

ABEN 109I 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.

Prerequisites and/or co-requisites ABEN 100 or consent of the Program Chair

Instructor

Tami Kane
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Office Hours

Office hours are flexible. Contact your instructor to book an online or telephone meeting.

Online Delivery: iLearn.Keyano.ca

Required Resources
Textbook titles:

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

Other supplies: Computer, internet access and a headset (microphone is recommended for online meetings).

Course Outcomes

Upon successful completion of the course, the student shall 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

Evaluation		Value
Assignment #1	A Great Place to Work Analysis	15%
Assignment #2	Team Development	10%
Assignment #3	Team Work and Effective Delegation	25%
Assignment #4	Professional Growth Plan	15%
Quizzes	3 Quizzes @ 5% each	15%
Online Activities	Participation in wikis, forums, resource sharing, webinars	20%

The minimum pre-requisite for progression is 1.7 (refer to Grading System on following page)

Grading System

Descriptor	4.0 Scale	Percent
Excellent	4.0	96 – 100
	4.0	90 – 95
	3.7	85 – 89
Good	3.3	81 – 84
	3.0	77 – 80
	2.7	73 – 76
Satisfactory	2.3	69 – 72
	2.0	65 – 68
	Minimum Prerequisite	1.7
Poor	1.3	55 – 59
Minimum Pass	1.0	50 – 54
Failure	0.0	0 – 49

Week	Topic	Graded Items
Week 1 January 9-15	Management Styles	Online activities
Week 2 January 16-22	Management Styles	Online activity Theory Quiz
Week 3 Jan. 30-Feb. 5	A Great Place to Work	Online activity Assignment 1
Week 4 February 6-12	Team Development	Online activity
Week 5 February 13-19	Team Development	Online activity Theory Quiz Assignment 2 – Team Development
Week 5 February 20-26	Effective Delegation	Online activity
Week 6 Feb.27—March 5	Effective Delegation / Decision Making	Online activity Theory Quiz Assignment 3 Project
Week 7 March 6-12	Professional Growth Plan	Online activity Assignment 4 – Professional Growth Plan

**Proposed
Schedule
of Topics**

Please Note:

Date and time allotted to each topic is subject to change.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College 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.

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 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.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca.

Specialized Supports

Counselling and Accessibility 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

Date Authorized

Vincella Thompson, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office