



COURSE INFORMATION

Course Title:

MGT205 Leading and Managing People

Semester:

Summer 2019

OVERVIEW

Leadership skills are increasingly important in the full range of corporate, NGO and public agency settings. There are varying perspectives on leading and leadership, but in this class, we will focus on leading and leadership as it relates to challenges and change inherent in personal, business and social situations in the Twenty-first century. Leadership is what individuals do in mobilizing other people, in organizations or communities to do “adaptive” work – work in the context of environmental social and economic change rather than the maintenance of a given “status quo”.

Leadership entails not only the capacity to have and maintain influence beyond your authority, but the ability to get people to face the gap between the values they stand for and the conditions they live in. While many of our personal and community core values may be somewhat stable, the conditions we encounter are subject to increasing change.

LEARNING OUTCOME

Students should be able to:

1. Apply relevant theories, concepts and principles in leading and managing people in contemporary organizations
2. Identify and describe core leadership and management skills needed in the contemporary workplace
3. Apply various leadership and management skills in a variety of situations
4. Critically analyses the challenges of leading and managing people in the workplace
5. Reflect on ethical principles and social impact associated with the leadership and management of people in contemporary organizations
6. Develop and activate a plan to build upon your strengths and weaknesses in leading and managing people.

CLASS HOURS

Class Times and Locations: Monday to Friday, 180 minutes each day, each week there will be a one-hour discussion session.

LEARNING RESOURCES

Suggested textbook:

Title: Leadership: Theory, Application, & Skill Development

Author(s): Lussier, R.N. and Achua, C.F.

Publisher: Cengage.

Year Published: 2016

Edition: 6th

ISBN-13: 978-1285866352

ISBN-10: 9781285866352

Supplementary materials may be utilized during the class.



WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Introduction to Leading and Managing People	Chapter 1
	2	Leadership Traits	Chapter 2
	3	Leadership behaviour and Motivation	Chapter 3
	4	Contingency theories of leadership	Chapter 4
	5	Influencing through PPNN	Chapter 5
2	1	Team Leadership (Part 1)	Chapter 6
	2	Team leadership (Part 2)	Chapter 7 and 8
	3	Styles of Leadership (Part 1)	Chapter 9
	4	Styles of Leadership (Part 2)	Chapter 9
	5	Mid-Term Exam	
3	1	Ethical Leadership	Chapter 10
	2	Leading Diversity	Chapter 10
	3	Leadership and change management	Chapter 11
	4	Exam revision	
	5	Final Exam	
ASSESSMENT			
Assessment Task		Possible Points	
Class participation		10%	
Elevator Pitch		15%	
Case study (group project)		15%	
Mid-term exam		30%	
Final Exam		30%	
Total		100%	
DETAILS ON GRADE COMPONENTS			
<u>Class Participation</u>			
Students are required to attend all classes and participate actively. Students should treat their classroom obligations as they would treat any serious professional engagement. Your participation grade will be based on the instructor's assessment of how well you contribute to classroom dynamics relative to your class peers.			
In case of an absence, the student is responsible for the materials and assignments for that class; it is the student's responsibility to inform the instructor regarding absences and assignments that are missed. Unexcused absence from five or more scheduled class sessions will be grounds for failure in this course. If you do have to miss class due to a personal emergency, please let the instructor know as soon as possible. Such emergencies will be dealt with on a case-by-case basis.			
Participation grades will be based on quality (in-class performance that reflects intellectual depth, insightfulness, and contribution to class learning) and quantity (consistency and regularity of performance).			



Accordingly, **you are expected to read the related chapters before participating the class.** Be prepared to be called upon to “open” a class discussion by presenting your full analysis and thoughts on the assigned topic at the start of class, or to be asked through a "cold call" for comment during the discussion.

The grading of class participation is necessarily a subjective exercise. However, high-quality comments have one or more of the following characteristics: **(1) insightfulness, (2) appropriate application of course concepts, and (3) advancement of the in-class discussion at hand.**

Pop-up Quizzes

Pop-up quizzes will happen every week to review and reinforce what has been learned in the previous classes.

Case Study (Group Project)

This is a team work. Students can set up teams by themselves or with the assistance from the instructor. The schedule, contents and all other details will be arranged in the first week of the program.

* The grade you receive for group activities will depend on two components: (1) the quality of the team submission and (2) the quality and level of your personal participation in the team. Thus, everyone on the team may receive different scores for an assignment.

Midterm and final exam: If an emergency arises, a notification must be given to the instructor in advance for an alternative time; otherwise a grade of zero will be given.

COURSE GRADING

Upon completion of this course, you receive a final grade. A final grade is a letter grade that carries with it a numerical value, as outlined below.

Grade	Percentage	
A	80-100	
B	70-79	
B	60-69	
D	50-59	
E	0-49	

CLASSROOM ETHICS & COURSE POLICIES

Being respectful of others’ opinions, values and culture

Cell phones are only permitted when the usage is related to the course. Absolutely **NO TEXTING** during class will be tolerated. If you have an emergency situation and you must be able to be reached, set the phone to vibrate and leave the room immediately when it goes off.



Any student with a documented disability needing academic adjustments or accommodations should notify the instructor or the program administrator before the start of the program, so such an arrangement will be made accordingly.

Any student who anticipates a schedule conflict because of religious reasons should make arrangements within two weeks of the start of class.

Academic misconduct

Please follow the guideline of the university policy. Academic dishonesty or misconduct will not be tolerated, and may result in disciplinary action including a grade F for the course. Work submitted must be the original work of the student. Original work may include the words and ideas of others, but the source of these words and ideas must be indicated in a manner consistent with an academically recognized form, style, and citation manual. Resubmission of work previously presented in another course is prohibited.