

# COURSE OUTLINE

Year: **2006/2007**

**LEVEL :** III, **TERM 2**

**NAME OF THE SUBJECT:** PERSONAL MANAGEMENT

**CREDITS:** 6

**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.

<b>SEMESTER 2</b>
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**SYLLABUS**

SEMESTER 2			CLASS SUBJECT
08 Jan -12 Jan	Teaching Week 1	Wk 1	Managing Teams
15 Jan -19 Jan	Teaching Week 2	Wk 2	Team building activities
22 Jan -26 Jan	Teaching Week 3	Wk 3	Coaching as an effective tool of leadership
29 Jan -02 Feb	Teaching Week 4	Wk 4	Coaching Role play
05 Feb -09 Feb	Teaching Week 5	Wk 5	Managing Change
12 Feb -16 Feb	Teaching Week 6	Wk 6	Leading change and transformation
19 Feb -23 Feb	Teaching Week 7	Wk 7	Business Case
26 Feb -02 Mar	Teaching Week 8	Wk 9	Assertiveness for maximum impact
05 Mar -09 Mar	Teaching Week 9	Wk 9	Role play
12 Mar -16 Mar	Teaching Week 10	Wk 10	Persuasion and influencing skills
19 Mar -23 Mar	Teaching Week 11 <b>19 Mar Bank Holiday</b>	Wk 11	Role play
26 Mar -30 Mar	<b>MIDTERM EXAMS</b>	Wk 12	
02 Apr -06 Apr	<b>Easter vacation</b>	Wk 13	
09 Apr - 13 Apr	Teaching Week 12	Wk 14	Rewards, training and Leadership Curriculum
16 Apr - 20 Apr	Teaching Week 13	Wk 15	Business case
23 Apr-27 Apr	Teaching Week 14	Wk 16	Ensuring a safe and healthy environment: stress at work
30 Apr-04 May	Teaching Week 15 <b>30 Apr – 01 May Bank Holiday</b>	Wk 17	Role play
07 May -11 May	Teaching Week 16	Wk 18	Effectively Managing Relationships and conflict
14 May -18 May			Presentations

	Teaching Week 17	Wk 19	
21 May -25 May	Teaching Week 18	Wk 20	
28 May -31 May	<b>EXAMS</b>	Wk 21	Presentations
<b>TOTAL HOURS</b>			

**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,