

# SELF MANAGEMENT - course description

General information	
Course name	SELF MANAGEMENT
Course ID	04.0-WZ-P-SM-S19
Faculty	<a href="#">Faculty of Economics and Management</a>
Field of study	WEiZ - oferta ERASMUS
Education profile	-
Level of studies	Erasmus programme
Beginning semester	winter term 2023/2024

Course information	
Semester	2
ECTS credits to win	5
Course type	obligatory
Teaching language	english
Author of syllabus	<ul style="list-style-type: none"><li>dr Renata Maciejewska</li></ul>

Classes forms					
The class form	Hours per semester (full-time)	Hours per week (full-time)	Hours per semester (part-time)	Hours per week (part-time)	Form of assignment
Lecture	15	1	-	-	Credit with grade
Class	15	1	-	-	Credit with grade

## Aim of the course

Career and Professional Development coaching helps people choose, change and advance their career goals. Discover Self Identify your strengths, skills, interests, personality and style. Get “Unstuck” – Take Action Resume writing, interviewing, job search help and more. Explore Occupations Research and identify careers and jobs that fit your needs. Through workshops, coaching and lots of prattice, participants learn “hands-on, how to” career management. Detailed instructions that are instantly applicable in “the real world”. Everything is explained in “plain English” with the structure to keep candidates on track, plus plenty of examples and templates to fellow.

## Prerequisites

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## Scope

Leadership Coaching Workshop: The leadership challenge focuses on how to be a successful leader. Through interaction, coaching and lots of prattice, participants learn key coaching skills, including : -Listening Actively -Asking Empowering Questions -Designing Actions -Following Up Using coaching skills, you will be able to support people to : - Gain focus - Move from vision to action - Achieve goals faster - Make better decisions - Broaden perspectives for innovative solutions - Learn new skills to take the next step - Contextualize efforts This in turn results in increased effectiveness, more teamwork, higher morale, longer retention of people and greater impact.

## Teaching methods

PowerPoint presentation, discussion, essay.

## Learning outcomes and methods of theirs verification

Outcome description	Outcome symbols	Methods of verification	The class form
This course will give you the resources needed to minimize distractions and time-wasters in order to complete high-quality work within a specified time frame.		<ul style="list-style-type: none"><li>a preparation of a project</li><li>a project</li><li>activity during the classes</li><li>an observation and evaluation of activities during the classes</li></ul>	<ul style="list-style-type: none"><li>Lecture</li><li>Class</li></ul>
Students can comprehensive self-management involves four realms: physical, mental, social, and spiritual.		<ul style="list-style-type: none"><li>a preparation of a project</li><li>a project</li><li>activity during the classes</li></ul>	<ul style="list-style-type: none"><li>Lecture</li><li>Class</li></ul>
Students can self-management is the ability to prioritize goals, decide what must be done, and be accountable to complete the necessary actions.		<ul style="list-style-type: none"><li>a project</li><li>an observation and evaluation of activities during the classes</li><li>an ongoing monitoring during classes</li></ul>	<ul style="list-style-type: none"><li>Class</li></ul>

## Assignment conditions

Exercises: Making video curriculum vitae project.

Lecture: Activity at the lecture, correctly made written works.

## Recommended reading

Miller W.R., Baca J., C'de Matthews D.B., Personal Values Card Sort, Wilbourne University of New Mexico, 2001.

[http://en.wikipedia.org/wiki/William\\_James#Jamesian\\_theory\\_of\\_self](http://en.wikipedia.org/wiki/William_James#Jamesian_theory_of_self)

<http://aha44.pl/content/view/2680/33/>

Singht M., Waddell D., E-business Innovation and Change Management, Idea Group Inc. (IGI) 2004

## Further reading

Kanter R.M., The Change Masters, 1994

Beresh R., The Holstee Manifesto, <https://www.holstee.com/pages/manifesto>

## Notes

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Modified by dr Paweł Szudra (last modification: 30-05-2023 10:57)

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