

## Course unit title M3.2 151122 Management Methods

This course unit forms part of module M3, it is mandatory.

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| Name of lecturer(s)  | Prof. Dr. Stefan Grösser  |
| Semester   | 1   |
| Available in   | Winter and summer semester  |
| Mode of delivery   | Lecture including integrated exercises  |
| Language of instruction  | German  |
| Course unit title (German)   | Management Methoden   |
| Number of ECTS credits awarded   | 3.0, this corresponds to a workload of 75 hours   |
| Contact hours per week (45 mins each)  | 2.0   |
| Workload: Contact hours  | 30  |
| Workload: Independent studies  | 45  |
| Workload details   | Literature research and evaluation of the findings; preparation of both a presentation and a workshop for fellow students.  |
| Type of assessment   | Course-specific paper / presentation  |
| Duration of assessment   | 0 Minutes   |
| Type of course unit  | Mandatory   |
| Prerequisites (see below)  | none  |
| Planned learning activities and teaching methods                               | Seminar with lectures and exercises, case study analysis by student groups, peer discussions of solutions found and presented as well as communication and presentation training. |
| Professional competence: In-depth knowledge and comprehension (Bloom)          | This sub-module aims to introduce students to general management tools and approaches.  |
| Professional competence : conative skills, analysis and synthesis of knowledge |   |
| Personal competence: Social abilities and skills                               |   |
| Personal competence: Independence / autonomy                                   |   |
| Competence levels according to GQF   | 7   |

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| Course unit contents                      | <p>Management techniques trained:</p> <ul style="list-style-type: none"> <li>• Structuring aims and objectives,</li> <li>• Collecting and analysing information,</li> <li>• Developing creativity techniques,</li> <li>• Preparing and taking decisions,</li> <li>• Structuring and delivering presentations,</li> <li>• Understanding HRM tools such as personality testing,</li> <li>• Assessing leadership tasks, behaviour and styles,</li> <li>• Building teams and influencing team work,</li> <li>• Coaching and managing conflicts,</li> <li>• Developing self-management techniques, such as time management and self-motivation,</li> <li>• Negotiation and facilitating techniques.</li> </ul> |
| Recommended optional programme components | none  |
| Additional specifics                      | none  |
| Recommended or required reading           | <ul style="list-style-type: none"> <li>• Bea, F.X.; Schweitzer, M.: Allgemeine Betriebswirtschaftslehre, 2. Band: Führung</li> <li>• Dillerup, R.; Stoi, R.: Unternehmensführung</li> <li>• Macharzina, K.; Wolf, J.: Unternehmensführung. Das internationale Managementwissen</li> <li>• Schawel, C; Billing, F.: Top 100 Management Tools</li> <li>• Winkelhofer, G.: Management- und Projekt-Methoden: Ein Leitfaden für IT, Organisation und Unternehmensentwicklung</li> </ul>   |
| Scheduled                                 |   |
| Combined assessments                      | -   |