

SEP 1996

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GRANDE PRATRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 1070 PERSONAL MANAGEMENT
FALL 1996

CLASS SCHEDULE

DATE	TOPIC(S) AND KEY QUESTIONS	READINGS
Sept. 10-12	Introduction -Course Outline	
Sept. 17-19	Career Planning	
Sept. 24-26	Goal Setting	
Oct. 1-3	The job package	
Oct. 8-10	Resume	
Oct. 15-17	Employment Interview	- Quiz #1, 15%
Oct. 22-24	Stress Management	
Oct. 29-31	Motivation	
Nov. 5-7	Motivation	
Nov. 12-14	Group Dynamics	
Nov. 19-21	Leadership	- Quiz #2, 15%
Nov. 26-28	Business meetings	
Dec. 3-5	Change	
Dec. 10-12	Final Exam	
Journal	10%	5% resume
Quiz #1	15%	
Plan	10%	
Paper	15%	
Quiz #2	15%	
Team anal	10%	
Final	20%	

GROUP PROJECT

PURPOSE:

The purposes of the group project are as follows.

- 2 -To provide students with an opportunity to meet and interview members of the business community.
- 2 -To examine how concepts of motivation are applied in the "real world".
- 2 -To provide students with a team experience in the planning and completion of a group project.
- 2 -To provide practice in applying behaviour concepts in a systematic, critical and analytical way.

INSTRUCTIONS:

- 1) Form a group of 4-5 students. Choose your group carefully with regards to compatibility of people and schedules, as you will be working together through most of the term.

2) INTERVIEWS

Choose four members of the business community who you will interview regarding issues of Motivation in the workplace. It is preferred that these individuals be in a supervisory/management role (i.e. they have someone who reports to them). These individuals can be from one or different organizations, in different or similar job roles.

For example, you may want to compare the opinions on motivation between four accountants from different firms; or do a comparison between four accountants within the same firm. Alternatively, you may choose to interview the owners of four different retail outlets; or one accountant, one bank official, one retailer, and one government manager.

Decide what questions you will ask them. Develop questions based on what you have learned regarding the theory of work motivation. This list of questions must be the same for each individual interviewed.

Prior to conducting the interviews you will be required to hand-in a project plan (see project plan).

When conducting interviews, take notes or tape the interviewee's responses. If you prefer to use a tape recorder, ask permission of the interviewee first.

3) PROJECT PLAN = 10%

The project plan will include the following:

- 2 i) The introduction to the project, including a rational for your interview questions and your choice of interviewees.
- 2 ii) The names and titles of the interviewees.
- 2 iii) An outline of questions that will be asked.
- 2 iv) The proposed work schedule (including dates) for the completion of the tasks required of this project.
- 2 v) Who will be responsible for what and when.

Length 1 to 2 pages approximately.

4) GROUP PAPER = 15%

Each group will be required to submit a paper which summarizes and analyzes the information collected in your interviews.

The paper will include the following:

- 2 i) Introduction, which includes the purpose, scope, and the organization of the report.
- 2 ii) Theoretical background, which is a brief but thorough explanation of the concepts of motivation that you are examining in you interviews.
- 2 iii) Description of interviews - Who did you interview? How and why did you choose them? What questions did you use.
- 4 v) Results of the interviews - use descriptive, compare and contrast.
- 3 vi) Summary and Conclusions - what did you learn etc.?
- 2 vii) Appendix - include a copy of you questions and any other supporting material.

This paper is an academic paper, and as such must be appropriate in format and tone. (Students are referred to guidelines provided in B.A. 1010 for academic papers. Students who are not currently taking this course should approach the instructor for guidelines.)

The final written text of the paper should be approximately 5-8 pages. (Written text does not include the table of contents, appendices, etc.)

All group member will receive the same mark on both the project plan and the group paper.

DUE DATES: Project Plan October 29 - 31
Group Paper November 26 - 28

VALUES: Project Plan = 10%
Group Paper = 15%

ANALYSIS OF TEAM

PURPOSE:

The purpose of this assignment are as follows:

- To apply the concepts of group dynamics and team building.
- To analyze the groups in which the students have worked.
- To develop and apply observation and analysis skills.
- To critically analyze their own behaviours in the group as well as their team mates.
- To understand group norms, leadership skills, decision making styles and how these effect cohesiveness and effectiveness.

INSTRUCTIONS:

- 1) This is a individual and a team assignment. Students are to rely on their observations of the team process as well as their observations of their own behaviours in the group. (observations are likely to vary among students in the same group)
- 2) Utilizing the concepts taught in the class the student will be required to analyze their group as well as themselves. Their analysis should address the following concepts as they apply the themselves and their group:
 - Stages of team development
 - Roles of individual members
 - The students role and effectiveness in the group
 - Group norms
 - Cohesiveness
 - Decision-making
 - Leadership
 - Group effectiveness
 - Changes from the start to the finish

The conclusion of the report should include an assessment of the effectiveness of the group, as well as suggestions for improving the teams effectiveness. Statements must be supported with specific observations of behaviour.

- 3) This is an academic paper. The final copy will be 4-6 pages long.

DUE DATE: December 3 - 5

VALUE: 10%