



COURSE: Methods and Techniques of Cooperative Work		
DEGREE: Bachelor's Degree in Informatics Engineering	YEAR: 3	TERM: FIRST

WEEKLY PLANNING									
WEEK	SESSION	DESCRIPTION	GROUPS		SPECIAL ROOM FOR SESSION (Computer class room, audio-visual class room)	Indicate YES/NO If the session needs 2 teachers: Maximum 4 sessions	WEEKLY PROGRAMMING FOR STUDENT		
			LECTURE	SEMINAR			DESCRIPTION	CLASS HOURS	HOMEWORK HOURS Maximum 7 H
1	1	COURSE INTRODUCTION (I) Course General introduction to Methods and Techniques of Cooperative Work Introducción. Course Guidelines. Homo Conexus definition.	X		MASTER CLASS		1) COURSE GOALS ADDRESSED BY THE TEAM WORK. 2) COURSE WORKING TEAMS CREATION.	1,5	2
1	2	COURSE INTRODUCTION (II) Course working teams creation. Agreed definition by lecturer and students of the work to be done by each team.		X	LECTURE		1) COURSE WORKING TEAMS CREATION. 2) CONCEPTUALIZATION AND DESIGN OF THE WORKING TEAM PROJECT. 3) WORKING TEAM ROLE DEFINITION. 4) BUSINESS IDEAS BRAINSTORMING FOR WORKING TEAM PROJECT. ENTREPRENERUING A HI-TECH STARTUP BASED ON WEB 2.0 TECHNOLOGIES.	1,5	
2	3	PRESENTATION TECHNIQUES (I) Efficient presentation techniques: preapration, execution, non-oral and oral communication skills, image.	X		MASTER CLASS		1) UNDERSTANDING OF THE DIFFERENT EFFICIENT PRESENTATION TECHNIQUES.	1,5	7
2	4	PRESENTATION TECHNIQUES (ii) Different presentation styles: formal, informal, pecha kucha, elevator pitch). Examples.		X	LECTURE		1) DIFFERENT PRESENTATION STYLES LEARNING: FROM INFORMAL TO PEACH KUCHA. 2) PRACTICAL CASES. 3) PRACTICAL APPLICATION TO THE WORKING TEAM	1,5	

							PROJECT: PRESENTING THE COMPANY AND GOALS OF THE PROJECT (Creation of a social web based application). 4) DELIVERY OF WORKING TEAM PRESENTATION: MEMBERS, ROLES AND GOALS TO BE ACHIEVED.		
3	5	SOCIAL AND CORPORATE SOFTWARE TECHNOLOGIES (I) Checking and trying of Social Software: Resource sharing, Social Networks, Distributed Conversations and Recommendation Technologies. The Web 2.0. * Tagging and sharing of Resources: del.icio.us, Flickr y YouTube * Social Networks: LinkedIn, Facebook, Tuenti, Twitter. * Distributed Conversations: Blogs, vlogs y podcasting. * Resource Recommendation: Last FM, Digg y Meneame	X		MASTER CLASS		1) LEARNING ABOUT DIFFERENT SOCIAL SOFTWARE TOOLS. 2) TEST THE DIFFERENT SOCIAL TOOLS PRESENTED. 3) TWITTER ACCOUNT CREATION FOR WORKING TEAM TRACKING.	1,5	7
3	6	SOCIAL AND CORPORATE SOFTWARE TECHNOLOGIES (II) Checking and trying of Corporate Software: Knowledge Management, Meeting Organization, Remote Meetings, Phone Conferences, collaborative editing environments, cooperative programming environments. * Knowledge Management: SharePoint y BSCW * Meeting Organization: MeetingMaker * Remote Meetings: NetMeeting * Phone Conferences: Skype * Collaborative editing environments Wikis, GoogleDocs, Zoho. * cooperative programming environments: CVS y Subversion		X	LECTURE		1) CONOCER DISTINTAS HERRAMIENTAS DE SOFTWARE PARA TRABAJO CORPORATIVO. 2) PROBAR LAS DISTINTAS HERRAMIENTAS PRESENTADAS. 3) APLICACIÓN PRÁCTICA AL PROYECTO DEL GRUPO: SELECCIÓN DE HERRAMIENTAS PARA TRABAJO COLABORATIVO EN EL GRUPO.	1,5	
4	7	BUSINESS PLAN AND PRODUCTIVITY (I) Introduction of Productivity concepts and its application to the Business Plan.	X		MASTER CLASS		1) SURVEY OF PRODUCTIVITY METHODS IN THE CURRENT MARKET TRENDS.	1,5	7
4	8	BUSINESS PLAN AND PRODUCTIVITY (II) Business Plan Analysis and Design.		X	LECTURE		1) CREATION AND APPLICATION OF A BUSINESS PLAN FOR THE COMPANY CREATED BY EACH WOKING TEAM PROJECT.	1,5	
5	9	TEAMWORK SKILLS (I) Teamwork definition. Personal and team-oriented skills. The 5 Stages Model. Good team features. Team styles examples.	X		MASTER CLASS		1) ANALUYSIS OF PERSONAL AND TEAM-ORIENTED SKILLS IN TEAM MEMBERS. 2) TEAM ROLE DEFINITION. 3) BOOK READING: "WHO MOVED MY CHEESE?" by Spencer Johnson.	1,5	7
5	10	TEAMWORK SKILLS (II) Applying team skills and team models to the working teams.		X	LECTURE		1) APPLYING SESSIONS CONCEPTS TO THE WORKING TEAM PROJECT. SOLVING PROJECT MANAGER RESIGNATION. ROLE REORGANIZATION. 2) FORMAL DEFINITION OF TEAM MEMBERS AND ROLES.	1,5	
6	11	TEAM ENERGIES (I)	X		MASTER		1) ANALYSIS OF TEAM ENERGIES IN THE WORKING	1,5	7

