**Team management**

The Theory and Technologies in Management Department

**Lecturer:** Stanislav A. Trufanov, PhD, trust@spark-mail.ru

**Semester when the course unit is delivered: 6**

**Level of course unit:** Bachelor level

**Admission requirements:**

— bases of planning, the organization, motivation, coordination and control in labor collectives;

— management terminology in foreign language;

— bases of human resources management;

— theoretical bases of business communication and negotiation;

— perspective of personnel management and basic imperatives of implementation of human resources in the organization.

Abilities:

— to analyze overall performance of personnel;

— to distribute duties among subordinated;

— to plan, to organize, coordinate, motivate and control work of employees at basic level;

Skills:

— implementation of effective business communication, speaking foreign language;

— ownership of methods of management of own time at basic level.

**Course objectives (aims)**

**Aim:**

To create theoretical ideas of management of collective, schemes and models of team building for students, and also to promote mastering practice of interaction with the team allowing to make competently administrative decisions, to plan, to organize, control, motivate, delegate and to analyze work of employees.

**Objectives:**

— to create abilities to communication and interpersonal interaction in a foreign language;

— to create abilities of effective team work in collective both as the performer, and as the head;

— to create idea of the main methods and to develop practical experience of distribution of work and delegation of powers;

— to expand knowledge of students of effective application of key indicators of efficiency in team management;

— to develop abilities of students to planning, structuring and optimization of administrative process in a team;

— to develop students’ ability to reveal leaders, to show the leadership skills, to coordinate activity of performers;

— to promote development of students’ communicative qualities and abilities to conducting productive negotiations in collective.

**Course contents**

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| **No.by order** | Module of discipline/subject |
| **1** | Module 1. Team management bases |
| 1.1 | Directions, purposes, tasks and principles of team management |
| 1.2 | Efficiency of team interaction |
| **2** | Module 2. Team development |
| 2.1 | Optimization of team management process |
| 2.2 | Collective interaction and negotiations |

**Learning outcomes**

As a result of development of discipline the student will:

**Know:** the categorical device, the principles and methods of a discipline "Management of team", theoretical aspects of team interaction, ways of implementation of communication with people and conducting negotiation process, basic data, types, methods of creation of algorithms, scripts and models of communicative and negotiation processes; ways of information exchange between employees, theoretical aspects of collective interaction; principles and methods of planning, statement of the purposes and tasks, control and analysis of results of work of team; bases of management of time; a technique of vocational education and integration of the worker into labor collective, a perspective of adaptation of the worker in a workplace.

**Be able:** to use the categorical device, the principles and methods of a discipline "Management of team", to interact in team and to carry out communication with people in various ways, to develop, make, analyze and optimize algorithms, scripts and models of communicative and negotiation processes; to communicate with employees in various ways; to collectively find solutions, to interact with collective; to carry out planning, statement of the purposes and tasks, control and the analysis of results of work of team; to train and integrate workers into labor collective, to promote adaptation of the worker in a workplace; to operate own time and working hours of subordinated.

**Possess:** skills of use of the categorical device, principles and methods of a discipline "Management of team"; negotiating; team building, communication with people in team in various ways, applications of algorithms, scripts and models of communicative and negotiation processes; decision-making on the developed algorithms, scripts and models; optimization of information exchange, feedback between employees; distributions of work and delegation of powers, managements of team in the organization; statements of the purposes and tasks, control and analysis of results of work of team; training, adaptation and integration of workers into labor collective; time-management applications.

