

## PADM90002 Managing Effectively

<b>Credit Points:</b>	12.5						
<b>Level:</b>	9 (Graduate/Postgraduate)						
<b>Dates &amp; Locations:</b>	2016, Parkville This subject commences in the following study period/s: July, Parkville - Taught on campus. This class will run from 9am until 5pm on each scheduled day						
<b>Time Commitment:</b>	Contact Hours: This subject is comprised of seminars and workshops delivered as an intensive over 3 days (approx 24 hours total) Total Time Commitment: Total 170 hours						
<b>Prerequisites:</b>	Admission to the Master of Public Administration program and successful completion of the following subject: PPMN90007 The World of Public Administration. <table border="1" data-bbox="387 629 1485 779"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>PADM90007 The World of Public Administration</td> <td>February, July</td> <td>12.50</td> </tr> </tbody> </table>	Subject	Study Period Commencement:	Credit Points:	PADM90007 The World of Public Administration	February, July	12.50
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PADM90007 The World of Public Administration	February, July	12.50					
<b>Corequisites:</b>	None						
<b>Recommended Background Knowledge:</b>	Previous study in public policy, political science, management, law, business, economics, international relations, non-profit management or cognate area.						
<b>Non Allowed Subjects:</b>	None						
<b>Core Participation Requirements:</b>	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: <a href="http://www.services.unimelb.edu.au/disability/">http://www.services.unimelb.edu.au/disability/</a>						
<b>Coordinator:</b>	Dr Belinda Allen						
<b>Contact:</b>	<a href="mailto:allenbc@unimelb.edu.au">allenbc@unimelb.edu.au</a> (mailto:allenbc@unimelb.edu.au)						
<b>Subject Overview:</b>	<p>Managing Effectively is one of the core subjects in the Melbourne Master of Public Administration. The Melbourne MPA is an interdisciplinary, globally-focused degree program for managers that work within or with government. This subject is one of three professionally-oriented subjects and it builds on the World of Public Administration and the core discipline subjects to develop the professional skills of participants with a particular focus on managing effectively.</p> <p>In this subject we identify and examine the key skills and capabilities public managers need to support the delivery of public outcomes and critically assesses the application of those skills in different public policy settings.</p> <p>The subject provides students with an advanced understanding of the key public management practices required to deliver public outcomes effectively. These include, for example: leadership and followership, negotiation and conflict management, complex project design and management, human resource management, media management, working collaboratively and working with citizens and services users. The subject situates these practices in their social, theoretical, historical and disciplinary contexts in order to provide a solid foundation for their application and use. Its focus is on enabling public managers to develop their understanding, appreciation and capability across these areas. Managing Effectively draws from a variety of disciplines including organisational sociology, politics, history, communication studies and psychology, and focuses attention on the application of such knowledge in practice.</p>						

<b>Learning Outcomes:</b>	<p>Students who successfully complete this subject will:</p> <ul style="list-style-type: none"> <li># Understand the key management challenges and develop an appreciation of the skills and capabilities needed to address them;</li> <li># Acquire knowledge of the social, theoretical, historical and disciplinary factors that underpins developments in management practice;</li> <li># Develop a deep understanding of the skills and capabilities required to meet contemporary management practice;</li> <li># Appreciate how to apply new skills and capabilities in political institutions at all levels from the local to the global.</li> </ul>
<b>Assessment:</b>	<p>1: Practice application paper of 1000 words where students write up a practical issue related to key themes in the subject, due in the first week of the teaching period (20%) 2: Syndicate project (group presentation and individual paper): Group presentation, due in the last week of the teaching period (20%) Individual paper of 1500 words exploring key aspect of the group presentation, due in the week after the teaching period concludes (20%) 3: Professional reflection paper of 2500 words where students apply key concepts from the course to the practical issue from assessment task 1, due four weeks the teaching period concludes (40%) Hurdle requirement: students are required to attend a minimum of 100% of classes in order to pass this subject and regular class participation is expected.</p>
<b>Prescribed Texts:</b>	All readings will be provided via the LMS.
<b>Breadth Options:</b>	This subject is not available as a breadth subject.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Generic Skills:</b>	<p>On completion of this subject students should have:</p> <ul style="list-style-type: none"> <li># A comprehensive understanding and appreciation of the interconnectedness and complexity of the fields of public management and administration, and of the key public management practices required to most effectively deliver outcomes;</li> <li># A sound understanding of politics, economics, law and sciences, as they apply to public management processes, developments and decisions;</li> <li># A high-level understanding of approaches to theory and practice and they ways in which they are synthesized and applied to managerial challenges in professional practice;</li> <li># Well-developed interpersonal and communication skills necessary to a range of managerial and administrative activities including report writing, workplace discussions, negotiation and management and lobbying strategies;</li> <li># The ability to draw upon an extensive repertoire of advanced managerial and administrative skills including skills in leadership, negotiation, decision analysis and strategic management.</li> </ul>
<b>Notes:</b>	<p><b>Note:</b> Assessment submitted late without an approved extension will be penalised at 10% per working day. In-class tasks missed without approval will not be marked.</p>
<b>Related Course(s):</b>	<p>Master of Public Administration  Master of Public Administration (Enhanced)  Specialist Certificate in Public Administration</p>