

208-269 Managing Staff

Credit Points:	12.500
Level:	Undergraduate
Dates & Locations:	2008, This subject commences in the following study period/s: Semester 2, - Taught on campus.
Time Commitment:	Contact Hours: Twenty-four hours of lectures and 24 hours of tutorials Total Time Commitment: Not available
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p><p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p><p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p></p> </p>
Coordinator:	Mr Peter McSweeney
Subject Overview:	<p>The subject comprises:</p> <ul style="list-style-type: none"> # the role and functions of management, supervision and leadership; # how work is organised in terms of organisational structures and job design; # the elements of productivity, quality and goal achievement and the supervisor's role in ensuring this achievement; # the factors that influence individual and group behaviour as a basis for motivating staff, managing conflict and change, and leading teams; # proper procedures for human resource management functions; and # the obligations of employers and supervisors resulting from laws and regulations. <p>The subject covers areas of:</p> <ul style="list-style-type: none"> # the role and function of management, supervision and leadership; # skill development for supervisors; work organisation, job design and organisational structures; # supervisor's role in quality, productivity and goal achievement; # motivating staff; # managing conflict and change; # human resource management functions, recruitment and selection, induction, performance appraisal, compensation, training and development, OHS;

	<p># disciplinary and grievance procedures; and</p> <p># business legal obligations in relation to contracts, consumer law, law of tort, employment law, payroll obligations.</p>
Assessment:	One two-hour written examination worth 40% of final marks, two assignments equivalent to 2500 words and worth 30% of final marks each.
Prescribed Texts:	None
Recommended Texts:	# Supervision: The Theory and Practice of First Line Management (K Cole), Prentice-Hall, Sydney, 2001
Breadth Options:	<p>This subject is a level 2 or level 3 subject and is not available to new generation degree students as a breadth option in 2008.</p> <p>This subject or an equivalent will be available as breadth in the future.</p> <p>Breadth subjects are currently being developed and these existing subject details can be used as guide to the type of options that might be available.</p> <p>2009 subjects to be offered as breadth will be finalised before re-enrolment for 2009 starts in early October.</p>
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	Information Not Available
Related Course(s):	Associate Degree in Environmental Horticulture