

Module level Master	Credit points 3	Language English	Return annual
Module designation			
Personnel Management			
Course(s)			
Personnel Management			
Code	Subtitle		
Person responsible for the module	Prof. Dr. phil. Oliver Sträter		
Lecturer	Prof. Dr. phil. Oliver Sträter		
Workload	90h (15h contact time, 45h private study, 30h exercises)		
Relation to curriculum	Additive key skills, elective		
Type of teaching, contact hours	Online-unit, virtual classrooms, digital communication		
Requirements according to examination regulations	None		
Recommended prerequisites None			
Module objective / intended learning outcomes			
The course provides personnel management and leadership theories in accordance with relevant international instruments and internationally applicable requirements for managers. The requirements will be demonstrated in small group exercises and practical problem solving sessions. Students will know a basic qualification in order to fill leadership positions.			
Content			
During the seminar, different management theories, as well as their individual's leadership skills, the handling of problems and intervention techniques are taught. The Student will also be able to link leadership to the Management Excellence concept under the European Foundation for Quality Management (EFQM). Topics are:			
<ul style="list-style-type: none"> • management and leadership excellence • principles of human information processing • Leadership and Management • Delegation and motivation • Meeting Management and Problem Management • Coaching and Mentoring • Creating value 			
Study and examination requirements and forms of examination	Written exam (60min) or oral exam (if <10 persons attending) (15min)		
Media employed	Online script		
Reading list			
Sträter, O., Siebert-Adzic, M. & Schäfer, E. (2012) Gesundes Führen für effiziente Organisationen der Zukunft. In Grote, S. (Hrsg.), Zukunft der Führung. Heidelberg: Springer Gabler.			
Schuler, H. (1995) (Hrsg.) Lehrbuch Organisationspsychologie. Hans Huber. Bern, Göttingen, Toronto, Seattle.			
Sträter, O. (2005) Cognition and safety – An Integrated Approach to Systems Design and Performance Assessment. Ashgate. Aldershot. (ISBN 0754643255)			
Whitmore, J. (1994). Coaching für die Praxis – Eine klare, prägnante und praktische Anleitung für Manager, Trainer, Eltern und Gruppenleiter. Frankfurt/M.: Campus			
Tuckman, B. (1965) Development Sequence in Small Groups", Psychological Bulletin, 63 (6), S. 384–399			