



Engineering and Technology Management

COURSE SYLLABUS

Course Number: E M 422

Course Name: Leadership, Supervision and Management

Instructor: John Pricco

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Semester Credits: 3

Prerequisites: None

Course Description and Objectives:

Leadership is important in all group activities: in the workplace, in communities, in personal endeavors. In today's work environment, team leaders and supervisors often face significant challenges. Dealing with multicultural and multi-generational workforces, teams often separated by distance and times, ever-increasing options for instant communications, and multi-national businesses have added to the list of challenges for leaders of today and tomorrow. Because competent supervisors have a critical role in helping organizations to appropriately deal with such critical issues, supervisors are of utmost importance to organizations and society. The course will teach students how to be effective and successful leaders or supervisors in today's world. Students will learn fundamentals of leadership and people management through real-world problems and situations.

Course Topics:

- Modern Supervision
- Ensuring High Quality and Productivity
- Groups and Teams
- Business Ethics
- Managing Diversity
- Vision, Values, Missions and Goals
- Organizing and Authority
- Problem Solving
- Decision Making and Creativity
- Communication
- Motivating Employees
- Counseling and Discipline
- Managing Time, Stress, Conflict and Change
- Selecting Employees
- Providing Orientation and Training
- Appraising Performance

Grading:

Project: 30% Portfolios: 45% Individual/Team Exercises: 15% Participation: 10%