IDENTIFYING DATA

Managerial skills in public administrations				
Subject	Managerial skills in public administrations			
Code	P04G091V01503			
Study programme	(*)Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	3rd	1st
Teaching language	Spanish Galician			
Department				
Coordinator	García-Pintos Escuder, Adela			
Lecturers	Cal Arca, Ángela María García-Pintos Escuder, Adela			
E-mail	adelagpe@uvigo.es			
Web				
General description	This matter centres in the necessary managerial skills for the professional improvement of the student , through the practical experience, in the development of managerial competitions and delegation, work in team, creativity, negotiation, management of the time and other appearances that directly in the efficiency and efficiency of current work and future of the student/to			

Competencies

Code	
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B3	Listening and reading comprehension skills and oral and written communication skills.
B7	Skills for the management of interpersonal conflicts and orientation towards mediation and negotiation.
B9	To be able to recognize and implement sound practices arising from processes and actions as a basis for innovation and creativity.
C22	To understand the basic characteristics of management and human relations skills.
D6	Commitment to striving for quality and continuous improvement and innovation.
D7	Commitment to striving for quality and continuous improvement and innovation.
D8	Capacity to cooperate teamwork and open to different points of view and opinions
D10	Leadership skills (readiness to take on responsibilities) and ability to delegate responsibilities when dealing with workgroups.

Learning outcomes

Expected results from this subject	Training and Learning Results

(*)- Conocimiento de la dirección de arte en publicidad como una disciplina profesional autónoma.

- Conocimiento de las técnicas y procesos creativos publicitarios, tanto a nivel teórico como práctico.

- Conocimiento e identificación de recursos, elementos, métodos y procedimientos utilizados en todo proceso de creatividad publicitaria.

- Capacidad teórico-práctica en la creación, elaboración y desarrollo de un original publicitario en el marco de una estrategia corporativa global.

- Conocimientos básicos para situar la actividad publicitaria en un contexto de competencia local, nacional e internacional, incidiendo en la importancia de las técnicas creativas como un activo publicitario diferencial.

New	A2			
New	A3			
New	A4			
New	A5			
New		B3		
New		B7		
New		B9		
New			C22	
New				D6
New				D7
New				D8
New				D10

Contents

Topic	
1. TEAMWORK	1.1. Importance of the teamwork in the organisations 1.2 Advantages and problems of the teamwork 1.3. Technicians of teamwork 1.4. The direction of teams
2. DIRECTION AND LEADERSHIP	2.1. Direction and management vs. leadership 2.2. Models of leadership 2.3. Delegation and evaluation.
3. TIME MANAGEMENT	3.1. Advantages of the efficient of time management 3.2 Causes of the bad time management (thieves of the time) 3.3. Technicians of time management: individual and in team 3.4. Tools of planning
4. CREATIVITY, INNOVATION AND DECISION MAKING	4.1.Technicians of creativity 4.2. Application to the organisational innovation, structural and relaTional in the organisations 4.3. Decision making and problems solution
5. NEGOTIATION	5.1. Importance of the negotiation 5.2. Negotiation and management of the conflict: intership 5.3. Types of conflict and strategies of negotiation 5.4 . The process of negotiation (preparation, development and closing) 5.5. Skills of communication for the negotiation: asertivity
6. PROFESSIONAL DEVELOPMENT	6.1. Selection of personnel 6.2. Psychotechnical proofs 6.3. CV

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	33	0	33
Mentored work	12	105	117

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Lecturing	Exhibition by part of the professors of the contents on the matter object of study. It will do of face-to-face form, through the platform of FaiTIC and/or through the Remote Campus.
Mentored work	Students will develop distinct tasks under the guidelines and supervision of the professors. The follow-up will do in the classroom (if it is possible), through the platform FaiTIC and through the Remote Campus.

Personalized assistance

Methodologies	Description
Lecturing	Personalized attention will make preferably by telematic means (email, campus remoto, forums of doubts in FaiTIC). If a student wants, as possible, it can be presencially. They will be indicated at the beginning of course the concrete forms of communication as well as the schedules.
Mentored work	Personalized attention will make preferably by telematic means (email, campus remoto, forums of doubts in FaiTIC). If a student wants, as possible, it can be presencially. They will be indicated at the beginning of course the concrete forms of communication as well as the schedules.

Assessment

	Description	Qualification	Training and Learning Results			
Mentored work	Carrying out the different activities proposed (individually and / or in groups) by the professors in each of the topics. The delivery will be made through the Teledocencia platform.	100	A2 A3 A4 A5	B3 B7 B9	C22	D6 D7 D8 D10

Other comments on the Evaluation

Sources of information

Basic Bibliography

Complementary Bibliography

Alonso Puig M., **Vivir es un asunto urgente.**, 978-84-0309926-5, AGUILAR, 2008

Alonso Puig M., **Madera de Líder.**, 978-84-95787-63-7, EMPRESA ACTIVA, 2012

Bercoff, Maurice, **El arte de la negociación: el método Harvard en 10 preguntas**, 84-234-2323-9, Deusto, 2005

Castanyer O., **¿Por qué no logro ser asertivo?**, 978-84-330-1582-2, DESCLEE DE BROUWER, 2001

Costa, Mercedes, **Negociar para CON-vencer.**, 84-481-2998-9, Gestión 2000, 2004

García del Junco, Julio, **Habilidades directivas**, 978-84-368-3718-6, Pirámide, 2017

Harvard Business School Press, **Presentaciones que persuaden y motivan.**, 84-8088-714-1, Gestión 2000, 2004

Pattakos A., **En busca del sentido, los principios de Viktor Frankl aplicados al mundo del trabajo.**, 84-493-1789-4, PAIDOS IBERICA, 2005

Pease, A, **El arte de negociar y persuadir**, 978-84-9735-351-9, Amat Editorial., 2009

Sánchez Gómez, Roberto, **Gestión de empresas y habilidades directivas**, 978-84-9148-075-4, Dykinson, 2017

Varela, E. (Dir.), **Manual de Xestión de Persoas e equipos de traballo nas organizacións públicas. Unha visión para a Xunta de Galicia.**, EGAP, 2009

Velilla, R., **El poder de las Presentaciones Efectivas: Guía práctica de comunicación oral para directivos.**, 84-8088-788-5, Gestión 2000, 2002

Recommendations

Contingency plan

Description

=== EXCEPTIONAL PLANNING ===

Given the uncertain and unpredictable evolution of the health alert caused by COVID-19, the University of Vigo establishes an extraordinary planning that will be activated when the administrations and the institution itself determine it, considering safety, health and responsibility criteria both in distance and blended learning. These already planned measures guarantee, at the required time, the development of teaching in a more agile and effective way, as it is known in advance (or well in advance) by the students and teachers through the standardized tool.

=== ADAPTATION OF THE METHODOLOGIES ===
* Teaching methodologies maintained
All

* Teaching methodologies modified
None

* Non-attendance mechanisms for student attention (tutoring)
Remote campus, email and forums on the Teledocencia platform

* Modifications (if applicable) of the contents
None

* Additional bibliography to facilitate self-learning
Students have all the material on the platform, part of it made by the professor, to be able to track the subject.

* Other modifications
None

=== ADAPTATION OF THE TESTS ===
* Tests already carried out
Weight is maintained as all activities are adapted to any circumstance

* Pending tests that are maintained
Weight is maintained as all activities are adapted to any circumstance.

* Tests that are modified
None

* New tests
None

* Additional Information
Not necessary