		Team energies concepts: Change Management, Innovation, Disruption.			CLASS		TEAM.		
6	12	GROUP PRESENTATION (I) Partial Evaluation of the working team project results.		X	LECTURE	YES	1) PRESENTING THE WORKING TEAM RESULTS: 1.1 Company. 1.2 Team and Roles. 1.3 Cooperative tools and Web 2.0 technologies selected by the team. 1.4 Business Plan and Productivity. 1.5 Conflict Resolution (Project Manager Resignation).	1,5	
7	13	TEAM ENERGIES (II) Team Energies related concepts: Creativity and Conflict Resolution.	X		MASTER CLASS		1) ANALYSIS OF WORKING TEAM ENERGIES.	1,5	7
7	14	GROUP PRESENTATION (II) Partial Evaluation of the working team project results.		X	LECTURE	YES	2) PRESENTING THE WORKING TEAM RESULTS: 1.1 Company. 1.2 Team and Roles. 1.3 Cooperative tools and Web 2.0 technologies selected by the team. 1.4 Business Plan and Productivity. 1.5 Conflict Resolution (Project Manager Resignation).	1,5	
8	15	LEADERSHIP (I) Leadership Concepts: What is Leadership? Leadership styles. The Seven Layers Model. The Myers Briggs Type Indicator (MBTI). The Enneagram.	X		MASTER CLASS		1) ANALYSIS AND UNDERSTANDING OF LEADERSHIP CONCEPTS.	1,5	7
8	16	LEADERSHIP (II) Leadership Concepts applied to working teams. Leadership styles. The Seven Layers Model. The Myers Briggs Type Indicator (MBTI). The Enneagram.		X	LECTURE		1) LEADERSHIP CONCEPTS APPLICATION TO THE WORKING TEAM. DEFINITION OF LEADERSHIP STYLES IDENTIFIED IN THE GROUP. 2) LEADER ANALYSIS (One minute case).	1,5	
9	17	PERSONAL DEVELOPMENT (I) Concept and techniques for Personal Development. Coaching. Mentoring. The Trust Spider.	X		MASTER CLASS		1) PERSONAL DEVELOPMENT TECHNIQUES THAT CAN BE APPLIED TO THE WORKING TEAM GROUP ACCORDING TO THE ESTABLISHED ROLES.	1,5	7
9	18	PERSONAL DEVELOPMENT (II) Personal Development Application Techniques. Coaching. Mentoring. The Trust Spider.		X	LECTURE		1) STUDENTS PRACTISE COACHING / MENTORING EXERCISES.	1,5	

