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## FACULTY OF ENGINEERING, SCIENCE AND THE BUILT ENVIRONMENT

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Unit title:	Management and Design Applications 3
Unit number:	DEN/3/318
Unit value:	1.0
Unit co-ordinator:	A R Day
Contact time:	40 hours
Private study time:	110 hours
Unit pre-requisites:	None

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### INTRODUCTION

This applications unit comprises two parts:

1. Management (0.5 unit)
2. Design Project (0.5 unit)

Each part is described separately below:

#### 1. MANAGEMENT

##### AIMS

- To impart skill and understanding of the social and interpersonal aspects of management and organization in capital seeking enterprises including personal management skills, marketing, planning and personnel functions.

##### OBJECTIVES

- To produce students skilled in the arts of leadership and the management of human resources.
- To introduce the historical concepts which have shaped current management practice.
- To develop an understanding of the need for interpersonal skills in the work place.
- To consider the effects of manpower and skills shortages on industrial and commercial organizations.
- To examine the contractual relationships of parties within capital seeking organizations with particular reference to recruitment, Trades Unions and Employment law.
- To enable the student to develop in-depth studies, on themes of personal interest, within the framework of organization and management in a capitalist environment.

##### INDICATIVE CONTENT

Individual and group psychology and leadership. Interpersonal skills and human resources management.

Personnel functions of recruitment, training, motivation, performance, monitoring, development and discipline. Welfare and industrial relations and personal health and safety issues.

Marketing, its nature and extent with reference to the building services industry. The effective presentation of the company, services and products. The links of marketing with technical excellence and quality assurance.

## **ASSESSMENT**

A number of assigned coursework units selected by the student from a given menu will constitute the assessment for the unit.

## **TEACHING AND LEARNING PATTERN**

Lectures and tutorials supplemented by printed handouts.

## **INDICATIVE SOURCES**

### **Core**

All handouts issued.

Pugh D. et al "Writers on Organization", Penguin, 1984.

Blanchard K. & Johnson S. "The One Minute Manager", Collins Willow Publishing, 1983.

### **Recommended:**

Torrington & Hall. Personnel Management - A New Approach, Prentice Hall, 1993.

Hunt J. Managing People at Work, 3<sup>rd</sup> edition, McGraw Hill, 1992.

Cave A. Managing Change in the Workplace, Kogan Page, 1994.

Guirdhan M. Interpersonal Skills at Work, Prentice Hall, 1990.

Murdock A & Scutt C. Personal Effectiveness, Butterworth Heinemann, 1993.

Cannon T. Basic marketing, 3<sup>rd</sup> edition, Cassell, 1992.

## **2. DESIGN PROJECT**

### **AIMS**

- To provide an application for technical, economic, environmental and management knowledge acquired in preceding units related to the design of building services.

## **LEARNING OUTCOMES**

### **On successful completion, the student will:**

- be able to make realistic assumptions and estimates on the likely types, duties and operation of environmental services.
- Conduct economic and environmental assessments of energy delivery systems

## **INDICATIVE CONTENT**

Working in small groups and maintaining regular contact with your tutor, you are required to carry out a feasibility/ optimisation study into the use of combined heat and power in a small new-build hospital

## **INDICATIVE SOURCES**

Introduction to Small Scale Combined Heat and Power, Good Practice Guide 3, BRECSU, 1995

Guidance Notes for the Implementation of Small Scale Packaged Combined Heat and Power, Good Practice Guide 1, BRECSU, 1989

A Strategic Guide to Combined Heat and Power, NHS Estates, (HMSO) 1993

Web Site: [www.chpa.co.uk](http://www.chpa.co.uk) – the site of the CHP Association.