

Management Skills – Group 1 – winter term 2018/2019

Veronika Seiter-Käfer (vseitlerkafer@gmail.com)

Date: 11./12.01.2019 + 18./19.01.2019

Room: 310 WiSo-Hochhaus

Content of course:

Dear Students,

my name is Veronika Seitler-Käfer and I will be your lecture for the management skill course in the next term. I have studied Business and Pedagogics at the University of Cologne and did a postgraduate degree in Marketing in the UK. My working experience includes lecturing in an Academy for Communication and practical experiences which I collected working in marketing and sales in an international company. Currently I am working as lecture and coach for management and marketing as well as for personal development.

I am living with my family in Bonn.

The course: Management Skills

In today's competitive world, management is a crucial issue.

Leading individuals and groups effectively is the key to organizational excellence. But it is a myth that there is only one best way to manage. It is important to realize that each of the cultures/ concepts or ways is good for something. No concept or mix of concepts is bad or wrong itself, only inappropriate to its circumstances.

To meet the challenges of a manager and to develop some critical leadership skills the course focusses on the following topics:

- I. The Manager as a person and management as profession
- II. Principles of effective management and management styles
- III. Overview of several communication models and their application in order to increase the success of communication processes. (S.C.I.L. Performance Strategy, Transactional Analysis, Four sides to react, Nonviolent Communication)
- IV. Manager's Toolkit: different topics available.

Course organization and assessment

Lectures will be interactive requiring participants to undertake some work before, during and after the course which have to be handed in partly in written form and which will be presented verbally during the course:

Evaluation: Paper Work: 50 %/ Presentation 50 %

(1) Before the course

1.1 Preparation Work:

In order to design the course for you in the most appropriate way I would appreciate to obtain some information about you as a person and your individual expectations about the course. Therefore, please prepare a short "Elevator Pitch" with the following items:

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- Personal data
- main subjects of your studies
- knowledge about management skills
- experiences with presentations (stage fright)
- learning expectations

Please send your Elevator Pitch to my email account **three weeks before** the course starts: vseitlerkafer@gmail.com

What is the purpose of your Elevator Pitches?

Firstly, your Elevator Pitches provide me as your lecturer with basic information about the group and its members. According to your preferences and expectations I am going to design the concept of the course.

Furthermore, your Elevator Pitches serve you as a marketing instrument in future situations. Whether you are networking, visiting a career fair or you are invited for your first job interview, one of the first questions will always be to present you as a person.

Hence the course provides you with the possibility to train your Elevator Pitches, to get great feedbacks from your peers and to reflect and work on your - depending to the situation - most appropriate self-presentation.

1.2. Manager's Toolkit Groupwork:

To excel in nowadays business world, you need a wide range of skills.

At that point, student interaction is required. You are going to select the contents you are most interested in. The topics will be prepared by the students in groupwork before the course and then presented and discussed during the course.

Please give me a feedback about your first, second, and third preferred topic as quick as possible, but latest 3 weeks before the course starts. As soon as I have your preferences I will organize the formation of the groups and will inform you latest two weeks before the course starts about your groups and topics. I will try to consider your predilections doing the formation of the groups. If ever you wish to work together with a friend within the group, please also tell me and make sure that you and your friend have chosen the same topics!!!

Available topics:

- Becoming a Leader
- Change-Management
- Communication in international companies
- Conflict management
- Creativity in Management
- Dealing with Crisis
- Emotional Intelligence

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- Intercultural Differences in Leadership/ Communication
- Leadership styles
- Managing Teams
- Networking
- Time Management

The course will be splitted into 4 – 5 groups.

The groupwork will be about 3 to 4 pages per person and need to be handed in as a complete written work about 12 – 15 pages by email to: vseitlerkafer@gmail.com the day before the course starts.

In addition, a presentation need to be prepared and held during the course. Presenting time per person is calculated round about 10 to 15 minutes.

As learning takes best place when being interactive, the presentation should be interactive. Therefore, the audience need to be included even during or after the presentation in the form of questions, short discussions or a small case studies. Feel free to create something special for your audience – you will be rewarded by your audience's full attention. All in all, the interaction part should cover round about 15 minutes.

As soon as I have organized the course you are going to be informed by email about your presentation dates and times.

(2) During the course

Personal Learning Portfolio (PLP):

To become a manager is not done within 4 days. It is a lifelong learning process. Therefore, it will be helpful to create a personal learning portfolio during the course which supports you in various ways.

The PLP comes in many forms:

- A PLP is the starting point for establishing a pathway and identity as a lifelong learner
- Serve as a dynamic planning tool, archive profile and showcase of an individual lifelong learning experiences, goals and achievements
- It provides you with the responsibility for your learning process and shows you your personal development

During the course, you are expected to draw up your learning experiences in a learning journal. This learning journal is not necessarily a formal piece of work; it is a personal record of your own learning process. It is unique to you and cannot be "right" or "wrong", but bridges the course contents with the real-world activities. The PLP is shown to the lecture within a short face to face feedback the last day of the course.

