

COURSE OUTLINE

Year: 2006/2007

LEVEL: III, **TERM 1**

NAME OF THE SUBJECT: PERSONAL MANAGEMENT

CREDITS: 4

NAME OF THE TEACHER: GISELA GARCIA

SHORT CV OF THE TEACHER:

Studies: Bachelor in Labour Relations, Postgraduate in Labour Sciences, speciality of Human Resources from University of Barcelona. Master Degree in coaching, train the trainer and labour procedures by New York University.

Professional Background: A proven track experience in Human Resources working as:

Organizational, Training and Staffing in General Electric Power Controls

Training and Staffing Manager in Agfa Gevaert, S.A.U.

Human Resources Director in Milcap Media Group Services.

SEMESTER 1

COURSE DESCRIPTION:

The course will offer a systematic and professional approach that allows participants to examine the theory and then, through practical exercises, apply that theory to the real world.

By attending this class you will learn how to:

- Adapt to an appropriate management/leadership style and win commitment and support from your bosses, peers and subordinates
- Set goals and take concrete steps to build a successful career in management
- Build a positive self-image and become a more professional manager
- Use performance management to develop and motivate your staff
- Create a motivational environment and coach inexperienced subordinates
- Influence and persuade others assertively by developing effective communication skills
- Manage conflict and deal with difficult people

COURSE OBJECTIVE

Becoming a manager is more than just a change of job title, it means being able to demonstrate the skills and competencies required to lead a team successfully when we are in an organisation. Not only will you require highly developed planning and organisational skills if you are to complete tasks efficiently, but you will need to understand the people you are working with at all levels (starting with yourself). This class will provide an essential starting point to your managerial career.

COURSE STRUCTURE:

This seminar combines lectures, discussions and practical exercises proven to help the student to develop or improve upon fundamental management skills.

SYLLABUS

SEMESTER 1			CLASS SUBJECT
12 Sept -15 Sept	Enrolment / Orientation / Registration Week	Wk 1	
18 Sept -22 Sept	Teaching Week 1	Wk 2	Introduction To Personal Management, class rules, expectations
25 Oct -29 Oct	Teaching Week 2	Wk 3	Planning and Organising: Achieving organisational objectives through group activities
02 Oct -06 Oct	Teaching Week 3	Wk 4	Planning and Organising: Usign techniques for effective time management
09 Oct -11 Oct	Teaching Week 4 12 Oct, 13 Oct Bank Holiday	Wk 5	Planning and Organising: Role play: Identifying time wasters
16 Oct -20 Oct	Teaching Week 5	Wk 6	Interpersonal communication: applying effective strategy to successful interpersonal effectiveness
23 Oct -27 Oct	Teaching Week 6	Wk 7	Interpersonal communication: role plays using combined toolkit of effective behaviours and assertive techniques
30 Oct -03 Nov	Teaching Week 7 01 Nov Bank Holiday	Wk 8	Motivation: Human nature and why people work Various theories of motivation.

06 Nov -10 Nov	Teaching Week 8	Wk 9	Motivation: Self Assessment
13Nov -17 Nov	Teaching Week 9	Wk 10	Performance Management: Art of giving feedback from others
20 Nov -24 Nov	Teaching Week 10	Wk 11	Individual Performance management: Results and behaviour
27 Nov -01 Dec	Teaching Week 11	Wk 12	Individual performance Review: Rating performance and performance review
04 Dec -08 Dec	Teaching Week 12 06 Dec – 08 Dec Bank Holiday	Wk 13	Group project
11 Dec –15 Dec	EXAMS	Wk 14	Project presentation
	TOTAL HOURS		

Course text Books Recommended SEMESTER 1 and 2

The Power of full Engagement, Jim Loehr and Tony Schwartz

Human Resource Strategy, a behavioural perspective for the Gnral Manager, Dreher Dougherty.

You want me to work with who?, July Jansen

Best Practices in Organization Development and Change,