

Dakota County Technical College

SMGT 1028: Management Effectiveness

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Learn practical tools to manage time and stress. Develop habits to increase personal productivity and create an individual time management plan. Set priorities, delegate and reduce time waste's and stressors. Explore strategies to improve time utilization in workgroups.

B. COURSE EFFECTIVE DATES: 08/01/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. analyze schedule for time wasters
2. analyze time management systems
3. apply effective task organization techniques
4. apply time management skills
5. assess personal level of time management skills
6. assess work group for effective time management techniques
7. compare proactive and reactive paradigms and language
8. describe the characteristics of dependence, independence and interdependence
9. develop a personal time management plan
10. develop a time management approach with work groups
11. develop skills to avoid interruptions
12. explain how knowledge, skill and desire relate to habits
13. increase frequency of using a proactive approach in your personal and professional life
14. interpret habits of effectiveness model vs efficiency
15. practice techniques for avoiding time wasters
16. align realistic goals with values to reduce stress
17. analyze work and home settings for stressors
18. apply positive affirmation and visualization tools to achieve goals and reduce stress
19. assess personal attitudes toward competition and collaboration
20. assign time scheduling decisions on goals
21. cite examples of how differences can be beneficial
22. complete values clarification
23. demonstrate application of habits of effectiveness to personal life
24. demonstrate empathetic listening
25. describe effects of stress on the body
26. describe principles of synergy
27. describe the role of paradigm shifts in significant life change
28. develop a plan for ongoing physical, mental, emotional and spiritual self renewal
29. develop daily and weekly schedules
30. differentiate between urgent and important activities
31. discuss delegation techniques
32. establish goals based on values
33. evaluate the link among time management, goal setting and stress
34. explain and demonstrate elements of "win-win" agreements
35. explain how personal beliefs and values influence decisions
36. explain how time management practices are not time wasters
37. explain procrastination's effect on management effectiveness
38. explain the benefits of effective delegation
39. explain the need for time management
40. formulate long term, intermediate, and short term goals
41. identify methods to overcome obstacles to applying win-win strategies
42. list barriers to time management at home or work
43. list time management skills
44. practice methods of saying "NO" to unimportant tasks

45. practice prioritizing tasks
46. present concepts based on listener's frame of reference
47. set priorities in home and work settings
48. utilize effective time management strategies

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted