MGMT202

Leading Others: Managing Teams and Relationships

WV Day 2019

Department of Management

Contents

General Information

Unit convenor and teaching staff
Lecturer and Unit Convenor
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Credit points
3

Prerequisites
Admission to BBusLeadCom

Corequisites
MGMT201

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:

Understand the theory behind team dynamics and processes

Demonstrate knowledge of effective practices and strategies to develop sustainable relationships at work

Demonstrate commitment to achieving teamwork task

Practise giving and receiving constructive and critical feedback

Assessment Tasks

Name	Weighting	Hurdle	Due
Individual Essay	40%	No	August 13, 4pm
Group project	60%	No	Various Dates

Individual Essay

Due: **August 13, 4pm**
Weighting: **40%**

Individual Essay Assessment Summary Task Description An essay requires the systematic investigation of a topic and the development of a written argument. Essays assess cognitive and research skills. Essays are expected to develop coherent arguments, be founded on thorough research, and provide insight into the topic area. **Type of Collaboration** Individual **Submission** Please Submit Via Turnitin Link on iLearn **Format** Please refer to the iLearn Unit page **Length** 2,000 words **Inherent Task Requirements** None **Late Submission**
Late tasks must also be submitted through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). 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.

On successful completion you will be able to:

- Understand the theory behind team dynamics and processes
- Demonstrate knowledge of effective practices and strategies to develop sustainable relationships at work

Group project

Due: **Various Dates**
Weighting: **60%**

Group Project Assessment Summary Task Description
This Assessment consists of **Three parts**:

GROUP VIDEO (30%): In teams of 4-5 (depending on cohort numbers) students will be asked to create a 5-7 minute video. Time will be provided in most workshops for students to work on their group project and consult with the lecturer face-to-face. **Due: August 5, 4pm**

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 in class. **Due: July 5 (in class).**

REFLECTION PAPER (15%): Students are to write a 500 word reflection about the feedback they received from their teammates. **Due: August 5, 4pm**

Type of Collaboration Group & Individual **Submission** Please Submit Via Turnitin Link on iLearn **Format** Please refer to the iLearn Unit page **Length** Group Video: 5-7 minutes; Written feedback: 200-300 words for each team member; Reflection paper 500 words. **Inherent Task Requirements   Late Submission**
GROUP VIDEO: Late tasks must be submitted directly to the lecturer. No extensions will be granted. There will be a deduction of 10% made from the total available marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% deduction). 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.

FEEDBACK EXERCISE: No extensions will be granted. Students who do not participate in the feedback exercise will be **awarded a mark of 0** for the written feedback and reflection paper, except for in cases in which an application for Special consideration is made and approved.

On successful completion you will be able to:
- Understand the theory behind team dynamics and processes
- Demonstrate knowledge of effective practices and strategies to develop sustainable relationships at work
- Demonstrate commitment to achieving teamwork task
- Practise giving and receiving constructive and critical feedback

Delivery and Resources

Required Text	• 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	• Students will need to be familiar with a web browser to access the unit web page. • It is required that students have access to one video camera per group for the filming of the group video. A camera on a smart phone will suffice. Groups with no access to a video camera are expected to notify the lecturer of the fact by the end of the first workshop.

Delivery Format and Other Details	- 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) - The timetable for classes can be found on the University web site https://timetables.mq.edu.au/
Recommended Readings	

Unit Schedule

SAMPLE UNIT SCHEDULE

Day	Lecture Topic
July 1	- Course Introduction - Introduction to teams (interdependence) - Stages of team development - Team cohesion and norms
July 2	- Leadership in teams - Power and social influence - Transformational leadership
July 3	- Emotional intelligence workshop - Team composition
July 4	- Team composition (continued) - Team processes - Team decision-making
July 5	- Giving and receiving feedback - Active listening - SBIR model

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
- 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). 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/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 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

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.

Graduate Capabilities

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Understand the theory behind team dynamics and processes
- Demonstrate knowledge of effective practices and strategies to develop sustainable relationships at work

Assessment tasks

- Individual Essay
- Group project

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Understand the theory behind team dynamics and processes
- Demonstrate knowledge of effective practices and strategies to develop sustainable relationships at work

- Demonstrate commitment to achieving teamwork task

- Practise giving and receiving constructive and critical feedback

Assessment tasks

- Individual Essay

- Group project

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Demonstrate commitment to achieving teamwork task

- Practise giving and receiving constructive and critical feedback

Assessment tasks

- Individual Essay

- Group project

Research & Practice, Global contexts & Sustainability

1. This unit draws on extensive research in organisational behaviour and management. A textbook is not adopted to ensure students are familiar with the most recent developments in these disciplines. Assessments in this unit are designed so that students engage and are rewarded for independent research.

2. Cultural differences in work practices between countries will be extensively discussed and students will be asked to elaborate on work practices in their respective countries.

3. Sustainability in the context of leadership, diversity, and justice will be explicitly discussed in the unit.