



University "Ukshin Hoti" Prizren
Faculty of Economics
Program: Business Administration (MSc)

SYLLABUS							
Level of studies	Master	Program	Business Administration	Academic year	2023/24		
SUBJECT		MANAGEMENT SKILLS FOR EMERGING LEADERS					
Year	I	Course status	Elective	Code		ECTS credits	5
Semester	II						
Teaching weeks	15		Teaching hours		Lectures	Exercises	
					2	1	
Teaching methodology	Interactive lectures, discussions, seminar papers, etc.						
Consultation	Monday 10:00-11:00; Friday 10:00-11:00						
Professor	Prof. Ass. Dr. Luan Vardari		E-mail	luan.vardari@uni-prizren.com			
			Tel.	049 855 070			
Assistant	Ass. PhDc. Festim Tafolli		E-mail	Festim.tafolli@uni-prizren.com			
			Tel.	049436848			
Course objectives			Learning outcomes				
<p>The course "Management skills for emerging leaders" aims to:</p> <ul style="list-style-type: none"> - Provide opportunities to learn about the strengths and weaknesses associated with the traits and skills of an effective manager. - To review the competences and skills necessary for the performance of the manager's work in the dynamic interactive environment. 			<p>After completing the course, the student will be able to:</p> <ul style="list-style-type: none"> • Knows the most important processes of management, Distinguishes between managerial activities and managerial effectiveness, • Understands the concept of managerial style and its current trends, • Knows how the implementation of the delegation is done, • Understands the reasons why people work with or without effectiveness, • Knows how to honor a selection model, • Implements the concepts of performance management, • Analysis the ways upon which a manager is treated and developed, • Possesses tactic skills in the process of negotiating. 				
Teaching methodology							
Interactive lectures, seminar papers, discussions etc.							

Conditions for implementation of the course topics				
Classroom, computer and projector.				
Examination methods and grading				
Students are evaluated through testing, whereas the final grade consists of these components: - Attendance and activity classes: 10% (1-10 points) - Working seminar: 40 % (1 – 10 points) • Final Exam: 50 % (1 - 100 points)	Evaluation in%	Final grade		
	91 - 100	10	(ECTS – A)	
	81 – 90	9	(ECTS - B)	
	71 – 80	8	(ECTS - C)	
	61 – 70	7	(ETCS - D)	
	51 – 60	6	(ETCS - E)	
	40 - 50	5*	(ETCS – FX)	
Student obligations				
Lectures		Exercises		
<ul style="list-style-type: none"> - Attending lectures, - Participation in debates, - Adhering to the code of conduct, etc. 		<ul style="list-style-type: none"> - Attending of hours of exercise - Adhering to the code of conduct, etc 		
Student workload (must correspond with learning outcomes)				
Activity	Hours	Days/week	Total	
Lectures	2	13	26	
Exercises	2	13	26	
Consultation with teachers	1	10	10	
Field work visits	2	2	4	
Practical work (Internship)	1	3	3	
Seminars	2	10	20	
Own study time	2	12	24	
Preparation for final exam	2	3	6	
Time spent on assessment (tests, exams, etc.)	1	3	6	
Note: 1 ECTS credit = 25 hours workload, i.e. if the subject has 6 ECTS credits student must have 150 hours workload during the semester		Total workload:	125	
Designed study plan				
Week	Lectures		Exercises	
	Topic	Hours	Topic	Hours
1.	Presentation of the syllabus and content of the course	2	Questions and discussions	1
	Genesis and development of management			
2.	Managers and their formation	2	Questions and discussions	1

3.	Identification of the managerial work	2	Questions and discussions	1
4	Management style and levels	2	Questions and discussions	1
5	Manager, organization and environment	2	Questions and discussions	1
6	Characteristics and motivation of managers	2	Questions and discussions	1
7	Managerial ethics	2	Questions and discussions	1
8	Globalism, cultures and interculturalism	2	Questions and discussions	1
9	Selection and recruitment of talents	2	Questions and discussions	1
10	Communication and performance evaluation	2	Questions and discussions	1
11	Time and quality management	2	Questions and discussions	1
12	Management of work spaces	2	Questions and discussions	1
13	Development of leadership skills	2	Questions and discussions	1
14	Skills for Building Personal Credibility and Influencing Others	2	Questions and discussions	1
15	Summary and interpretation of scientific research papers	2	Questions and discussions	1

LITERATURE

Basic literature:

- Whetten, D. A., Cameron, K. S. 2015. Developing Management Skills, 9th ed., Pearson Prentice Hall, Upper Saddle River, NJ.
- Caproni, P. J. 2012. Management Skills for Everyday Life, 3rd ed., Pearson Education, Inc., Upper Saddle River, NJ.
- Koxhaj, A. 2006. Managerial Skills, Tirana.

Additional literature:

- Yukl, G., Gardner, III, W. L. 2020. Leadership in Organizations. Ninth Edition. Global Edition. Pearson Education Limited.
- Hughes, L. R., Ginnett, C. R. Curphy, G. J. 2019. Leadership: Enhancing the Lessons of Experience. Ninth Edition. McGraw-Hill Education.
- Northouse, P. G. 2019. Leadership: Theory and Practice. Eighth Edition. SAGE Publications, Inc.
- Whetten D., Cameron, Kim. 2007. Developing Management Skills, Prentice Hall.

Academic policies and code of conduct

- Students must respect the schedule of lectures, exercises and be attentive in class.
- Student must have their ID card with them, they cannot undergo the test without their ID card.
- During the drafting of the course papers, the student must adhere to the instructions given by the teacher.
- The use of mobile phones is not allowed during the test/exam hours.