



JOHN WESLEY THEOLOGICAL COLLEGE
COURSE THEMATICS

Course: Leadership and Management Skills	Course type: seminar	Credits: 2	Course ID: KTAK154/1
Course responsible: Peter Koronváry, PhD.	Programme type: part-time	Hours/Semester: 10	Assessment: examination
Course objectives: To provide a basic understanding of the concepts of leadership and management, their similarities and differences, as well as the different approaches and methodologies of their practice. To offer opportunities to practise personal, managerial and leadership skills through tasks and simulations requiring the application of the most common tools and methods of management, as well as the interpersonal and personal skills of leadership and followership applied in teams. To develop a feeling for 21 st century concepts such as “governance” or “cooperation” in the course of executing their tasks.			
Competencies to be improved: minimum 3 kategóriához, összesen minimum 5 db kompetencia kell Knowledge: Ability: K3, K6 K7 Attitude: A5, A6 Autonomy and responsibility: F2, F3			
Compulsory literature: Adair, J. <i>Develop Your Leadership Skills</i> (Kogan Page 2007) Pedler, M. - Burgoyne, J. - Boydell, T. <i>A Manager's Guide to Leadership (An Action Learning Approach)</i> (McGraw-Hill 2010) Whetten, D. A. - Cameron, K. S. <i>Developing Management Skills</i> (Prentice Hall 2011)			
Recommended literature: Cohen, S. <i>Negotiating Skills for Managers</i> (McGraw Hill 2002) Scott, S. <i>Fierce Leadership</i> (Broadway Business 2011) Mann, B. <i>Change Leadership</i> (Clink Street 2019) Further readings etc. will be provided by the lecturer.			
Course content: 1. Introduction: Leadership, Management and Other Animals (Decision-Making, Governance, Stewardship etc.) 2. Personal Skills Any Manager Should Practise 3. The Manager and the Co-Workers: Interpersonal Skills 4. The Team: Group Skills 5-6-7. Weak Points: Time Management, Stress Management, Communication 8. Risk Avoidance and Risk Taking 9. Facilitation 10. Networking and Cooperation			
Course requirements: Attendance, active participation, pre-class tasks: 20 points Course assignment and its presentation: 40 points Examination: 40 points Extra tasks: 2, 5 or 10 points (reflecting level of difficulty)			
Grading scale: from 100 points 91+%= excellent, 81-90% good, 71-80%:satisfactory, 61-70%:pass, 0-60% fail			
Course Programme: WJLF ENVIRONMENTAL SCIENCE	Semester: 2020_2021_ SPRING	Lecturers: Peter Koronváry, PhD.	