

Course Unit	-	Field of study	-
	-	School	School of Technology and Management
Academic Year	2022/2023	Year of study	1
Type	Semestral	Semester	1
Level		ECTS credits	2.0
Code	5069-791-1107-00-22		
Workload (hours)	54	Contact hours	T - TP - PL - TC - S - E - OT - O -

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Catarina Braganca Fontes da Rocha

#### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Recognize and assimilate the role, challenges and good practices of people management in the current context, including local public administration;
2. Identify and relate the determinants of group productivity at the level of organizations.
3. Reflect on the current appropriate knowledge and approaches to leadership within the municipalities;
4. Relate the implications of motivation at work at the level of individual and organizational behavior;
5. Application of communication processes and understand the implications of interpersonal relationships, in the various contexts of work.

#### Prerequisites

Before the course unit the learner is expected to be able to:  
Not applicable.

#### Course contents

The importance of People Management in Municipalities; Working teams and groups;; The leadership process in local public administration; Motivation at work; Communication processes in organizations; Relationship between leadership and communication.

#### Course contents (extended version)

1. The importance of People Management in Municipalities;
  - From Personnel Management to People Management;
  - Challenges and best practices in people management in local public administration;
2. Working teams and groups:
  - Definition and types of groups;
  - Determinants of group productivity;
  - The effective group;
3. The leadership process in local public administration:
  - Theories about leadership and basic leadership styles;
  - Situational or transformational leadership (Paul Hersey and Ken Blanchard);
  - Characteristics of situational leadership: components and employee maturity levels;
  - Characteristics of an effective leader;
4. Motivation at work:
  - The motivational cycle;
  - Motivation Theories: motivational factors;
  - Motivation Management;
5. Communication processes in organizations:
  - Interpersonal, group and organizational level of communication;
  - Communication laws and barriers; strategies for communication effectiveness in the organization;
  - Relationship between leadership and communication.

#### Recommended reading

1. Gerardus, B. (2019). Positive organizational behavior. A complete guide – 2020 Edition. Emereo PTY LTD.
2. Hall, L. , Torrington, D. , Taylor, S. & Atkinson, C. (2020). Human Resource Management (11th Ed. ). Pearson.
3. Neves, J. , Caetano, A. & Ferreira, J. (2020). Psicossociologia das Organizações – Fundamentos e Aplicações. Edições Sílabo.
4. Reis, F. L. (2020). Manual de Gestão das organizações – Teoria e Prática (2. a Ed. ). Edições Sílabo.
5. Sotomayor, A. (2021). Princípios de Gestão de Recursos Humanos. Editora Rei dos Livros.

#### Teaching and learning methods

Oral transmission of theoretical contents, supported by expositive and interrogative pedagogical techniques with use of audiovisual. Analysis and discussion of concrete situations, case studies, which allow the exchange of experiences and the practice of group decision-making that help to consolidate learning outcomes. Skills Training.

#### Assessment methods

- Final Written Exam - 100% - (Regular, Student Worker) (Final, Special)

#### Language of instruction

Portuguese

#### Electronic validation

Catarina Braganca Fontes da Rocha	António Borges Fernandes	Nuno Adriano Baptista Ribeiro
14-11-2022	14-11-2022	22-11-2022