

NRMT20014 Managing Staff

Credit Points:	12.50
Level:	2 (Undergraduate)
Dates & Locations:	2012, Burnley This subject commences in the following study period/s: Semester 2, Burnley - 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:	For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements of this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: http://www.services.unimelb.edu.au/disability/
Coordinator:	Mr Matthew Doig
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Subject Overview:	This subject covers areas of: <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; # disciplinary and grievance procedures; and # business legal obligations in relation to contracts, consumer law, law of tort, employment law, payroll obligations.
Objectives:	This subject introduces the role and functions of people managers, and develops practical skills and knowledge for performing these functions. At the end of the course students should be able to: <ul style="list-style-type: none"> • Understand and describe the role and functions of management, supervision and leadership;

	<ul style="list-style-type: none"> • Understand and describe how work is organised in terms of organisational structures and job design; • Explain the elements of productivity, quality and goal achievement and the supervisor's role in ensuring the achievement; • Describe the factors that influence individual and group behaviour as a basis for motivating staff, managing conflict and change, and leading teams; • Understand and apply proper procedures for human resource management functions; and • Explain in practical terms the obligations of employers and supervisors resulting from laws and regulations.
Assessment:	One two-hour written examination (worth 40%) and two assignments equivalent to 2500 words (each worth 30%).
Prescribed Texts:	None.
Recommended Texts:	Cole K (2005), <i>Management: theory and practice</i> , Pearson, Frenchs Forest NSW. (this is effectively the 3rd edition of the text <i>Supervision: The Theory and Practice of First-line Management</i> .)
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	<p>It is expected students will develop:</p> <ul style="list-style-type: none"> # Awareness of and ability to utilise appropriate communication technology and methods for the storage, management and analysis of data; # Highly developed interpersonal skills to allow for effective collaborative and communication; # An ability to collaborate, exchange ideas and debate both face-to-face and across on-line learning platforms; # An ability to plan, use time effectively and manage small projects; and # An appreciation of social and cultural diversity from a regional to a global context.
Related Course(s):	Associate Degree in Environmental Horticulture