



# MGMT3902

## Communication for Effective Leadership

Session 1, Special circumstances 2021

*Department of Management*

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#### Disclaimer

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#### 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 Deborah Howlett <a href="mailto:deborah.howlett@mq.edu.au">deborah.howlett@mq.edu.au</a>
Credit points 10
Prerequisites Admission to BBusLeadCom and 140cp at 1000 level or above including MGMT2902 or MGMT202
Corequisites
Co-badged status
Unit description In this unit, students examine effective business communication at the individual, group and organisational level. The unit facilitates the understanding of communication processes using business 'best practice'. Initially, students will examine the basic requirements, tools and techniques for providing effective feedback and coaching. Students will then learn skills needed for persuasive public presentations for both impromptu and prepared speeches. Conflict management will be examined and students will have the opportunity to develop new skills.

## 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:** Critically evaluate a range of communication skills across settings, purposes & audiences.

**ULO2:** Apply best practice language and structure to the execution of an effectively presented and targeted discipline-specific task.

**ULO3:** Demonstrate skills in solving problems both as an individual and as part of a team.

**ULO4:** Employ reflective analysis to evaluate own and others' contribution to leadership challenges.

## General Assessment Information

### Late Assessment Policy:

Late assessment submissions must be submitted through the appropriate submission link in [iLearn](#). No extensions will be granted unless an application for [Special Consideration](#) is made and approved. 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. Late submissions will not be accepted after solutions have been discussed and/or made available.

*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
<a href="#">Presentation &amp; Comms Activity</a>	30%	No	Various Dates
<a href="#">Business Report</a>	30%	No	Week 6
<a href="#">Reflective Essay</a>	40%	No	Week 12

### Presentation & Comms Activity

Assessment Type <sup>1</sup>: Presentation

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Various Dates**

Weighting: **30%**

This assessment consists of two components worth 30% in total. One component is a group presentation (including supporting documents) worth 15%. The other component is an individual peer review and individual self-reflection worth 15%.

On successful completion you will be able to:

- Critically evaluate a range of communication skills across settings, purposes & audiences.
- Apply best practice language and structure to the execution of an effectively presented and targeted discipline-specific task.
- Demonstrate skills in solving problems both as an individual and as part of a team.

- Employ reflective analysis to evaluate own and others' contribution to leadership challenges.

## Business Report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Week 6**

Weighting: **30%**

This assessment is worth 30% in total. It is an individual report.

On successful completion you will be able to:

- Critically evaluate a range of communication skills across settings, purposes & audiences.
- Apply best practice language and structure to the execution of an effectively presented and targeted discipline-specific task.

## Reflective Essay

Assessment Type <sup>1</sup>: Essay

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Week 12**

Weighting: **40%**

This assessment is worth 40% in total. It is an individual essay

On successful completion you will be able to:

- Critically evaluate a range of communication skills across settings, purposes & audiences.
- Apply best practice language and structure to the execution of an effectively presented and targeted discipline-specific task.
- Employ reflective analysis to evaluate own and others' contribution to leadership challenges.

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<sup>1</sup> 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.

<sup>2</sup> 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	Eunson, B. (2016) Communicating in the 21st century. Milton QLD: John Wiley & Sons (e-book)
Unit web page	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>
Technology Used and Required	<p>Students are required to have access to a personal computer with audio and video functions and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>). Access to reliable internet services and sufficient network bandwidth to participate in Zoom tutorials as required.</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 check their university email account and contact the teaching staff through it. Gmail, Hotmail, and other personal email accounts are often blocked through the university's spam filter; communicating through such emails risks your query not being answered.</p>
Delivery Format and Other Details	<ul style="list-style-type: none"> <li>• Number and length of classes: <b>1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours</b> per week unless indicated otherwise in the unit schedule. Classes may vary due to public holiday(s)</li> <li>• Tutorials will commence in <b>Week 2</b>.</li> <li>• The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></li> </ul>
Recommended readings	Recommended readings are provided via the links on the <a href="#">iLearn</a> Unit page
Inherent Requirements	None

## Unit Schedule

Please see iLearn.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>). 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](#)

Students seeking more policy resources can visit [Student Policies](https://students.mq.edu.au/support/study/policies) (<https://students.mq.edu.au/support/study/policies>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>) and use the [search tool](#).

## 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](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 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](https://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.