ABEN 109 – Personal Management Skills

3 Credits, 45 hours
Development of personal and interpersonal skills including goal setting, leadership and management skills, coaching and mentoring and a personal development plan.
*Prerequisite: ABEN 100 or consent of the Program Chair*

Instructor

Tami Kane
Tami.Kane@keyano.ca

Office Hours

Monday and Tuesday mornings
Online/telephone meeting requests may be made by emailing your instructor.

Required Resources

Textbook
No additional textbook required. Some readings are from the ABEN 100 textbook, *Building Your Dream.*

Other supplies
Computer with internet connection, headset with microphone.

Course Outcomes

At the completion of the course, students will be able to:

- Devise a personal professional growth plan that incorporates their chosen management style into how they plan to run their new business venture
- Select methods to motivate employees and enhance workplace satisfaction
- Demonstrate strategies to develop effective teams
- Compare strategies for effective delegation
Evaluation

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>TITLE</th>
<th>VALUE</th>
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<tbody>
<tr>
<td>Assignment #1</td>
<td>A Great Place to Work Analysis</td>
<td>15%</td>
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<tr>
<td>Assignment #2</td>
<td>Team Development</td>
<td>10%</td>
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<tr>
<td>Assignment #3</td>
<td>Group Project (Team Development and Effective Delegation)</td>
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<tr>
<td>Assignment #4</td>
<td>Professional Growth Plan</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>3 Quizzes @ 5% each</td>
<td>15%</td>
</tr>
<tr>
<td>Online Activities</td>
<td>Involvement in all Wikis, Forums, Resource Sharing, Webinars</td>
<td>20%</td>
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Assignment Due Dates

Assignment due dates will be posted in Moodle. Students should expect to spend at least 10-12 hours per week to complete all the reading, activities, and assignments within a module.

Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>4.0 Scale</th>
<th>Percent</th>
<th>Letter</th>
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<tbody>
<tr>
<td>Excellent</td>
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<td>96 – 100</td>
<td>A+</td>
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<tr>
<td></td>
<td>4.0</td>
<td>90 – 95</td>
<td>A</td>
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<td></td>
<td>3.7</td>
<td>85 – 89</td>
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<tr>
<td>Good</td>
<td>3.3</td>
<td>81 – 84</td>
<td>B+</td>
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<td>73 – 76</td>
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<td>Satisfactory</td>
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<td>C</td>
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<td></td>
<td>1.7</td>
<td>60 – 64</td>
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<tr>
<td>Poor</td>
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<td>Minimum Pass</td>
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<td>D</td>
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<tr>
<td>Failure</td>
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<td>0 – 49</td>
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Student Attendance

This online course does not have scheduled classes, however, in order to successfully complete this course, I recommend that you set up a weekly schedule for school time. You will need to spend a minimum of 10-12 hours per week completing the readings, activities, and assignments.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person’s work as one’s own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College 2015-2016 credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.
Authorization
This course outline has been reviewed and approved by the Program Chair.

Tami Kane, Instructor

Lisa Turner, Chair

Guy Harmer, Dean

Signed copies to be delivered to:
Instructor
Registrar's Office