10	19	HUMAN RESOURCES (I) Presentation concepts and Human Resources: Motivation, Hiring, Selection and Interview	X		MASTER CLASS		1) SELECTION PROCESS DEFINITION AND CAREER PLAN FOR THE WORKING TEAM COMPANY.	1,5	7
10	20	WORKING TEAMS INTERMEDIATE PRESENTATION (I) Partial Evaluation of the working team project results.		X	LECTURE	YES	3) PRESENTING THE WORKING TEAM RESULTS: 1.1 Company. 1.2 Team and Roles. 1.3 Cooperative tools and Web 2.0 technologies selected by the team. 1.4 Business Plan and Productivity. 1.5 Conflict Resolution (Project Manager Resignation). 1.6 Team Energies identified in the working team. 1.7 Group Leadership analysis and members CVs. 1.8 Career Plan.	1,5	
11	21	HUMAN RESOURCES (II) Human Resources Concepts and Techniques: Curriculum Vitae (CV), Video-Hiring.	X		MASTER CLASS		1) HUMAN RESOURCES CONCEPTS UNDERSTANDING 2) CV TRAINING (One minute case)	1,5	7
11	22	WORKING TEAMS INTERMEDIATE PRESENTATION (II) Partial Evaluation of the working team project results.		X	LECTURE	YES	1) PRESENTING THE WORKING TEAM RESULTS: 1.1 Company. 1.2 Team and Roles. 1.3 Cooperative tools and Web 2.0 technologies selected by the team. 1.4 Business Plan and Productivity. 1.5 Conflict Resolution (Project Manager Resignation). 1.6 Team Energies identified in the working team. 1.7 Group Leadership analysis and members CVs. 1.8 Career Plan.	1,5	
12	23	EMOTIONAL INTELLIGENCE (I) Emotional Intelligence related concepts. Analyzing their benefits and Return of Investment (ROI) in the projects. Learning methods for self-evaluating our emotional intelligence. Find techniques and tools to improve our Emotional Intelligence.	X		MASTER CLASS		1) EMOTIONAL INTELLIGENCE RELATED CONCEPTS. 2) BOOK READING "EMOTIONAL INTELLIGENCE" by Daniel Goleman.	1,5	7

12	24	EMOTIONAL INTELLIGENCE (II) Applying the Emotional Intelligence concept on group dynamics.		X	LECTURE		1) APPLYING EMOTIONAL INTELLIGENCE CONCEPTS TO WORKING TEAMS.	1,5	
13	25	CROSS-CULTURAL MANAGEMENT (I) Cross-Cultural Concepts. Riding the Waves of Culture, Cross-Cultural Communication.	X		MASTER CLASS		1) CROSS CULTURAL CONCEPTS UNDERSTANDING 2) SURVEY OF CROSS-CULTURAL COMPANIES (One minute case)	1,5	7
13	26	CROSS-CULTURAL MANAGEMENT (II) Cross-Cultural Concepts. Riding the Waves of Culture, Cross-Cultural Communication.		X	LECTURE		1) COMPANY SURVEY PRESENTATION.	1,5	
14	27	FINAL PRESENTATION Final Evaluation of the Working Team Project Results.	X		MASTER CLASS		1) PRESENTING THE WORKING TEAM RESULTS: 1.1 Company. 1.2 Team and Roles. 1.3 Cooperative tools and Web 2.0 technologies selected by the team. 1.4 Business Plan and Productivity. 1.5 Conflict Resolution (Project Manager Resignation). 1.6 Team Energies identified in the working team. 1.7 Group Leadership analysis and members CVs. 1.8 Career Plan. 1.9 Emotional Intelligence aspects for the different roles of the team members. 1.10 Cross-Cultural Management (if required) 1.11 Conclusions and Recommendations.	1,5	7
14	28	FINAL PRESENTATION Final Evaluation of the Working Team Project Results.	X		MASTER CLASS		2) PRESENTING THE WORKING TEAM RESULTS: 1.1 Company. 1.2 Team and Roles. 1.3 Cooperative tools and Web 2.0 technologies selected by the team. 1.4 Business Plan and Productivity. 1.5 Conflict Resolution (Project Manager Resignation). 1.6 Team Energies identified in the working team. 1.7 Group Leadership analysis and members CVs. 1.8 Career Plan. 1.9 Emotional Intelligence aspects for the different roles of the team members. 1.10 Cross-Cultural Management (if required)	1,5	

							Conclusions and Recommendations.		
SUBTOTAL								42	+ 93 = 135
15-18		EXAM PREPARATION AND FINAL EXAM					Multiple-Choice Test about the Course Concepts.	1	14
TOTAL								135	+ 15 = 150

COMPLEMENTARY TEACHING*									
WEEK	SESSION	DESCRIPTION	GROUPS		SPECIAL ROOM FOR SESSION (Computer class room, audio-visual class room)	Indicate YES/NO If the session has 2 teachers:	WEEKLY PROGRAMMING FOR STUDENT		
			LECTURE	SEMINAR			DESCRIPTION	CLASS HOURS	HOMEWORK HOURS Maximum 7 H
1	1							1,5	
1	2							1,5	
2	3							1,5	
2	4							1,5	
TOTAL								6	

* 6 hours of complementary teaching in EPS