

**BMG 62.4 Course Outline as of Fall 2024****CATALOG INFORMATION**

Dept and Nbr: BMG 62.4 Title: MANAGING WORKGROUPS

Full Title: Managing Workgroups

Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This course will enable students to determine characteristics of effective team leadership and participation after analyzing stages of group development and group roles, and to examine strategies for creating, participating in, and leading high performance teams.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course will enable students to determine characteristics of effective team leadership and participation after analyzing stages of group development and group roles, and to examine strategies for creating, participating in, and leading high performance teams. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

### **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 2008	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

### **COURSE CONTENT**

#### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Identify and summarize the elements of high performance teams.
2. Examine the stages of group development and the best techniques for progressing through the stages.
3. Determine group and leadership styles, with emphasis on production and relationship characteristics.

#### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Identify and apply group/team ground rules and behavioral expectations.
2. Differentiate between the stages of group/team development.
3. Determine techniques for moving through the stages of group/team development.
4. Distinguish between production functions and relationship functions and identify role functions in a group.
5. Determine production and relationship styles for effective situational leadership.
6. Examine the elements of a high performance team.
7. Determine the roles of the meeting facilitator/group leader.
8. Distinguish between types of meetings, agendas, and minutes.
9. Differentiate between methods of decision making for groups/teams, considering the time and commitment required.
10. Identify and apply the steps in a traditional decision making model.
11. Assess reward systems for group/team and identify rewards that could be considered motivational and/or de-motivational for team building.
12. Compare and select evaluation instruments for group/ team performance as a team member and as a team leader.

## Topics and Scope:

1. Group Rules, Norms, and Behavioral Expectations
2. Stages of Group Development
3. Production and Relationship Functions
4. Role Functions in a Group
5. Role Functions of the Meeting Facilitator/Group Leader
6. Situational Leadership
7. High Performance Teams
8. Meetings, Agendas, and Minutes
9. Methods of Decision Making
10. Group and Leadership Functions Inventory
11. Team Orientation and Behavioral Inventory
12. Group Recognition and Reward Systems
13. Evaluation of Group/Team Performance

## Assignment:

1. Reading approximately 20-60 pages per week
2. Written homework and in-class assignments or online
3. Self-evaluation inventories
4. Team participation and team leadership skills demonstration in class or via online
5. Zero to three exams, including final
6. Participation in large and small groups and interactive topical discussions in class or online
7. Reading analyses of reading assignments

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, and in-class or online

Writing  
30 - 35%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Reading analyses of reading assignments

Problem solving  
10 - 30%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Team participation and team leadership skills demonstration in class or via online

Skill Demonstrations  
15 - 25%

**Exams:** All forms of formal testing, other than skill performance exams.

Exams including one or more of these types: Multiple Choice, True/False, Short Essays

Exams  
0 - 10%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Participation in large and small groups and interactive topical discussions in class or online

Other Category  
25 - 35%

**Representative Textbooks and Materials:**

Making the Team. 5th ed. Thompson, Leigh. Pearson. 2014 (classic)

An Experiential Approach to Organization Development. 8th ed. Brown, Donald and Harvey, Donald. Pearson. 2011 (classic)

Instructor prepared materials.