

## MANAGERIAL SKILLS FOR INTERNATIONAL BUSINESS

*Number of sessions: 30*

*Length of each session: 1,5 h*

*Total length of the module: 45 hours*

### INTRODUCTION TO THE COURSE

The module intends to enable students to know about the basics of management and leadership.

It also intends to develop the participant's managerial skills that are necessary for a successful career.

Students will develop their managerial skills throughout different ways, including business cases, debates, teamwork, role playing, etc. The lecturer will ask for an interactive dialogue within the participants and aim to gain a final high level of participation.

### REQUIREMENTS

Fluent in English

### CONTENTS

1. International Human Resources Management
2. Creativity as a competitive advantage
3. Gurus
4. International Organization Structure
5. Career orientation
7. Compensation and benefits
8. Managing people mobility assignments
9. Managing cultural differences
10. Employees separations
11. Leadership
12. Teamwork and motivation at work
13. Problem solving, decision making and conflict management
14. Time management
15. Emotional intelligence
16. Professional selling skills

### GRADING

**Mid-term exam (25%):** A true or false questionnaire ( 10 questions)

**Work in class (50%):** includes papers, in class activities, attendance, punctuality, attitude and participation. This methodology makes the emphasis in the continuous appraisal and the day-to-day work as well as the attitude shown towards the subject.

**Final Exam (25%):** A true or false questionnaire ( 10 questions)

## **BIBLIOGRAPHY**

DELBRIDGE, RICK. The exceptional manager . New York : Oxford University Press Inc., c2005.

WHITNEY, JOHN O. Power plays : Shakespeare's lessons in leadership and management. London : Macmillan, 2000.

STAHL, JACK. Lessons on Leadership : the 7 Fundamental Management Skills for Leaders at All Levels. New York : Kaplan, 2007

NYE, JOSEPH S. The Powers to lead . Oxford ; New York : Oxford University Press, 2008.

LEFTON, ROBERT E. Leadership through people skills. New York : McGraw-Hill, 2004

CARUSO, DAVID. The emotionally intelligent manager : how to develop and use the four key emotional skills of leadership. San Francisco : Jossey-Bass, c2004.