23 March 2021, 11:59pm (AEDT)
Weighting: 40%

Length: max. 1,500 words (excl. references) Format: Written report Task: In this assignment, you will investigate a current issue in the workplace (e.g., diversity, aging workforce) and analyse the issue in relation to the theories and frameworks discussed in the unit.

On successful completion you will be able to:
• Select 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
• Evaluate and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success

Written Report - Individual

Assessment Type 1: Report
Indicative Time on Task 2: 15 hours
Due: 13 April 2021, 11:59pm (AEST)
Weighting: 60%

Length: 2,500-3,000 words (excl. references) Format: Written report Task: In this assignment you will create, analyse, and develop solutions for a case study based on your current (or past) experience that centres on a problem related to teams or teamwork. For detailed information and the marking criteria, please refer to the section Course Resources - Assessment Information in your online unit. You will submit your completed task via the Assignment submission link in your online unit.

On successful completion you will be able to:
• Select 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
• Evaluate and manage individual differences, diversity and inclusion in order to advance organisational sustainability and success

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 Learning Skills Unit 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
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.

Unit Schedule
For this unit, Live Events (via the web conferencing software Zoom) will take place once a week starting in Week 1 and ending in Week 6. The links to the events are available via Live Events in the online unit. Students are strongly advised to attend the Live Events. Recordings of the live events will be made available within 24 hours of the event and can be accessed via Resources in the online unit.

Attending the Live Event each week is an opportunity to engage with the unit content, your Unit Convenor and classmates. Students are encouraged to complete specified Live Event preparation learning activities prior to each scheduled Live Event in order to get the most value out of these sessions.

Please note: The teaching schedule is subject to change. Please refer to your online unit for the latest schedule.

<table>
<thead>
<tr>
<th>Week</th>
<th>Live Events</th>
<th>Assessments</th>
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<tbody>
<tr>
<td>1</td>
<td>Webinar: Tuesday 9 March 2021, 8-9am (AEDT)</td>
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<tr>
<td>2</td>
<td>Webinar: Tuesday 16 March 2021, 8-9am (AEDT)</td>
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<td>3</td>
<td>Webinar: Tuesday 23 March 2021, 8-9am (AEDT)</td>
<td>A1 due: 23 March 2021, 11:59pm (AEDT)</td>
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<td>4</td>
<td>Webinar: Tuesday 30 March 2021, 8-9am (AEDT)</td>
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<td>5</td>
<td>Webinar: Tuesday 6 April 2021, 8-9am (AEST)</td>
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<tr>
<td>6</td>
<td>Webinar: Tuesday 13 April 2021, 8-9am (AEST)</td>
<td>A2 due: 13 April 2021, 11:59pm (AEST)</td>
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</tbody>
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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). Students should be aware of the following policies in particular with regard to Learning and Teaching:

• Academic Appeals Policy
Students seeking more policy resources can visit the 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).

**Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/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.
Student Enquiry Service

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

Equity 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.

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.