

MANAGEMENT SKILLS

Barbara Parmeggiani

Degree: Management of innovation (*Curriculum:* Management consulting)

Year: First year

Semester: Second semester

Scientific sector: SECS-P/10

Credits: 6

Total hours: 48 ore

Modular: No

OBJECTIVES

This highly interactive and participative course has two basic aims: enhancing students awareness about group dynamics and successful team functioning, making students more confident about speaking in public and delivering better presentations.

The emphasis is on preparing each of the students to develop as a team player and a presenter and to develop their communication skills, by becoming more confident when introducing themselves and speaking in public, by being able to communicate information clearly to their audiences, by being able to put together a professional presentation that leads to positive action.

TEACHING PROGRAM

In particular the course will enable to learn the basics on how to work in teams, and how to better communicate to others and how to speak in public.

Course contents:

Public speaking, Dealing with the Stage Fear, Public Speaking Stretching Exercises, Presence, Passion, Basic Communication Principles, Rules for structuring effective ppts

Team management, team dynamics, working together, team conflict, team building techniques are explained, to build an understanding of team functioning, team roles, and phases of teambuilding.

In particular, during the opening sessions we combine a look at the fundamentals of presenting, with an assessment of each person's unique presentation style, experience and skill, together with what they would now like to achieve.

We will then provide general knowledge about communication, give insight on 'skills' needed, suggest ways of going about it

Finally we will work to putting across a clear message, using passion to present and structuring presentation support material

In the last sessions, participants will prepare the written presentation material trying to incorporate the principles worked on earlier in the program.

Teambuilding and teamwork will be the subjects of specific lectures, debriefings and self assessments during the workgroups.

Teaching methods:

Lectures, exercises, teamwork, tutorials and group discussions, case studies and videos about teamwork and communication.

Modes of course:: lectures, work groups. presentations

Examination methods:

For attending students:

the exam will be executed during the last sessions of the course, by presenting the work group of a maximum of 5 students, who will be delivering a business presentation and describing their group experience in working together.

Student Reception: after the teaching sessions in the classroom.

E-Mail: barbara.parmeggiani@unier.it

Recommended texts:

- For not attending students, the exam will be based on the text: Katzenbach J.R.,Smith D.K, The wisdom of teams, HarperCollins 1994