Personal and Profesional Development

Academic Year: (2021 / 2022) **Review date: 06-06-2021**

Department assigned to the subject: Business Administration Department

Coordinating teacher: MELERO MARTIN, EDUARDO

Type: Compulsory ECTS Credits : 2.0

Year : 1 Semester : 2

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

No requirement

OBJECTIVES

By the end of the course students will be able to:

-Design their own career plan basing on a well-balanced decision making.
-Handle Human Resources methods and apply them to their professional life.
-Understand resilience as a core survival skill of the future working environment and identify opportunities to develop it.
-Assess their own strengths and weaknesses and identify strategic competencies to build their personal branding.

DESCRIPTION OF CONTENTS: PROGRAMME

CLASS 1. Competency- based Management: A professional approach for career development.

Concept of Competency
Use of competencies in Recruitment, Performance Appraisal and Career Plan.
The dictionary of competencies.

Cases/Exercises:
Our dictionary of Competencies
My competencies profile.

CLASS 2: Career Plan
5 steps to move forward.
Implementing a Strategic Career Plan.
Guidelines for Writing a Competency Based Job Description

Cases/Exercises:
Having a first contact with my career plan (Merlin Method)
My future Job: Complete description

Class 3: Personal Change
Overview of a personal change process.
The principles of self-coaching.
My inner laws: values, beliefs and habits.

Cases/Exercises:
Set of Values
Beliefs about change / career
Self-sabotage.
Personality characteristics, needs and values through written text. "Watson" (Artificial Intelligence)
An effort to synthesize: Professional Title and Abstract.

Class 4: Resilience
Concept of Resilience.
Competencies involved in resilient attitudes.

Cases/Exercises:

Performance Appraisal.
Collective intelligence to find development activities.
Design of a Personal Development Plan of action.

Class 5: Job Hunting Tools (I). Personal Branding.

Cases/Exercises:
Resume and cover letter
LinkedIn: How to make the most of this professional Network
Buffer: How to Look for a easier way to manage your social media marketing
Feedly: How to monitor news about your, industry, business topics...

Class 6: Job Hunting Tools (II). Assessment Center

Cases/Exercises:
Job Interview.
Competency Based Interview.
Group dynamics to assess competencies.

Class 7: Action Plan

Cases/Exercises:
Presentation of my Development Plan

LEARNING ACTIVITIES AND METHODOLOGY

Exercises:
- Our dictionary of Competencies, My competencies profile.
- Merlin Method, Job Description.
- Set of Values, Beliefs about change, Self-Sabotage, An effort to synthesize.
- Performance Appraisal, Development Activities, Personal Development Plan.
- Cv and LinkedIn profile review.
- Competency based interview, Assessment Center.
- Presentation of my Development Plan

ASSESSMENT SYSTEM

Final Work ¿ Career Plan (80 %)

Report of your findings along the program, following the next framework:

1) The place where you are:

¿ CV including Job Title and abstract.
¿ Competencies profile (all your findings from the performance appraisal and other assessments carried out in class).
¿ Set of values (4-6 including your own definition).
¿ Other considerations you are going to take into account related to your reality testing (beliefs, inner obstacles, paradigm Victim/Creator ¿).

2) The place where you want to be:

¿ Long Term Goal: Vision statement.
¿ Medium Term Goal: Smart Goals to achieve your vision statement.
¿ Short Term Goal: Complete job description.

3) What it will take you to get there:

¿ Personal Development Plan (Action Plan presented in class).
¿ Collateral aspects, conclusions from Happenstance theory, ¿
¿ Other considerations you are going to take into account.

Attitude (20 %)

¿ Participation in class discussions.
¿ Commitment with learning exercises.

¿ Presentation in class.

% end-of-term-examination:	0
% of continuous assessment (assigments, laboratory, practicals…):	100

BASIC BIBLIOGRAPHY

- John Whitmore Coaching for Performance: The Principles and Practices of Coaching and Leadership , Nicholas Brealey Publishing, 2009
- Leonard, S., Lewis, R., Freeman, A. & Passmore The Wiley-Blackwell Handbook of the Psychology of Leadership, : Wiley-Blackwell.
- R. A. Neault ¿Thriving in the new millennium: Career management in the changing world of work¿, Canadian Journal of Career Development, Vol. 1, No. 1..