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(3) After the course

Homework:

After the course, you are asked to apply some of your knowledge to a realistic situation which occurred already in your professional life or which could occur in the future.

1. Description: Please describe such a critical situation (real or imaginary)
2. Application: How could you improve the situation by using two models/ concepts taught within the course? (Alternatively, you can choose the concepts from a former management course.)
3. Discussion: Discuss critically the possibility of application and where and why you probably see possible limits (e.g. cultural reasons) for the implementation of the chosen concepts.

The homework is expected to consist of 5 – 6 pages and need to be handed within four weeks after the course to my email account: vseitlerkafer@gmail.com.

I am looking forward to meet you all in the next term.

Best regards

Veronika Seiter-Käfer

General Information:

Management Skills:

Management Skills is not a 'normal' seminar as you may know it from your regular studies. Instead, it is rather a workshop or a training which is held (mostly) by external trainers with long-time experience in coaching. Due to its interactive focus you will be forced to engage in discourse and to deal with your personal strengths and weaknesses. In contrast to other seminars concentrating primarily on your study topic, our trainers will focus explicitly on your performance inside and in front of a group and give you individual feedback referring to your personal accomplishments. Thus, your presentation skills and your ability to manage a group work will improve significantly if you are willing to participate actively in the workshop.

1. Different courses:

Please be aware that the diverse groups are representing different courses with different lecturers. Therefore, **every group may vary in their content and type of examination.**

All further information regarding the application process will be sent by e-mail via the Smail-account.

Please check your Smail account regularly.

2. Registration and Admission:

The registration to the course is made via KLIPS 2 at the 2nd enrolment period (from 29th August to 19th September) and students from advanced semesters are prioritized. At the end of the 2nd enrolment period (02nd October), you will see in KLIPS 2 if you were admitted to the course. Please note that KLIPS 2 prioritises students enrolled in higher semesters.

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Please do not forget to prioritise your favourite dates after the course assignment. <http://klips2-support.uni-koeln.de/12147.html?&L=1>

Admission:

1. All students with an **admission at KLIPS 2 will receive further information by E-Mail** via their Smail-account on 09th October
2. A **change of groups** with other students is **not possible**. Therefore please prioritise your favourite groups!
3. In addition to the admission via KLIPS, an application at WiSo-Career-Service is required in order to register for the exam. All further information according the registration for the exam will be given on **09th October**.

3. Deregistration:

In case you have already registered for the exam but, however, do not want to take part in the course, you have to inform the WiSo-Career-Service till **09th November**. Otherwise, you will receive a failed attempt.

4. Further information:

1. On 12th November, you will receive a **preparation exercise via ILIAS or by Mail** that has to be prepared (if not communicated differently by the lecturer) until the beginning of the course. This exercise is part of your exam and will count for your final grade.
2. This exercise distinguishes in type and range according to the lecturer! The diverse groups are representing different courses with different lecturers. Please take a look at the description of our courses!
3. Further information regarding the preparation of the task will be given on **12th November** or by your lecturer.

5. Other Examination:

All further examination (term paper; portfolio...) will vary in type and range depending on lecturer.

6. Attendance:

At the WiSo-Faculty there is no obligation to attend lectures. Nevertheless, we advise to attend this seminar regularly and actively as this course is different from other seminars in your studies. Only by participating actively you can acquire management skills and consequently derive the highest benefit for your personal development. As interaction represents the focus of this course, your attendance and commitment is required. Additionally, the oral presentation during the course counts 50% of your final grade.

In case you cannot participate because of urgent reasons please inform us immediately. If you do not appear at the presentation due to illness reasons you need to submit a medical certificate as the presentation is part of your exam. You can find further information related to attendance in your examination regulations.

7. Organisational issues:

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If you have got any questions related to the **course organisation (admission, free places)**, please write an E-Mail to managementskills@wiso.uni-koeln.de

For any questions regarding the content (e.g. preparation task ...) please contact your lecturer.

8. CEMS/MIM Students + CEMS/MIM Management Skills:

Please note: **CEMS/MIM Students and Incomings** enrol for the course at 2nd enrolment period as well.

9. FAQ

Change of groups

A change of groups with or without other students is not possible – even if there are free places in other groups. Please prioritise the groups at the 2nd enrolment period.

How to prioritise courses: <http://klips2-support.uni-koeln.de/12147.html?&L=1>

Grading

For students of M.Sc. Business Administration the seminar is graded as “passed” or “failed”. For students of M.Sc. International Management and incoming students the seminar is graded from 1.0 to 5.0.

Free places after admission via KLIPS 2

In case you did not receive a place at 2nd enrolment period please contact us via Mail. Generally there are some free places that will be distributed after the personal registration. We will write you on our waiting list and inform you if you get a place. Students enrolled in higher semesters will be prioritised.