

CHRONOGRAM – Leadership & Management Skills

Schedule for the classroom			
Week	Contents and Activities	Activities and Resources	Working at home
1	<ul style="list-style-type: none"> Lesson 1: Understanding Leadership 	<ul style="list-style-type: none"> Lecture slides: Traits & Strength Lecture slides: Leading Values and Styles Goal hierarchy exercise 	<ul style="list-style-type: none"> Northouse's Handbook chapters: Chapters 1, 2, 3, 4 & 5 Assignment: Leadership Strengths Questionnaire Assignment: Leadership Styles Questionnaire
2	<ul style="list-style-type: none"> Lesson 2: Leadership Strategy & Ethics 	<ul style="list-style-type: none"> Lecture slides: Creating a Vision & Embracing diversity Lecture slides: Leading ethically Leading ethically exercise 	<ul style="list-style-type: none"> Northouse's Handbook Chapters: 7, 9 & 12 Assignment: Steve Job's last interview extract analysis
3	<ul style="list-style-type: none"> Lesson 3: Personal Management Skills, Managing Personal Stress 	<ul style="list-style-type: none"> Lecture slides: Managing personal stress Skill Practice: Small wins Skill Practice: Mindfulness at work 	<ul style="list-style-type: none"> Whetten & Cameron Handbook Chapter: 2 Assignment: Monitoring and managing time
4	<ul style="list-style-type: none"> Lesson 4: Interpersonal Management Skills, Effective and supportive communication 	<ul style="list-style-type: none"> Lecture slides: Effective and supportive communication Skill Practice: Communication and active listening Skill Practice: Providing Effective Feedback 	<ul style="list-style-type: none"> Whetten & Cameron's Handbook Chapter: 4 Assignment: Positive and Negative Feedback
5	<ul style="list-style-type: none"> Lesson 5: Interpersonal Management Skills, Managing conflict 	<ul style="list-style-type: none"> Lecture slides: Managing conflict Skill Practice: Interpersonal Conflict Exercise Skill Practice: Constructive controversy exercise 	<ul style="list-style-type: none"> Whetten & Cameron's Handbook Chapter: 7 Assignment: Constructive controversy exercise preparation
6	<ul style="list-style-type: none"> Lesson 6: Team Management Skills, Empowering and delegating 	<ul style="list-style-type: none"> Lecture slides: Empowering and delegating Skill Practice: Skill Practice: Delegating Work 	<ul style="list-style-type: none"> Whetten & Cameron's Handbook Chapter: 8 Assignment: Reflection on strategic coaching
7	<ul style="list-style-type: none"> Lesson 7: Team Management Skills, Building and leading effective teams (Virtual teams add-on) 	<ul style="list-style-type: none"> Lecture slides: Building and leading effective teams Skill Practice: (Virtual) Team performance exercise 	<ul style="list-style-type: none"> Whetten & Cameron's Handbook Chapter: 9 Prepare for Final Exam
8	Final Exam		

