

		IN-CLASS ACTIVITIES		OUT-OF-CLASS ACTIVITIES			
WEEK	H/W	LECTURE & PROBLEM SOLVING	PRACTICES	H/W	SELF-STUDY	OTHER ACTIVITIES	DESCRIPTION
1	2	<b>Introduction to Management Skills (30')</b> Syllabus presentation <b>Personal Change (1h 30')</b> Leading your professional Career	Presentation. Expectations from the subject Video "7 Habits of highly Effective People" Discussion about 2 Main QUESTIONS for Learning Diary Examples of recruiting processes: CV, Interviews,...	4	Define priorities in my career development. CV improvement	Start preparing Learning Diary 1 MBTI questionnaire	Read articles about leading your professional Career Recommended movie "El Método"
2	2	<b>Self- Management</b> Self Knowledge: Your branding MBTI profile Effective presentations	Share strengths and opportunities Review MBTI questionnaire results VIDEO Captcha; Presentations	4	Review and self-study	Our motivation TEST	Recommended book: <i>Heroic Leadership: Best Practices from a 450-year-old Company that Changed the world</i> Chris Lowney
3	2	<b>Motivation</b> Theories about Motivation My Motivation Leader of talent	Share experiences about bosses Exercise Theroy X and Y VIDEO Pygmaleon	4	Review and self-study	Upload Learning diary 1	Recommended book: <i>Emotional Intelligence</i> , Daniel Goleman
4	2	<b>Influence</b> Influencing skills Analysis of different leadership styles How to adapt your style to different situations	Review Motivation Test results Playing 4 cards. VIDEO Ocean's Eleven DISC test 6 situations- different styles	4	Review and self-study	Start preparing Learning Diary 2	Recommended movie: Ocean's Eleven Recomended paper: Seven transformations of leadership by David Rooke and William R. Torbert
5	2	<b>Team Management</b> Building effective team. Vision and joint objectives Drivers to create an inspiring place to work Leading a change	Your leadership style test Analyse cases: different leadership style affects the work environment Exercise Leadership styles	4	Review and self-study		Recommended book: <i>Our Iceberg is melting</i> John Kotter
6	2	<b>Feedback</b>	Capival Case exercise (recap from last class) Exercise of feedback	4	Review and self-study	Upload Learning diary 2	
7	2	<b>Coaching and lead change</b>	Coaching role play (Depends on timings) Build TRUST exercise	4	Review and self-study	Start preparing Learning Diary 3	
8	2	<b>High Performance Organizations:</b> Culture versus Strategy OGSM: Example of Strategic Planning High Performance Organizations Influence of behaviour in results	Examples of Strategic Planning in your professional experiences. Share experiences of High Performance Teams in your lifes Video: The Art of possibility	4	Exam Preparation		
9	2	<b>Test (30')</b> <b>Students Presentations</b>	Student Presentations	4	Prepare presentation	Upload Learning Diary 3	
10	2	<b>Students Presentations</b>	Student Presentations	4			