**Planned learning activities and teaching methods**

1. Business game
2. Training
3. Oral survey
4. Discussion

**Assessment methods and criteria**

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| --- | --- |
| **Types of control actions** | **Current control** |
| **Module 1. Team management bases** | **35** |
| Oral survey | 15 (5 for 3 points) |
| Discussion | 20 (5 for 4 points) |
| **Module 2. Team development** | **65** |
| Oral survey | 15 (5 for 3 points) |
| Business game | 25 |
| Training | 25 |
| **In total**  | **100** |

**Course literature**

Required (Core):

* 1. Sidorenkov, A. V., Ulyanova, N. Y. Performance management of groups and teams in the organization: education guidance / A. V. Sidorenkov, N. Y. Ulyanova. – Rostov-on-Don: Southern Federal University, 2016. – 328 pages – URL: <https://hub.lib.sfedu.ru/repository/material/800816793>
	2. Selyuk, A. V., Denisova, S. S. Management of project team: education guidance / A. V. Selyuk, S. S. Denisova. – Tyumen: Tyumen State University, 2013. – 216 pages – URL: [http://tmnlib.ru/jirbis/files/upload/books/PPS/Seluk\_Denisova\_309\_309(1)\_UP\_2013.pdf](http://tmnlib.ru/jirbis/files/upload/books/PPS/Seluk_Denisova_309_309%281%29_UP_2013.pdf)

Recommended (Additional):

1. Gaponova E. M., Volodin R. S. Non-material methods of stimulation of personnel: foreign experience and its adaptation in Russia / E.M. Gaponova, R. S. Volodin//Magazine U. Economy. Management. Finance. – 2016. – No. 4. – Page 16-27. – URL: <https://port-u.ru/strm1/item/1921-nematerialnye-metody-stimulirovaniya-personala>
2. Zholudeva, S. V., Antonov A. O. About question of coaching of personnel during the adaptation period / S. V. Zholudeva, A. O. Antonov//The third international conference on development of psychological science in Eurasia (on February 15, 2015). – Vienna: "East West" Association for Advanced Studies and Higher Education GmbH, 2015. – Page 33-38.– URL: <https://hub.lib.sfedu.ru/repository/material/800390601>
3. Zankovsky, A. N. Psychology of leadership: from behavioral model to cultural and valuable paradigm / A.N. Zankovsky. - M.: Institute of psychology of RAS, 2011. – 296 pages. – URL: <http://www.library.fa.ru/files/Zankovsky.pdf>
4. Leadership and team management: education guidance /V. N. Fadeyeva ; Tomsk polytechnical university. − Tomsk: Publishing house of the Tomsk polytechnical university, 2014. – 188 pages – URL: <http://centrobuchenia.ru/d/1096755/d/up_liderstvo_i_komandoobraz_fa.pdf>
5. Management: cases, trainings, business games: Practical work / V. A. Alyoshin, T. Yu. Anopchenko, A. O. Blinov, etc. – M.: Publishing and trade corporation "Dashkov and To", 2012. – 282 pages.
6. Iskhakova, M. G. Team building: disclosure of resources of the organization and personality. — SPb.: Speech, 2010. – 256 pages. – URL: <https://lib.sale/personalom-upravlenie/timbilding-raskryitie-resursov-organizatsii.html>
7. Tikhomirov S.A. Games theory in managerial communications /S. A. Tikhomirov // Auditor. – 2013. – No. 2. – URL: <http://www.cfin.ru/management/strategy/classic/game_theory.shtml>
8. Trufanov, S. A. Features of management of labor collective of innovative entrepreneurial structure on the basis of competences of personnel in the conditions of instability of the external environment / S. A. Trufanov//Innovative development of social and economic systems: International student's academic and research conference (on May 15, 2015, Russia, Ulyanovsk): the collection of scientific works / under general edition of V. N. Lazarev. – Ulyanovsk: УлГТУ, 2015. – Page 378-382. – URL: <https://hub.lib.sfedu.ru/repository/material/800816514>
9. Trufanov, S. A. The formation and retention of core organizational competencies in the competitive-management system / S. A. Trufanov. – Rostov-on-don: Professional press, 2014. – 232 p. – URL: <https://port-u.ru/item/2140-trufanov-s-a-formirovanie-i-uderzhanie-klyuchevykh-kompetentsij-organizatsii-v-sisteme-konkurent-menedzhmenta>
10. Eksakusto, T. V. Fundamentals of psychology of small groups and management of collective: education guidance / T.V. Eksakusto; Southern Federal University. – Taganrog: Publishing house of Southern Federal University, 2016. – 209 pages – URL: <https://hub.lib.sfedu.ru/repository/material/800757379>