



I. Course Information					
Department	Relaciones Internacionales				
Course Title	Management Skills and Crisis Management				
Prerequisites	None				
Weekly Schedule	4UD	In Class	64	Workshop	NA
Class Schedule	Wednesdays, 18.00				
Professor	J.J. Harting				
E-mail	jharting@uvm.cl				
Office Hours	By appointment				

Course Abstract:

II. Learning Results
<p>Understanding the importance of Management Skills, being able to see the Management Process from an integrated point of view and interrelating the different aspects, through the following content:</p> <ol style="list-style-type: none"> 1. Externalities 2. Local and General Context 3. Financial Analysis – Externalities & Business Value 4. Crisis Management – The Six Steps

III. Teaching Methodology
<p>Theoretical classes, with analysis of real cases and screening of audiovisual products related to the content of the course.</p>

IV. Evaluation Methodology			
Description of the methodology		<p>The course considers three written tests and a final exam which measure the knowledge and understanding of the content.</p> <p>Each written test addresses the specific content related to the classes prior to it.</p> <p>Test one weighs 33%, test two 33% and test three 34%.</p> <p>If a student obtains an average grade equal or higher than 5.5 (on a 1 to 7 scale), there will no need to take the final exam. If the average is below 5, a final exam will be required.</p> <p>The final grade will be calculated as follows:</p> <p>Final grade = test average x 30% + final exam x 70%</p>	
Evaluation Type	Learning Result being evaluated	Date	Percentage
Written test	Understanding the importance of Externalities.	August 29	33%
Written test	Understanding the local and general context, and the relation between externalities and business value.	October 10	33%
Written test	Understanding the steps of Crisis Management.	November 14	34%

V. Course Rules
Plagiarism is not tolerated. Any student caught plagiarizing will automatically fail the course, and a formal letter will be sent to their home university informing of their grave infraction.

VI. MODELO DE CALENDARIZACIÓN DE CLASE

Learning Results (LR)			Units, or Modules (include topic content)		
N° LR	Unit	Session #	Class Objective	Class activity, or evaluation	Homework for next class
1	Externalities.	1	To understand the importance of Externalities and their influence.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
1	Externalities.	2	To understand the importance of Externalities and their influence.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
1	Externalities.	3	To understand the importance of Externalities and their influence.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
1	Test 1	4	Examination of learning results 1.	Written test related to learning result 1.	
2	Local and General Context.	5	To understand the local and general context and its implications.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
2	Local and General	6	To understand the local and general context and its implications.Value.	Classes with original materials and screening of audiovisual products	Analysis of class content.

	Context.			related to the class content.	
2	Local and General Context.	7	To understand the local and general context and its implications.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
2	Local and General Context.	8	To understand the local and general context and its implications.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
2	Test 2	9	Examination of learning results 2.	Written test related to learning results 2.	
3	Financial Analysis – Externalities & Business Value	10	To understand Financial Analysis and the estimation of Business Value.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
3	Financial Analysis – Externalities & Business Value	11	To understand Financial Analysis and the estimation of Business Value.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
4	Crisis Management	12	Understanding the steps of Crisis Management.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
4	Crisis Management	13	Understanding the steps of Crisis Management.	Classes with original materials and screening of audiovisual products related to the class content.	Analysis of class content.
3, 4	Test 3	14	Examination of learning results 3	Written test related to learning	

			and 4.	results 3 and 4.	
1, 2, 3, 4	Back to basics	15	Revision of the whole course.	Classes with original materials and screening of audiovisual products related to the class content.	
1, 2, 3, 4	Test - Exam	16	Examination of learning results 1-4.	Written test related to learning results 1-4.	

Bibliography:

- Be Positive: A Guide for Managers (Better Management Skills), Phil Clements
- Using Psychology in Management Training: The Psychological Foundations of Management Skills - David A. Statt
- Management Skills for New Managers - Carol W. Ellis

Primary Texts: Be Positive: A Guide for Managers (Better Management Skills), Phil Clements / Using Psychology in Management Training: The Psychological Foundations of Management Skills - David A. Statt.

Films: Original audiovisual material related to the specific content of the course.