

Managerial Skills

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Consultancy Hours

- Tuesday 10:00 – 11:00, at office B303
- Materials for studying (presentations within e-learning)
- Moodle – e-learning

<https://elearning.opf.slu.cz/>



Structure

- ❑ Management and personal development
- ❑ Testing abilities, personality
- ❑ Motivation of a manager
- ❑ Team work
- ❑ Managing stress
- ❑ Chairing meetings
- ❑ Time management

Requirements

| Points | English | |
|---------------|----------------|-----|
| 60 – 55 | Excellent | 1 |
| 54 – 49 | Very good | 1,5 |
| 48 – 44 | Good | 2 |
| 43 – 39 | Satisfactory | 2,5 |
| 38 – 34 | Sufficient | 3 |
| 33 – 0 | Unsatisfactory | 4 |

- Case study I – 10 points
- Case study II – 10 points
- Examination test from studying materials – 40 points

Seminars

- 23. 2. Basic information and requirements
- 2. 3. Management and managerial functions
- 9. 3. Objectives of organization, success of organization, manager vs. leader
- 16. 3. Case Study I
- 23. 3. Personal development, behaviour
- 30. 3. People skills

Seminars

- 6. 4. Motivation
- 13. 4. Case Study II
- 20. 4. Group vs. team
- 27. 4. Meetings and Time management
- 4. 5. Revision
- 11. 5. or 18. 5. Possibility to write examination test



Requirements

- Case study I: 16. 3. 2021
- Case study II: 13. 4. 2021
- Examination test: 11. 5. 2021 or 18. 5. 2021
or June 2021