

	IN-CLASS ACTIVITIES			OUT-OF-CLASS ACTIVITIES			
WEEK	H/W	LECTURE & PROBLEM SOLVING	PRACTICES	H/W	SELF-STUDY	OTHER ACTIVITIES	DESCRIPTION
1	2	Introduction to Management Skills (30') Syllabus presentation Personal Change (1h 30') 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	Self- Management 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	Motivation 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	Influence 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 Recommended paper: Seven transformations of leadership by David Rooke and William R. Torbert
5	2	Team Management 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	Feedback	Capival Case exercise (recap from last class) Exercise of feedback	4	Review and self-study	Upload Learning diary 2	
7	2	Coaching and lead change	Coaching role play (Depends on timings) Build TRUST exercise Pending VIDEOS as Pigmaleon	4	Review and self-study		
8	2	High Performance Organizations: 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	Start preparing Learning Diary 3	
9	2	Test (30') Students Presentations	Student Presentations	4	Prepare presentation		
10	2	Students Presentations	Student Presentations	4		Upload Learning Diary 3	